

# Alstonefield Village Hall Committee

## Minutes of the Annual General Meeting (AGM)

Held at the Village Hall

on Thursday 27 June 2024

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Minute taker: MS

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Item:

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- 1 **Apologies:** Charlotte Jordan (CJ), Mark Smith (MS), Lois Adams (LA)

(As more than a third of trustees were present, the meeting was quorate and proceeded.)

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- 2 **Members present:**

Dave Littlehales (DL), Val Littlehales (VL) Joanna Griffin, Treasurer (JG), Martin Snodin, Secretary (MS), Kevin Stockton, Chair (KS), Liz Power (LP)

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

One member of the public attended

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

Agreed as a correct record

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- 5 **Purpose of the meeting**

As this is a public meeting (and several of the trustees are attending their first AGM in that capacity), MS/KS explained the purpose of the meeting being: to present the accounts for the preceding year; to confirm committee members who will run the charity for the next year; to note any current 'officers' (e.g. Chair, Treasurer) wishing to step away from the role - and identify any new volunteers, for discussion at the next general meeting. The meeting is also an opportunity to hear any suggestions or concerns from beneficiaries of the charity (i.e. Parish residents and user groups).

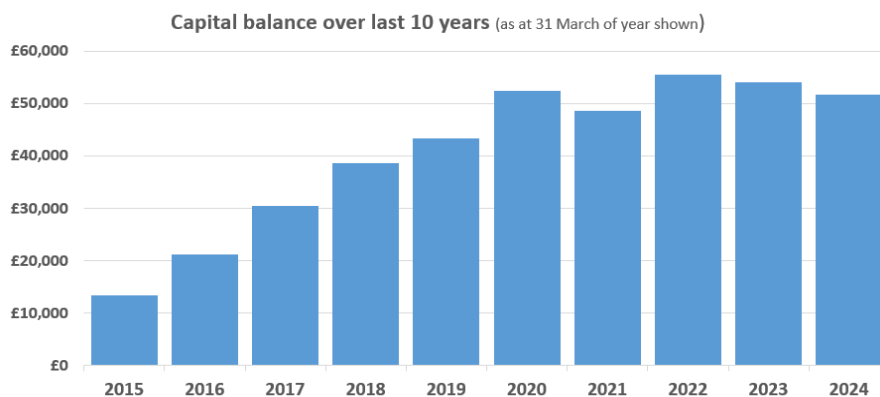
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- 6 **Financial report** (Treasurer's report)

JG presented the accounts, which have been inspected and approved by Rebecca Longdon, ahead of submission to the Charity Commission. See summary below.

### Capital balances

The total balance (as itemised below) is £51,689.53. A chart covering the last 10 years was presented:



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Date: .....

Registered charity no. 22892

Page no. ....

Income

Income has remained steady with lettings higher than last year (£5,525) but with no grant income. Bank interest is higher because of generally higher rates. The Virgin fixed term deposit matured and has been re-invested in the same account.

Expenditure

Basic overheads (non-discretionary spending such utilities) are c.£8,000 compared to hire income of c.£5,500. Costs such as electricity have increased, and we chose to spend c.£5,000 on the kitchen and other items, so expenses exceeded income this year by c.£2,400. (Hence our overall capital balance has reduced from over £54,000 at the start of the year.)

The possible reduction in fund-raising income (from concerts) in the 2024-25 year was discussed, as this could reduce our capital balance, albeit not to a level that JG or the committee thought to be of any concern.

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

KS thanked JG for her report and all the committee for their work this year. He expressed confidence that other fund-raising ideas would be forthcoming, to minimise any impact from the loss of regular concerts. For example, offering a bar to hirers such as weddings etc, with the profits coming to the committee, could be a good solution. JG has recently registered with Hitch.com, and is already receiving enquiries for weddings.

There may be ways to link with other business ventures to increase revenue opportunities. Changes to village car parking (with charges applying) could also increase our revenue from visitor parking on our land, possibly using a 'donation-type' fixed card machine.

In terms of expenditure, we may be able to reduce costs by exploring electricity supply options (including night time rates, or solar with battery power banks).

