

THORNTON RUST INSTITUTE MANAGEMENT COMMITTEE

MINUTES OF AGM HELD ON MONDAY 6 MARCH 2023 at 7:30pm

1. **Present :** Committee
Sue Duffield, Steve Duffield, Martyn Donno, Carole Hudson, Karen Raven, Paul Raven, Rob Cromey Hawke, Marjorie Spence
Residents
Susan Freer
2. **Apologies :** Lynda Denny, Julia Loukota, Richard Loukota
3. **Minutes of AGM held on 21 March 2022:** The minutes were agreed as an accurate record of the meeting. Proposed: Rob Cromey-Hawke; Seconded: Martyn Donno
4. **Matters arising:** None
5. **Chairman's Report: Sue Duffield (Chair).**

"Since our AGM on Monday 21 March 2022 , we have hosted several coffee mornings. The Badminton Club still meets every Tuesday evening (new members are always welcome). The Ladies Dance Group meet on Thursday afternoons, with the Orchestra in the evening. We are grateful to Marjorie Spence, who runs the Whist Club, which provides a sizeable source of income for the Institute..

A Coffee Morning was held on 9 July and an Afternoon Tea on Saturday 13 August, when we were lucky enough to be able to sit outside.

A Macmillan Coffee Morning was held on Saturday 1 October to raise funds for that charity. We were able to send them a cheque for £285.00 which was an incredible amount for such a small village.

Saturday 8 October was due to be a skittles evening but the response was poor so we included cheese and wine on the evening to encourage people to attend. The event went ahead and four teams competed, which was adequate.

The Halloween Beetle Drive was held on 29 October, with the hall being decorated appropriately. It was well attended. Thanks to Rob and Karen Cromey-Hawke and Paul and Karen Raven and Lynda Denny. The event will hopefully take place again in 2023.

A Remembrance Service was held inside the Institute on 11 November with Reverend Tom Ringland presiding. We hope that this will continue to be a regular service.

Our yearly quiz night was held on Saturday 26 November and was well attended. We provided a hot supper with a salad.

The Christmas Coffee Morning on 17 December was well attended with mulled wine and mince pies provided and an entry fee of £3. Marjorie Spence organised her annual Christmas Whist Drive with a raffle. The village supplied the prizes and made an excellent profit of £192 for the Institute. As always, we are very grateful to Marjorie for organising this event. Carol singing around the village on 16 December finished at the Institute with a hot drink and mince pies. The Mission Room Carol Service held on 21 December also took place in the Institute, with no charge.

On Saturday 7 January we held our annual New Year Party. Breaking with tradition we asked for payment in advance (£7 per head) in order to assist with catering. Everyone seemed happy with this new

arrangement (bar one village member). The event was well attended and everyone enjoyed themselves. The Christmas decorations were still up and thanks go to Paul, Rob and Richard for all their help with the decorations, which looked lovely.

An additional Committee meeting was held on 9 January at Carole Hudson's house to discuss forthcoming events. It was suggested at this meeting that members of the Committee would oversee different events. To this end Martyn organised a second Skittles evening on 11 February. There was a slow response but fortunately on the night there were enough people to make up 4 teams. Snacks were served – thanks to Carol Donno.

We still have the Orchestra and the Ladies Dance Group, who are happy to hire the hall in the coming year.

In the near future, 11 March, a Mexican evening is planned with Karen and Paul Raven and Rob and Karen Cromey-Hawke organising. Details have been circulated around the village.

We have an Easter Coffee Morning on 10 April – details to be confirmed nearer the date.

We are planning a celebration of the King's Coronation on 6 May with an afternoon tea – possibly outside, weather permitting.

Finally, Karen Raven had enquired about a basic first aid course to be delivered in the Institute but the cost proved to be too expensive. I am hoping to enlist Richard Loukota to give a talk and a demonstration."

6. **Treasurer's Report: Rob Cromey-Hawke (Treasurer).**

Accounts: The accounts for 2021-2022 were submitted on time. The draft accounts for this financial year end have been prepared and will be submitted to the accountant for review within the next week and any findings shared with the trustees. The accumulated fund is currently £27,391.80; there is £24,251.08 in the current account, £2,648.13 in the savings account and £492.59 as petty cash - £450 of the petty cash has been deposited into the current account after the annual accounts window closed. The deficit for the financial year is £1,446.20; this is attributed to the increased cost of utilities, and agreed spend on a one-off special event for the community. However, the accumulated fund remains very healthy as a result of the Covid grants awarded in previous years and no concerns are raised at this time.

Banking: We remain with HSBC for both current and savings banking as the attempted move to Virgin Money or RBS proved extremely difficult and was aborted when it was confirmed that the one of the key reasons for the move, to gain online banking access and avoid monthly charges, was not something these institutions were able to offer as we are a charity. The search for other financial institutions who may better cater for small-income charities continues.

