

THORNTON RUST INSTITUTE MANAGEMENT COMMITTEE

ANNUAL GENERAL MEETING

TUESDAY 11 MARCH 2025

1. **Present:** Sue Duffield (Chair), Rob Cromey Hawke (Treasurer), Karen Raven (Secretary), Martyn Donno (Lettings), Susan Freer, Paul Raven, Julia Loukota, Richard Loukota, Marjorie Spence, Tim McQueen

Residents: Peter Connick, Olwyn Chorley, Blake Connick (non-resident)

2. **Apologies:** Rachel Newall, Rob Newall

3. **Minutes of AGM – 11 March 2024**

The Minutes were agreed as an accurate report of the meeting.

Proposed: Richard Loukota **Seconded:** Martyn Donno

4. **Matters Arising**

There were no matters arising.

5. **Chairman's Report**

"The AGM is an opportunity for the village to ask any questions about the running of the Institute. The annual accounts will be available and any questions as to how the Institute is run and what the Committee does will be welcome. This includes maintenance of the Institute and grounds and events planned for the future.

The AGM also gives the opportunity for any members of the Committee who wish to resign to do so and any new members may be co-opted. This year three members of the Committee are resigning and I thank them for all their hard work and dedication during their years of membership on the Committee. We have co-opted one new member to the Committee this year.

The Committee meets every two to three months. We discuss any up and coming events, the Treasurer presents the accounts to date and the Lettings Secretary updates us on bookings of the Institute and income from those bookings. I, as Chair, also give my report on future bookings and events, including how much we should charge for each event, catering arrangements etc. We would appreciate any comments as to how we could improve things and any suggestions for events we could hold in the future. We do have a WhatsApp group to advise and remind villagers of events. Anyone who wishes to do so could contact any member of the Committee – addresses and contact telephone numbers are on the notice board outside of the Institute. Important information is also sent out via the monthly Bulletin and the quarterly Thornton Rust Institute Newsletter – both of which are produced by Rachel and Rob Newall. I feel it is important that the Institute is kept open and enjoyed by everyone in the village. It is our only point of contact to meet as a community.

I would now like to mention some of the activities that take place weekly in the Institute. This includes Pickleball on a Monday, Badminton on Wednesday, Circle Dancing on Thursdays and Whist fortnightly on Fridays. We hold coffee mornings regularly during the year. We have an annual quiz which is proving to be very popular. This year we plan to hold a second quiz in the summer. We marked Remembrance Day in November, with a short service led by Rev. Tom Ringland. Martyn Donno periodically runs a skittles evening which has usually had four teams competing. We hope to encourage a fifth team to the next event. Cheese and wine is provided on these evenings. We also hold a New Year party in January, which is well attended.

In 2024 we celebrated the 100th anniversary of the Institute. An exhibition and display in the Institute proved to be very successful and interesting. Old photographs and articles were displayed and refreshments provided with the recipes taken from 1924 cookery books. We were pleased to welcome Rishi Sunak. He showed great interest in the displays and spoke to many of the local residents.

This year (2025) is the 80th anniversary of D-Day. We intend to mark the occasion with a soup and sandwich lunch in the Institute. This will be a free event for Thornton Rust residents and we hope as many people as possible will come.

All of the Committee give their time freely for the enjoyment of the whole village and I hope this will continue in the future.”

6. Lettings

For the period 01 March 2024 to 28 February 2025 we let the Institute on 121 occasions which resulted in income generated for the Institute of £1575. This equates to an average of £13.01 per letting. Whist generates its own income for the Institute and met on 22 occasions.

Additional and overall Institute usage generating its own income for the Institute is as follows:

Whist	22
Entertainment	10 (including centenary open days)
Coffee Morning	5
Management	<u>7</u>
	44

Overall, the Institute was in use on 165 occasions for period 01/03/2024-28/02/2025 giving approximately 45% occupancy.

There is projected income from the Circle Dance Group to May of £140 which is not included in the figures above.

“The latest financial records indicate a strong recovery in letting income for the Institute, with an increase of some 35% from lettings, supporting an increase of 54% in income over the previous year. This positive trend highlights the pivotal role the Institute has in local activities. However, to sustain its growth it is important to extend our range of activities, particularly as it was with great sadness that I advised the Wensleydale Orchestra would no

longer use Institute facilities. Their falling numbers meant they had to make some changes. As a regular user of the Institute over many years this was disappointing and serves as a reminder of the vulnerability of a letting environment. Nonetheless this loss was addressed with the introduction of Pickleball which has now joined Whist, Badminton and the Circle Dance Group as the principal mainstay for lettings.

