

Alstonefield Village Hall Committee

Minutes of the Annual General Meeting (AGM)

Held at the Village Hall

on Tuesday 14 June 2022

Minute taker: MS

Item:

1 **Apologies:**

Jamie Tomlinson, Val Littlehales, Ann Morgan (who is standing down)

2 **Members present:**

Dave Littlehales(DL), Joanna Griffin(JG), Debs Railton(DR), Martin Snodin(MS)

3 **Others present** (*names of members of the public attending do not need to be recorded*):

Cathy Reavy, Carrie Osborne, Phil Goodyear, Paul Adams, Lois Adams

4 **Minutes of the last AGM** to be signed as a correct record, or corrected:

Agreed as a correct record

5 **Financial report** (Treasurer's report)

The account is healthy. Virgin passbook closed as interest was negligible so money was moved to the Virgin cash management account. Santander account was finally closed and again money moved to the cash management account. As of 31/3/21 the Virgin current account was £2,340.04 and Virgin cash management account was £53,042.46, total money £55,382.50 (up from £48,538,91). *Meeting agreed to split account as was previously the case, to ring-fence around half the amount as a refurbishment/sinking fund.*

Comments on Income

Lettings despite covid lockdown and free rent for regular village charity bookings was £4,550.20 - this was up from last year (lockdown) but half the previous year before lockdown. Fundraising concerts generated profit of over £5,000, although purchase of the sound equipment for £2,500 was made (a capital investment rather than a concert expense). See details of other income in accounts summary below.

Comments on Expenditure

Total payments £46,249.32 (up from 39,616.08 from last year) – see details in accounts summary below. Clear Business electricity fixed until Oct 23. Moved water from Water Plus to Clear Business as better deal (5p / unit cheaper and standing charge only £12.11/year instead of £51). Gift aid transferred from Margaret Cohen - yet to apply but have up three years to do so. Telephone and internet a reasonable bill but enables Sumup card machine to work and good for lettings as can use the wifi for the projector.

NOTE: MS to check independent sign-off Charity Commission requirements, in case initialling account summary is not sufficient. **ACTION**

6 **Report on the preceding year** (Chair's report)

It's hard to believe now but the last two AGMs were held – only just – while everyone was impacted by the COVID pandemic, and it's worth reminding us all that, even now, it's not entirely disappeared. As recently as January, we were still receiving COVID-related grants

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from Staffordshire Moorlands – the last one, to recognise the continuing shortfall in hire income that was affecting all village halls.

Although the Treasurer has reported a continuing healthy balance (the highest amount ever and nearly 14% up on the previous year), much of the increase of over £6,000 could be attributed to the success of the café and the grants received during 2021. Both of these have stopped. And even after all this time, what we might consider our ‘normal’ income from bookings and fund-raising – essentially our monthly concerts – hasn’t yet returned to normal levels. As an encouragement, we waived hire charges to social user groups for most of the year – the right decision but incurring some cost to us.

And in recent weeks, largely as a result of the Ukrainian conflict, we are seeing unprecedented increases in the cost of utilities, particularly oil and electricity, both of which are among our biggest expenses.

So I do think we should be realistic as we look ahead that we may well appear to be going backwards for a while, and our balances by the end of this financial year may well reduce, perhaps significantly. It’s a risk that I think we should act upon now, and I’ll be recommending a budget-planning meeting – an Extraordinary Meeting – to the committee members after this AGM.

Before moving on from the financial aspects, I’d like to thank Debs for getting the books to balance again, in what turned out to be a complex year that hopefully won’t be repeated. We should record our thanks, too, to Rebecca Longdon for her independent examination of the accounts and the advice she has given during the year.

The main new activity for much of last year was the café, which developed into something greater than anyone might have expected. From a social/community viewpoint, it was hugely valued, so it was regrettable, albeit understandable, that Mandy felt unable to continue through the winter or re-open in Spring. I suppose we might now regard it as a valuable experiment; one that demonstrated there is plenty of demand, for anyone willing to have another go at making it work.

So we should record our thanks to Mandy for all her time and effort, and her general support for the village hall even though she hasn’t been able to be a committee member during that time.

In terms of other achievements, it’s been a quieter year – no massive projects such as the car park that we did in 2020. But we bought a number of items such as outside furniture, audio visual equipment and the sound equipment we use for concerts; and we replaced the flooring in the kitchen and hallways [paid for at the start of the 2022 financial year].

In offering thanks, we do of course rely on volunteer members – trustees – and I thank those members here tonight and those unable to attend. But we also rely on help from others, and I’d like to put on record again our thanks to Pauline Hambleton, who despite her busy life, manages to clean whenever we ask - and sometimes when we don’t.

7 Committee membership for the following year:

- i) Nominations for (max 6) Representative Members *(potential user groups to be invited every year)*

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User group	Nomination	Note
Parent & Toddlers	-	Representation may follow - tbc
Friendship club	-	Representation may follow - tbc
Bowls	-	No nomination offered
History Group	Martin Snodin	
Cricket Club	-	No nomination offered
Parochial Church Council	-	No nomination offered
(Parish Council)	-	(Do not wish to be represented)

ii) Elected members (maximum 4)

Jo Griffin	Dave Littlehales
Debs Railton	Jamie Tomlinson

iii) Co-opted members (maximum 4)

Val Littlehales	

Notes on adequacy of committee, if any

Although this is a total of only 6 trustees for now, the general view was that this should be adequate and we may have additional Representative Members in due course.

