

PETT VILLAGE HALL

PETT VILLAGE HALL MANAGEMENT COMMITTEE MINUTES OF THE ANNUAL GENERAL MEETING HELD AT PETT VILLAGE HALL ON MONDAY 9th May 2022

Present:

Tim Rothwell (Chair
Richard Smith (Treasurer)
Fran Pitts (Secretary)
Clare Walker (Bookings and Administration Manager)
Caroline Turner
Peter Walker

In attendance:

David Penfold (Pett Parish Council)
Philippa Strickland
Lu Cooke
Libby Rothwell

1. Apologies for Absence

- 1.1 TR welcomed the Committee and attendees to the AGM.
Apologies for absence were received from Richard Cooke.

2. Minutes of the Meeting of the Annual General Meeting of the Pett Village Hall Management Committee held on Monday 25th October 2021

- 2.1 These were proposed by RS, seconded by PW, agreed and signed as a true record of the meeting. There were no matters arising.

3. Election of Committee and Officers

The PVH Committee 21/22 stood down

The following Members were nominated for 22/23 by TR and seconded by CT as a single nomination and their appointment agreed:

Tim Rothwell (Chair)
Richard Smith (Treasurer)
Fran Pitts (Secretary)
Peter Walker
Caroline Turner
Clare Walker

4. Chair's Report

4.1 Tim Rothwell presented his Chair's report for 2021/22. (Appendix A attached).

The key points were:

- Lu and Richard Cooke be co-opted to the Committee and this was agreed. He thanked Lu and Richard for their hard work in maintaining such high standards in the care and cleaning of the Hall.
- Clare Walker had stood down from her role as Trustee but would continue as a committee member.
- Terry Cornish had relinquished his role as Maintenance Manager and the Chair recorded his sincere thanks for his hard work and time and the many thousands of pounds he had saved the hall in maintenance bills. Peter Walker had taken over from Terry Cornish on a voluntary basis.
- TR thanked the Committee for their help and support and his pleasure that the Members and Trustees are to stand again for 2022/23.
- 2022 saw the 20th Anniversary of the opening of the Hall and the community owed a continuing debt of gratitude to those who commissioned and raised funds for the Hall. The current Committee saw it as its duty to make the Hall a modern venue for present and future generations.
- TR thanked past and present users for their support and looked forward to a less challenging and stronger future.

5. Treasurer's Report

- 5.1 Richard Smith presented his Treasurer's report, attached to these minutes – Appendix B.
- 5.2 The Hall had total assets of £29,482.72..Bookings were continuing to come in well and as most hirers paid promptly cash flow was in good shape.
- 5.3 RS highlighted that energy costs will be a major issue, although the switch to LED lighting would help reduce costs.

6. Booking Manager's Report

- 6.1 Clare Walker presented her report (attached as Appendix C).
- 6.2- After a quiet start to the year because of Covid restrictions, March to June have filled quite quickly. Five weddings had been booked and only 9 weekend spaces were left for this year.
- 6.3. Reaction to the April price increase had been largely favourable with hirers saying the Hall still represented good value.
- 6.4. Philippa Strickland confirmed that the Flower Show would take place at the Village Hall this year and would like to request a booking for the last Saturday in July 2023.

7. Waiving of Fees

- 7.1 TR noted that the hall is sometimes asked to waive fees for charitable organisations. However, Pett Village Hall also had charitable status and needed to maximise its income. All hirers would be expected to pay the appropriate fee, although there might be exceptional occasions when the Bookings Manager, in consultation with the Committee, , might agree to waive or reduce a fee.

8. Open Forum

- 8.1 Philippa Strickland said that at present there were around 300 members of the 500 Club and the monthly draw is held first Wednesday in the month at the Village Hall. TR thanked Philippa and CarolPecorini for all their hard work in running the Club.

9. Date of next AGM - 8th May 2023.

The meeting closed at 8.25pm



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

The Pett Village Hall

**On accounts for the year
ended**

31 March 2022

**Charity no
(if any)**

1005693

Set out on pages

1 and 2 of the attached receipts and payments account

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2022.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

D.G. Ashby

Date:

23/12/22

Name:

David G Ashby

**Relevant professional
qualification(s) or body
(if any):**

FCCA

Address:

Landgate Chambers

24 Landgate

Rye, TN31 7LJ



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Pett Village Hall

1005693

Receipts and payments accounts

CC16a

For the period
from

01-Apr-21

To

31-Mar-22

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Lettings and events	21,808	-	-	21,808	10,300
500 Club Donation	3,303	-	-	3,303	3,272
Other Donations	894	-	-	894	8,837
Other Grants	500	-	-	500	-
Government grants	10,667	-	-	10,667	10,241
Bank interest	2	-	-	2	23
Deposits Held	-	-	-	-	-
Sub total (Gross income for AR)	37,174	-	-	37,174	32,673
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	37,174	-	-	37,174	32,673
A3 Payments					
Maintenance and cleaning	6,326	-	-	6,326	8,049
Repairs and renewals	6,340	-	-	6,340	738
Light and heat	4,944	-	-	4,944	1,235
Insurance	2,164	-	-	2,164	2,075
Licences	817	-	-	817	210
Water	952	-	-	952	279
Miscellaneous expenses	504	-	-	504	525
Prizes	1,849	-	-	1,849	1,488
Professional fees	60	-	-	60	60
Printing & Stationary	-	-	-	-	89
Wages	9,330	-	-	9,330	3,000
Communications	722	-	-	722	760
Office costs	3,583	-	-	3,583	-
Food bank donation	705	-	-	705	-
IT	2,047	-	-	2,047	-
Sub total	40,343	-	-	40,343	18,508
A4 Asset and investment purchases, (see table)					
Mixer	249	-	-	249	-
Playground equipment	5,496	-	-	5,496	-
Shed	1,120	-	-	1,120	-
Sub total	6,865	-	-	6,865	-
Total payments	47,208	-	-	47,208	18,508
Net of receipts/(payments)	- 10,034	-	-	- 10,034	14,165
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	40,132	-	-	40,132	25,967
Cash funds this year end	30,098	-	-	30,098	40,132

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Santander current	3,119	-	-
	Santander deposit	22,841	-	-
	Lloyds Deposits	82	-	-
	Lloyds 500	4,056	-	-
	Petty Cash	-	-	-
	Total cash funds	30,098	-	-

(agree balances with receipts and payments account(s))

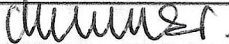
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	LED Lighting	General	6,470	-
	Pump installation	General	3,978	-
	Curtains & blinds	General	1,897	-
	Mixer	General	249	-
	Playground equipment	General	5,496	-
	Shed	General	1,120	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	C. TURNER	20.1.23