

## Upperthong Village Hall Annual General Meeting - 7.45pm Wednesday 6th November 2024

Attendees: Gareth Collins, Liz Cork, Jez Pinnell, Lynn Snarr, Holly Lightfoot-Wild, Chris Lightfoot-Wild, Fatma Smith, Kevin Smith, Liz Davies, Rob Davies, Judith Horsfield, Isobel Singleton, Mary Boyd, Andy Boyd, Richard Hazeldene

Apologies: Eloise Collins, Chelsey Edmonds.

Agenda Item	Action / Details	Owner	Due Date
<b>Introductions</b>	<p>The current chair welcomed everyone to the AGM and explained the purpose of the committee, the role of a Trustee and that of a Friend.</p> <p>Everyone then introduced themselves around the room.</p> <p>A contact sheet was circulated and we welcome the following people as Friends of the Hall:</p> <p>Liz Davies Judith Horsfield Isobel Singleton Mary Boyd Andy Boyd</p>	GC	Complete
<b>Approval of outputs from last meeting</b>	<p>Proposed by LC Seconded by GC</p>	All	Complete
<b>Capture &amp; discuss conflicts of interest</b>	<p>No conflicts of interest were raised that have not already been recorded.</p>	All	Complete

<b>Review and close/carry forward outstanding actions.</b>	<b>Actions Closed at this meeting:</b>		
	• Appoint someone to assess the current sewage system.	LC	Complete
	• Ascertain the intentions of LS going forward.	GC	Complete
	• Make and display posters for the AGM.	GC	Complete
	• Publicise AGM on social media.	GC/CE	Complete
	• Re-fit alarm sensor to lower stairs window.	GC	Complete
	• Organise the Christmas Carol concert for 2024.	LC	Complete
	<b>Actions Carried forward from this meeting:</b>		
	• <b>Hall deeds.</b> Investigate whether we can create or retrieve the deeds without the need for legal intervention. FS/KS unable to progress over the summer due other commitments. Committee feeling is generally strongly in favour of resolving the legalities around the deeds. Part of a bigger piece of work involving a new constitution and mission statement.	GC	14.01.25
	• <b>Bank signatories.</b> Make JP, GC, and LC signatories with EC view access only. Problems with the bank have made this difficult. JP to progress.	JP	14.01.25
• <b>Savings Bond.</b> Look at options for new savings/bond accounts to keep this money growing.	JP	14.01.25	
• <b>Community First.</b> See if we still have Community First/ACRE membership and pay if required as they have been a very useful source of advice.	JP	14.01.25	

<b>Chairperson's Report</b>	See Appendix A.	GC	Complete
<b>Treasurer's Report</b>	See Appendix B.	JP	Complete
<b>Bookings Secretary Report</b>	See Appendix C.	EC	Complete
<b>Review calendar items by exception</b>	See calendar below.		
<b>Resignation of current Trustees</b>	All current Trustees resigned their posts.	All	Complete

<p><b>Election of new Trustees</b></p>	<p>The outgoing chair (GC) asked for nominations of new Trustees.</p> <p>GC brought to the meeting proxy nominations from Jez Pinnell, Eloise Collins and Chelsey Edmonds in their absence.</p> <p>The following Trustees were re-elected by majority vote:</p> <p>Gareth Collins  Liz Cork  Jez Pinnell  Eloise Collins  Chelsey Edmonds  Holly-Lightfoot-Wild  Chris Lightfoot-Wild</p> <p>And the group welcomed a new Trustee:</p> <p>Rob Davies</p> <p><b>Lynn Snarr</b> decided not to re-join due to family and personal commitments but will remain a Friend of the Hall. Lynn will be a great loss to the hall and we all thank her for the incredible work she has done, particularly in the creation and running of the very successful Maker's Markets. <b>Congratulations Lynn and Thank You.</b></p>	<p>All</p>	<p>Complete</p>
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<p><b>Assignment of Committee Roles</b></p>	<p>Trustees then volunteered for the following roles and their appointments were voted in by way of showing hands:</p> <p><b>Chair:</b> Gareth Collins</p> <p><b>Vice Chair:</b> role eliminated as the group felt it was no longer required as a formal role. Any Trustee can chair meetings and take minutes.</p> <p><b>Secretary:</b> Holly Lightfoot-Wild</p> <p><b>Treasurer:</b> Jez Pinnell (acting in the interim until we find a new Treasurer)</p> <p><b>Bookings Secretary:</b> Eloise Collins</p> <p><b>Bar Manager:</b> Rob Davies</p> <p><b>Social Media Manager:</b> Chelsey Edmonds</p> <p><b>Maintenance Manager:</b> shared role amongst all Trustees</p>	<p>All</p>	<p>Complete</p>
<p><b>Setting of Priorities for the coming year</b></p>	<p>A discussion was had as to what our Priorities should be for the coming year. Two areas came out as being important and realistic to tackle this year:</p> <ol style="list-style-type: none"> <li>1. <b>Renovation of the Toilet facilities.</b> At the very least a design and costings for the scheme.</li> <li>2. <b>Resolve issue over Deeds and updating the Constitution.</b> As custodians of the hall for future generations we need to protect it as an ongoing facility.</li> </ol>	<p>All</p>	<p>Next AGM (Nov 2025 - date TBC)</p>



