

Adderbury Parish Institute Management Committee

Annual General Meeting held at The Institute on 17 July 2019

Present:

Diane Bratt		
Diane Danton		
Anne Davies	Committee Member	
Dawn Govier		
Andy Green	Chairman	AG
Kelsey Greenberg		
Joel Greenberg		
David Griffiths	Trustee	
Sandra Larner	Treasurer	SL
Ann Lyons	Trustee	
John Mann		
Rachel Meyrick		
Andrew Meyrick		
Rachel Moffat		
Stuart Phipps		
Lucy Roberts	Secretary	LR

Item	Discussion	Action
1	Apologies for Absence Chris Roberts, Rod Roberts – Adderbury Gardening Club	
2	Minutes of last meeting and matters arising Minutes of the meetings of 2018 were accepted as a correct record. Proposed by Anne Davis and seconded by Sandra Larner Ref 6. Work to create storage cupboards under the ladies toilet wash basins had been approved but remained pending as the contractor had been taken ill. Ref 6. The project to take deposits via online methods was progressing but slow due to adherence with banking standards. Ref 6. Options to offer “extras” such as refreshments and decoration was still being considered, but had a lower priority to other work.	
3	Chairman’s Address AG made the following statement: <i>Thank you for attending and let me start my report by looking at bookings income at the Institute during our last year. After 2017 delivered the Institute’s best ever revenue income from bookings, 2018 saw a dip of around £1000. Whilst this is disappointing it is worth noting some of this is attributable to one weekly business booking which, due to budgetary cuts, was forced to reduce their regular booking by half a day. Business users pay a higher rate</i>	

than charitable or non-profit users. The balance of the booking income fall was due to a slight reduction in the number of actual booking sessions: in 2017 the Institute was booked for 2 hours or more on 375 occasions. In 2018 this was slightly less at 348 sessions.

In reality you can not expect the bookings income to increase every year, particularly if the only input variant that will affect this income is the number of bookings. There are a limited number of hours when most people wish to book a building such as this – primarily evenings and weekends - and these have remained very busy, with our Hall Manager Lucy often struggling to find time to get in between bookings. Another interesting statistic is that the Institute was in use and booked for 1,665½ hours in 2018, which I think is still pretty impressive.

Supervising all these booking is our Hall Manager Lucy Roberts. Lucy has once again done a wonderful job for us liaising with users, arranging access and checking compliance with licencing laws, cleaning and performing basic maintenance on the building, with the help of her husband Reg. Sadly Lucy has given us notice that she is unable to continue as our Hall Manager and will stop providing the service to us from the end of August. So the quest has begun to find Lucy's replacement. She will be a hard act to follow, and on behalf of the Institute Committee, the users and the trustees I would like to publicly thank Lucy for all she has done for the Institute, for always going the extra mile and for being an excellent advocate for this wonderful old building.

When talking about booking income I mentioned the only variant that had changed in the calculation was that of the number of bookings. The other variant which has been static for at least six years is the rate we charge. During the last few years whilst we have held the costs for our users, our costs for heating, lighting, services and supplies have all increased. Maintenance costs have also increased during this period. I have for three years said the Committee really needed to look at increasing our charges to a more realistic level. Increases were recently agreed and these come into effect from September 1st. Whilst no one likes to see increased costs we hope people will understand realistic hire charges must be levied otherwise if the expenditure at the end of the year has exceeded the income the building ceases to be a viable ongoing concern.

Turning to building maintenance, which splits into three areas; repairs, internal maintenance and external maintenance. Repairs should be few and far between but sadly damage sustained during bookings has taken a fair amount of time this year. One booking in particular – a teenage party – was of concern to the Committee as we wanted to be sure the event would be alcohol free and supervised by enough adults. The person making the booking assured us it would be, and even accepted a hefty deposit, increased over that we normally charge. However, despite the assurances, it was evident afterwards alcohol had been present at the event and damage had occurred to doors in the toilet area, a mirror and the disabled toilet support bar. We held the deposit, but the many hours extra cleaning Lucy had to undertake and the cost if rectifying the problems probably far exceeded this. The

Committee has now decided our general stance is that we no longer accept party bookings for teenage parties.