Lettings and other income: The continued regular use from the Circle Dance group, the Wensleydale Orchestra, the Thornton Rust Badminton group and the Whist group have generated the majority (89%) of this financial year's income for the Institute - a special thanks to the Whist group who have raised £774 for the institute in this period. This highlights the importance of recurring, regular bookings and efforts should continue to be made to try and increase the number of groups using the Institute regularly. The Institute received £410 from donations.

Events: The 'ticket' price-point for events is very good - most events this financial year have been delivered within a 10% profit/deficit. The reason for such disparity in receipts and expenditure in the events category is due to the Queen's Jubilee event which was agreed in advance to be a "nil cost" attendance event and included in this expenditure are the purchase of the official commemorative coins

gifted to all the children of Thornton Rust. Without this one-off event, a marginal profit would have been achieved from the committee-organised events overall.

Utilities and insurance: The cost of utilities continues to be high as a result of the increased price of oil and electricity. The use of the wifi across the year has not been to the level anticipated and therefore this cost has not been offset by increased bookings attributable to this offering. It is recommended that a cheaper tariff, with a lower data limit, be adopted for the year ahead. The Institute has remained in credit for the water account throughout this financial year. The annual renewal of the insurance has once more increased but no other cheaper alternative, with the same level of cover, could be secured at the time of renewal.

Repairs and maintenance: This year's expenditure on repairs and maintenance has been mostly routine and regulatory annual requirements - boiler service, electrical PAT testing, fire inspection. The only significant spend has been £240 for painting the windows. I wish to thank my fellow Institute Management Committee members for their ongoing support to ensure all financial matters are dealt with promptly and correctly.

7. **Lettings:** M. Donno presented his report for the period 01/03/2022 – 31/02/2023. The institute was in use on 151 occasions during this period, giving approximately 41.5% occupancy. We received income of £1345, £60.00 is still outstanding, bringing income to a total of £1405 covering 108 sessions, equating to £13.00 per session. Whist met on 23 occasions, generating its own income for the institute. Entertainment, Coffee Mornings and Management Meetings also generate their own income for the Institute and the hall was used on 20 occasions for those purposes.

The occupancy figures for the Institute serve only to demonstrate a need (or otherwise) for the use of the hall. Because of the varied nature of the hall's use, they have no direct bearing on the Institute's income. The occupancy figures over a given period of time are expressed as a percentage and based on a daily use and not as an individual session (ie, at some part of the day the hall was in use) irrespective of the numbers using the hall on that day, no distinction is made for duration of use.

The Institute lettings have remained largely static with a marginal increase of 5% over the last full year prior to the Covid lockdown.

The loss of one of our regular users was more than made up by the long term letting from the Circle Dance group, which made a significant contribution towards the 5% increase. However, the introduction of a purpose-built skittle alley has not had the wide appeal that one would have hoped for and would appear to fall victim, along with other events, to the reluctance to engage in events put forward by the Management Committee. Equally, the proposed purchase of a replacement table tennis table has been postponed for the time being.

On a positive note the Badminton Club meet every Tuesday throughout the year and continues to encourage new members and the Whist Drive meet alternate Fridays and play a vital role in raising funds for the Institute.

8. **Election of Committee Members.** The following were agreed:

Chair: Sue Duffield

Proposed: Karen Raven
Seconded: Paul Raven

Treasurer: Rob Cromey Hawke

Proposed: Sue Duffield
Seconded: Karen Raven

Secretary: Karen Raven

Proposed: Sue Duffield
Seconded: Rob Cromey-Hawke

Susan Freer was unanimously elected as a full member of the Institute Management Committee.

9. Any Other Business

- a) **Table Tennis/Snooker Table:** Before replacing these items we need to consider carefully who would play and when. The average cost would be £350. Storage would also need to be considered and the tables would have to be entirely collapsible. The drums and keyboard have been removed from the storeroom so there is the necessary space.
- b) **Movie Nights:** This topic has previously been discussed. We would have to be careful not to charge for such an event otherwise an Entertainments Licence would be required and there may be issues with Copyrights etc.
- c) **Coronation Afternoon Tea:** This event will be free to Thornton Rust residents. It will be held on 6 May at 3:30pm.
- d) **Payment for Events:** This issue as discussed at length. Payment in advance would be preferable for catering purposes but acknowledged that this may not happen. We could offer the incentive of the ticket price being cheaper if paying in advance. Rob Cromey-Hawke will investigate the use of Paypal contactless transactions. Payments made by this medium would go straight in the Institute bank account. There is a 1.75% transaction fee and the device itself would cost £40. Rob will share information

10. **Date of Next Meeting:** AGM Monday 11 March 2024. TR Institute Committee meeting 5 June at 11am

11. The meeting closed at 20:15.

I agree that this is a true account of the above meeting:

Signed..... Sue Duffield (Chair)