8 Any other business

Carrie Osborne suggested we should consider hosting activities for youngsters in the village. Discussion followed on whether the committee has a role in this other than making people aware Hall is available for hire.

Cathy Reavy thanked the committee for its work in maintaining the Hall, which is appreciated by her Threads customers. She also mentioned one of the loo seats is loose.

See accounts summary below.

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Accounts summary 2021-2022

ALSTONEFIELD VILLAGE HALL

Summary of Accounts for year ending 31st March 2022

	2021-2022	2020-2021	2019-2020	2018 -2019	2017-2018	2016-2017
Balance brought forward from previous year	£48,538.98	£52,339.27	£43,273.21	£38,562.76	£30,322.61	£21,064.34
Receipts						
Lettings	£4,550.20	£1,569.00	£9,118.82	£5,570.00	£7,498.25	£7,241.00
Fundraising	£149.92	£0.00	£2,825.75	£2,875.50	£3,813.71	£3,325.40
Concerts	£19,602.15	£0.00	£10,850.00	£11,005.00	£8,843.30	£5,948.00
Car Park	£1,543.40	£1,088.70	£882.56	£1,107.17	£692.00	£811.42
Donations	£1,092.50	£1,740.00	£4,152.25	£1,120.00	£2,032.28	£2,034.20
Books/cards	£0.00	£0.00	£65.77	£193.55	£101.13	£264.00
Refunds/Gift Aid	£534.72	£265.14	£668.36	£0.00	£272.71	£0.00
Bank Interest	£16.95	£116.88	£157.42	£114.71	£74.76	£89.07
Grant	£13,198.58	£31,036.00		£114.71		
Sales of assets	£651.60	£0.00	£700.00	-	-	
Pop-Up Cafe income	£11,752.82					
Total Receipts	£53,092.84	£35,815.72	£29,420.93	£21,985.93	£23,328.14	£19,713.09
Payments						
Cleaning & Toiletries	£1,566.65	£674.54	£570.52	£846.26	£846.18	£1,005.00
Licences, Insurance & Affiliations	£967.09	£1,214.48	£1,067.99	£1,154.99	£1,182.49	£1,047.07
Water & Sewerage	£325.10	£0.00	£127.65	£200.41	£145.35	£355.28
Maintenance	£9,949.10	£33,736.24	£3,806.36	£827.49	£699.53	£1,757.53
Postage, Telephone, Stationery	£18.22	£41.43	£41.61	£62.69	£72.38	£0.00
Telephone/Internet	£448.83	£602.84	£475.09	£721.84	£1,249.67	£382.95
Heating	£1,629.28	£0.00	£1,265.64	£2,137.51	£385.95	£1,143.13
Electricity	£959.68	£638.59	£555.38	£632.89	£645.02	£648.00
Replacements & Repairs	£393.50	£1,043.90	£2,482.88	£232.22	£1,863.11	£888.87
Waste Bins	£324.11	£0.00	£314.67	£304.03	£292.34	£554.01
Concert Expenses (incl. Donation to Lisieux Trust)	£17,222.71	£200.20	£5,484.37	£7,698.00	£5,859.80	£2,416.50
Old School Garden	£435.00	£313.00	£195.00	£1,083.49	£722.40	
Misc. (including new kitchen equipment)	£2,490.76	£1,150.86	£3,967.71	£1,373.66	£1,123.77	£256.48
Pop-Up Cafe expenditure	£9,519.29					
Total Payments	£46,249.32	£39,616.08	£20,354.87	£17,275.48	£15,087.99	£10,454.82
Balance at year end	£55,382.50	£48,538.91	£52,339.27	£43,273.21	£38,562.76	£30,322.61
Reconciliation						
Deposit Accounts balance at year end (Virgin current acct)	£2,340.04	£1,945.33	£29,372.26	£835.88	£833.85	£11,031.75
Virgin Account (Refurbishment Fund) - CLOSED	£0.00	£20,641.02	£20,540.01	£20,386.82	£20,272.66	
Current Account balance at year end (Virgin cash management)	£53,042.46	£23,536.61	£449.11	£22,081.17	£20,252.17	£19,257.54
Current Account balance at year end (Santander) - CLOSED	£0.00	£2,385.70	£1,877.71			
Cash-in-hand at year end	£0.00	£30.32	£100.18	£10.04	£239.06	£73.32
Less Payments not reached bank a/c at year end	£0.00		£0.00	£40.70	£3,034.98	£40.00
Receipts not reached bank a/c at year end	£0.00		£0.00	£0.00	£0.00	£0.00
Total	£55,382.50	£48,538.98	£52,339.27	£43,354.61	£38,562.76	£30,322.61
ERROR	£0.00					
Treasurer	Date				
Independent Examiner	Date				
Chairman	Date				

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