## Calendar

Month/ Year 2024	Requirements	Arranged / carried out by	Date completed
Monthly	Check accident book.	Gareth Collins	Ongoing
Weekly	Test fire alarm & emergency lighting record results	Kath (cleaner)	Ongoing
January	Annual risk assessments; Fire Safety and Health & Safety assessments	Gillian Scarborough <a href="mailto:gillian.scarborough@sky.com">gillian.scarborough@sky.com</a> 07855 899846	Completed 30.01.24
February	Insurance renewal (£1291)	Allied Westminster via Jez Pinnell <a href="mailto:Insurance@alliedwestminster.com">Insurance@alliedwestminster.com</a> Kathrine Fairburn 01937 845245	Completed 06.02.24
March	Bi-annual Fire Alarm Service	Carlton Alarms 01484 665526 Emergency only out of hours – 07860 456591 <a href="mailto:carlton@carlton-alarms.co.uk">carlton@carlton-alarms.co.uk</a>	Completed 20.03.24
April	Annual Fire extinguisher inspection	John Harrop 07895 278585	<b>OVERDUE</b> JP to chase, update due 14.01.25
April	Annual PAT testing & Emergency Lighting Inspection	Adam Parnell Valley Electrical 01484 680202 <a href="mailto:adam@valleyelectrical.co.uk">adam@valleyelectrical.co.uk</a>	Completed 12.06.24
May	Licensing Act – annual fee £70	Bill sent in post by Kirklees	Completed 04.06.24

May	Annual Fire Drill	Committee during Meeting	Completed 29.05.24
May	First Aid Kit check and replenish	EC	Completed 15.05.24
May	Following Year end (August ). Accounts to charity commission by following May?	JP	Completed 18.08.24
June	Annual boiler service. Arrange via Ideal Boilers 01482 498660. £95	GC	Completed 07.06.24
September	Community First annual membership ( £42 paid 05.09.23)	JP	<b>OVERDUE</b> JP to check, update due 14.01.25
September	Remember to organise Christmas Carol Concert	Megan Caddy HD9 Brass Band 07526 973513	Completed 16.10.24
October	Bi-annual Fire Alarm Service	Carlton Alarms 01484 665526 Emergency only out of hours – 07860 456591 <a href="mailto:carlton@carlton-alarms.co.uk">carlton@carlton-alarms.co.uk</a>	Completed 08.10.24
December	Music Licence - PRS (£433 paid 11.12.24)	JP	<b>OVERDUE</b> JP to check, update due 14.01.25
<b>Future Years requirements</b>	Electrical Installation Condition Report (EICR) - an insurance requirement every 5 years due April 2027	Adam Parnell Valley Electrical 01484 680202 adam@valleyelectrical.co.uk	

<b>Future Agenda Items</b>	July 2025 - Revisit decision to progress process to replace deeds September 2025 - Revisit production of new Constitution		
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**Appendix A: Chairperson's Report**  
**(covering Financial Year ending 31.08.24)**

Firstly a big thank you to my fellow Trustees for your commitment and hard work over the last 12 months. You've all played a part in the continued success of our beloved village hall, though at times the old girl does try and fight us!

The position of the hall at the top of the village means it's particularly exposed to the elements and our maintenance burden has been considerable in recent years. I'm happy to report that the final window has been replaced earlier this year and brought up to the standard of the rest of the windows that were done previously.

And just today in fact, work has begun with the refurbishment of the roof. This has been a long process, with lots of debate, and rightly so given the money involved so its great to see the scaffolding up and the Parker Maythorn team on site.