Despite the financial success I return to the need to expand the activities offered by the Institute if we wish to safeguard our financial stability. As there are few resident children in the village there is limited scope, but art and craft or possible sport activities could be considered, particularly at holiday times. Adult interest could be served with the introduction of workshops for computer literacy, cooking or gardening. The forthcoming flower arranging demonstration is an example of what can be achieved. These measures, along with our proactive diary of events, will ensure that Thornton Rust Institute remains at the forefront of an all-welcoming inclusive environment, both at home and beyond the bounds of our parish.”

7. **Treasurer’s Report**

“The accounts for 2023-2024 were submitted to the Charity Commission 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 couple of weeks and any findings shared with the trustees. The accumulated funds, on the 1 March 2025 stand at £24,500.57. The deficit for the financial year is £2,078.58; this is attributed to the increased cost of utilities, and an agreed spend on not charging for the Centenary event. However, the accumulated fund remains very healthy as a result of the sound financial management by the Management committee, and the amazing contributions from the Whist group. No concerns are raised at this time.

Banking: We transitioned our banking from HSBC to Virgin Money during this financial year - a process that turned out to be far from straight-forward. However, the Institute now has a single charity (business) bank account with Virgin Money and all trustees can be given access to the banking app to see the real-time account balance and recent transactions; a great improvement which enhances our financial security and awareness compared to our previous setup where we relied on receiving the monthly paper statements. The full funds are held in a ‘everyday’ current account; there have been initial discussions about moving a large part of these funds into a savings account, but no decisions have been taken yet. This is something I would encourage the committee to take forward as a financial priority in this next financial year.

Lettings and other income: The regular use from the Circle Dance group, the Wensleydale Orchestra, the Thornton Rust Badminton group, the Pickleball group, and the Whist group have generated approximately 64% of this financial year's income for the Institute (last year was (65%). A special thanks, once again, to the Whist group who have raised £1,022 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 £5 from donations.

Events: Once again, this financial year, the 'ticket' price-point for events has been very good. The difference between income generated from Institute committee-organised events and the expenditure for putting them on, excluding the Centenary celebration for which there was no charge to attend (at a cost of £939.67), was just under £50 total.

Utilities and insurance: The cost of utilities continues to be high as a result of the increased price of oil and electricity. The cost of the Wi-Fi has increased from last year due to increased need for data

allowance. 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 higher than last year. In addition to the regulatory annual requirements - boiler service, electrical PAT testing, fire inspection, additional spending was made to improve the visual appearance of the institute with the purchase of flower tubs for the front area, landscaping work and fencing for the rear area and the preparatory materials for the new shed that is being purchased to house the emergency sandbags.

I wish to thank my fellow Institute management committee members for their support and challenge to ensure all financial matters are dealt with promptly and correctly this year, but also the previous 2 years whilst I have been the Treasurer. I am now stepping down to focus on my other commitments but wish the committee all the best as they continue their great work voluntarily to ensure our community is able to enjoy this wonderful facility and maintain the Dales village spirit."

The Chair took the opportunity to thank Rob for his service to the Committee and for sorting out the difficult task of changing our bank account.

8. **Election of Committee Members**

All existing members of the Committee elected to remain, with the exception of Steve Duffield, Carole Hudson and Rob Cromey-Hawke.

Tim McQueen was co-opted on to the Committee.

9. **Election of Officers**

Chair:	Sue Duffield	Proposed: Richard Loukota	Seconded: Marjorie Spence
Treasurer:	TBC		
Secretary:	Karen Raven	Proposed: Sue Duffield	Seconded: Paul Raven

Martyn Donno confirmed he was happy to remain as Lettings Secretary.

At the time of the meeting, no-one put themselves forward to replace Rob Cromey-Hawke as Treasurer.

10. **AOB**

Governance: It was agreed to update the 1999 Constitution document and submit this to the Charity Commission. The wording is to be changed to state that there should be no less than seven and no more than twelve elected members who will serve for three year periods. RC-H/SD will amend the document.

Events: Rob and Rachel Newall have circulated a survey to the residents of the village with a substantive list of possible events, asking for feedback as to preferences. The results of the survey will be shared at the next Committee meeting.

Purchases: It was agreed to purchase a microphone for the Institute as this will be useful for events such as Quiz Night. As previously discussed, it was agreed to purchase a Pickleball net from Amazon. Both of these items were ordered during the meeting.

VE Day Celebrations: A sub committee to discuss final arrangements for the VE Day event will take place on 6 May.

11. **Date of Next Meeting**

Committee Meeting: Tuesday 13 May at 7pm.

AGM 2026: Tuesday 10 March at 7pm

The meeting closed at 8:45pm.

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

Signed..... Sue Duffield (Chair)

DRAFT