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**8 Committee membership for the following year:**

KS asked if members present were happy to continue. All confirmed, although VL indicated she may wish to step down (whilst still helping where needed) but will remain for the time being. It was noted that the committee is a fairly good size compared to previous years, provided there is full attendance. MS confirmed he had emailed user groups such as Friendship Club ahead of the meeting to invite them to join as Representative members if not already represented. On this basis, the committee for the 2024-25 year is:

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

User group	Nomination	Note
Parent & Toddlers	Lois Adams	
Friendship club	-	
Bowls	-	
History Group	Martin Snodin	
Cricket Club	Charlotte Jordan	

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Date: .....

Registered charity no. 22892

Page no. ....

Parochial Church Council	-	
(Parish Council)	-	

## ii) Elected members (maximum 4)

Jo Griffin	Kevin Stockton
Dave Littlehales	Duncan Scroggs

## iii) Co-opted members (maximum 4)

Val Littlehales	Mark Smith
Liz Power	

**Secretary note on adequacy of committee:**

The committee is essentially complete, although this is as a result of co-opting members rather than having all 6 Representative members (this is partly an issue with our constitution, which may need to be reviewed before too long).

**9 Views of residents**

- A neighbour highlighted that he sees people such as school parties staying overnight, in case we had any concerns with this. JG confirmed she had seen several fairly large car park donations which may have been from these kinds of visitors. However, it was noted that overnight parking is only permitted on request, and thanks were expressed for this matter being brought to the committee's attention.

**10 Any other business**

- None

See accounts summary below.

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Date: .....

Registered charity no. 22892

Page no. ....

ALSTONEFIELD VILLAGE HALL COMMITTEE Summary of Accounts for year ending 31st March 2024	2023-2024	PREVIOUS 2 YEARS	
		2022-2023	2021-2022
Balance brought forward from previous year	£54,095	£55,383	£48,539
<b>Receipts</b>			
Lettings	£5,525	£4,547	£4,550
Fundraising	£3,862	£400	£150
Concert Tickets	£8,846	£17,183	£19,602
Concert Bar	£1,547	£5,581	£0
Car Park	£679	£1,049	£1,543
Donations	£645	£155	£1,093
Gift Aid Donations	£0	£0	£0
Refunds/Gift Aid	£0	£997	£535
Bank Interest	£935	£118	£17
Grant	£0	£4,000	£13,199
Sales of assets	£0	£150	£652
Bank charges (Sumup)	-£13		
Miscellaneous	£320		
Pop-Up Cafe income	£0	£0	£11,753
<b>Total Receipts</b>	<b>£22,344</b>	<b>£34,180</b>	<b>£53,093</b>
<b>Payments</b>			
Cleaning & Toiletries	£608	£1,652	£1,567
Licences, Insurance & Affiliations	£1,641	£1,360	£967
Water & Sewerage	£383	£212	£325
Maintenance	£604	£3,396	£9,949
Postage, Telephone, Stationery	£0	£22	£18
Telephone/Internet	£513	£458	£449
Heating	£1,300	£1,025	£1,629
Electricity	£1,940	£1,513	£960
Replacements & Repairs	£5,230	£4,467	£394
Waste Bins	£0	£678	£324
Concert Expenses	£9,006	£18,634	£17,223
Old School Garden	£1,041	£195	£435
Misc. (including new kitchen equipment)	£1,259	£1,856	£2,491
Donations	£1,224		
Pop-Up Cafe expenditure	£0	£0	£9,519
<b>Total Payments</b>	<b>£24,749</b>	<b>£35,468</b>	<b>£46,249</b>
<b>Balance at year end</b>	<b>£51,690</b>	<b>£54,095</b>	<b>£55,383</b>
<b>Reconciliation</b>			
<i>Deposit Accounts balance at year end (Virgin current acct)</i>	<i>£2,314</i>	<i>£3,155</i>	<i>£2,340</i>
<i>Current Account balance at year end (Virgin cash management)</i>	<i>£23,688</i>	<i>£25,940</i>	<i>£53,042</i>
<i>Virgin fixed savings accounts</i>	<i>£25,688</i>	<i>£25,000</i>	
<b>Total</b>	<b>£51,690</b>	<b>£54,095</b>	<b>£55,383</b>

**Footnote:**

£1,000 of the capital is reserved for grant-aided projects. Of the balance:

- The Fixed Savings account (£25,688) is regarded by the Committee as a refurbishment fund for planned projects, such as significant roof repairs, solar panels, etc
- The Cash Management account (£23,688) and Deposit Account (£2,314) are free reserves, less the £1,000 (grant-aided) reserved amount above.

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Page no. ....