Internal Maintenance in the last year has included replacement of the doors on some of the kitchen units, the costly replacement of the upstairs back room window, a full redecoration of the woodwork in this main hall and the entrance area, and a complete redecoration of the back and upstairs rooms. During this work we became suspicious that an area in the back kitchen may contain asbestos. We therefore commissioned a full survey for the whole building and this confirmed our fears in an area under the stairs in the back room where a cooker had been sighted during the 1970s and 1980s. We were advised it was alright to leave the asbestos where it is as long as it remained sealed by paint and no one drilled or pinned into it. However as this is building used by the public we feel it is better that the asbestos is removed. This is being completed at a cost of several thousand pounds in a couple of weeks. During this period access to the building will be strictly prohibited for anyone. Many thanks to those users who have agreed to having their bookings cancelled during this period.

Other internal work on our shopping list includes: creating storage cupboards under ladies toilets sinks, installing motion sensing lights in the outer areas to avoid lights being left on, the completion of the door fob system with an operational exit button; floor repairs in the main hall; stripping the back room floor back to its original state at the same level as the main room; boxing off the back room electrics; and installing a blind and the Institute's archive pictures and improving the floor in the upstairs back room.

I would like to express my thanks to the Cine Club members who spent some time bringing the hearing loop system back into working order. Following the move of the equipment to its new safer storage location we had a new loop installed, but the company who did that left the work incomplete. To those of us on the Institute Committee it appeared someone had then tried to fix the system and in doing so had caused further problems. However Cine Club members managed to get to the bottom of the problem and I understand from them the system is now working well again.

Outside the building we have had problems with the gutters on both sides of the building. Despite being cleared late last year we suffered leaks above the main road windows in heavy rains earlier this year. I called in another company who removed several additional sacks full of debris. After that I was told of a leak above the kitchen hatch. I went on the flat roof myself and found a gutter there had also become blocked by leaves.

The areas outside the building, especially in the back garden, do need attention but it is too much to expect our Hall Manager to deal with this. I have therefore begun the process of trying to locate a gardener to take on the job. If you know anyone who may be interested please let me know.

Our Committee hasn't met formally very much this year. With just four of us serving we have managed to conduct most business by email and phone calls. However each of the Committee has

	<p><i>played a vital part in keeping this building going. I wish to place on record my thanks to Sandra Larner who has done an excellent job as our Treasurer and has moved our accounts to a strong and professional position. Lucy Roberts, as well as being our Hall Manager, and doubled as our secretary with great dedication. Again thank you Lucy. The fourth member of our team is Anne Davis who has provided vital feedback and input to our decision making processes and advice and guidance along the way. Thank you Anne. Both Lucy and Sandra are standing down from the Committee this year and Anne, whilst willing to stay for the time being, will be moving soon and needs to step down at that point. So this year as you will have seen in local coverage we need some new blood on the Committee to enable to Institute to continue to operate and I hope we will find some volunteers later this evening.</i></p>									
4	<p>Treasurers Report & Accounts</p> <p>Overview of previous account. Explained that rental for 2018 had dropped from previous year (2017) due to the loss of a regular weekly rental.</p> <p>Most of the costs come from Caretaking requirements, maintenance and repairs and general utilities such as heating lighting etc.</p> <p>Caretaking costs were less in 2018 than 2017 but this depends on number of hours required to fulfil the function and can also include things such as cleaning materials.</p> <p>Current year for the 6 months up to June rental income is back on track running at 9.2k.</p> <p>£4000 has been used for redecoration of the back room.</p> <p>£5500 is currently held in the bank account but necessary repairs far exceed that figure.</p> <p>The 2018 Accounts were approved subject to audit: proposed by Diane Bratt seconded by Diane Danton</p>									
5	<p>Appointment of the Committee</p> <p>The following were willing to stand as committee members for 2019/20.</p> <table> <tr> <td>Chris Roberts</td> <td>Rachel Moffat</td> </tr> <tr> <td>Dawn Govier</td> <td>Andy Green</td> </tr> <tr> <td>Joel Greenberg</td> <td>Anne Davis</td> </tr> <tr> <td>Stuart Phipps</td> <td>Rachel Meyrick</td> </tr> </table> <p>Diane Danton</p> <p>As per the Institute Constitution, Committee members appoint a Chairman, Treasurer and Secretary at their first meeting.</p>	Chris Roberts	Rachel Moffat	Dawn Govier	Andy Green	Joel Greenberg	Anne Davis	Stuart Phipps	Rachel Meyrick	
Chris Roberts	Rachel Moffat									
Dawn Govier	Andy Green									
Joel Greenberg	Anne Davis									
Stuart Phipps	Rachel Meyrick									

6	Open Forum No questions were asked on the open forum	
	The meeting closed at 8.10pm.	