In terms of other changes this year... our annual Health & Safety assessment suggested that we might be behind on fire detection so we undertook to install a series of smoke, heat and carbon monoxide detectors around the building. These sensors can be accessed remotely and will alert specified members of the committee to a problem should one arise.

Additionally we have employed staff for the first time this year to manage some of the paid bars that our hirers have asked for. Previously staffed by trustees on a voluntary basis the demand was becoming too great a burden for us to manage so we needed to seek outside help. After ironing out the legal and pay requirements we now have two staff whom we employ on a casual basis and we're very pleased with their efforts. Thank you Rob and Abbie for your support. Without this move we would have undoubtedly had to miss out on much needed income for the village hall.

A special thank you to Chris who brought our IT up to modern standards at the start of the year. Previously our website was hosted by a commercial third party at monthly cost to the hall, and emails were sent between committee members using our personal accounts. This needed to change so after various rounds of verification we were successful in attaining Google Not for Profit status meaning we now have full access to Google's commercial product suite. All of our emails are now hosted by Google and the website will transition shortly, with zero cost to the hall going forward.

The bookings at the hall continue to be strong as Eloise's bookings report will show later with a good mix of regular and ad-hoc bookings. It is sad to report though that the appetite for Comedy Nights at the hall seems to have diminished with two cancelled events in recent years. The rise in the cost of living together with increased success at similar events at other nearby halls might have something to do with this. But it is my hope that Comedy Nights return to Upperthong at some point in the future.

Our financial status remains solid with just under £63,000 in assets, though around £25-28,000 of that is ring-fenced for the roof refurbishment. Last financial year our income was £26,623, our outgoings were £21,332 making a profit of £5,291 for the year.

Thank you all again for your support in achieving these numbers and ensuring that the hall remains a viable facility for the use of the local community.

## Appendix B: Treasurer's report 23/24

(covering Financial Year ending 31.08.24)

### Summary of accounts

	22/23	23/24
Treasurer	6704	3807
Paypal	8247	6533
Savings	40503	30920
Bond		20000
Interest		515
Total	55454	61260
Income		26623
Outgoings		21332
Gain		5291

This included £4500 grant from HV parish council

Biggest expense was £3718 for windows

## **Appendix C: Bookings Secretary Report**

**(covering Financial Year ending 31.08.24)**

User group bookings continue to be very regular (Currently 10/week).

- We have lost the Friday 'functional movement' class, but now have a Thursday baby class and a new yoga group that uses the hall twice weekly.
- Party bookings average 1 per weekend across the year, and we have held a bar at 14 events. The running of these has been made much easier since employing staff (June 2024), rather than relying solely on committee volunteers.
- Community hall-run events continue throughout the year; Maker's markets and a Christmas carol concert. (No longer running Comedy nights).
- The hall has also been used as a venue for some Holmfirth festival events this year (Arts festival & Film festival)

### Regular Weekly User Groups:

Mon – Yoga group + Band & Community choir  
Tue – Fitness class  
Wed – Yoga group + Art class + Fitness class  
Thu – Art class + BabyBeats + Fitness class  
Fri – Yoga group

### Private Functions:

- Children's Party x 17
- Adult party + BAR x 10

- Others x 16 (Wedding x 2, Christening, Wellness retreat x3, Sound bath meditation, Salsa dancing lessons, Film festival event, Arts festival event, Wreath workshop, Band rehearsal, Photography session, Video filming, KMC councillor surgery, Art workshop)
- Concerts x4 (Community Band concert x2, Charity gig, Soul choir)

Hall Events:\_\_\_\_\_

- Maker's Markets x 5 (Nov/Dec/Jan/Feb/Mar)
- Christmas Carol concert

# Profit and Loss

## Upperthong Village Hall

29/06/2025

01/09/2023 - 31/08/2024

### INCOME

#### Income

Regular user group	7,203.12
Private hall hire	4,276.25
Maker's market	986.55
Bar takings	8,588.48
Comedy night	-137.50
Jubilee fund	-49.74
Interest	523.01
Grant	4,500.00

**Total Income** **25,890.01**

**INCOME** **25,890.01**

**GROSS PROFIT** **25,890.01**

## EXPENSES

### Expenses

Website	-77.83
Bar stock	-3,943.74
Cleaner	-510.00
Bar staff	-190.00
Cleaner	-1,050.00
Comedy night	-100.00
Bottle collection	-35.00
Cleaning supplies	-260.10
Brass band	-4.15
Laminator and supplies	-227.50
Advertising Expense	-180.63
Income Tax Expense	-51.60
Insurance Expense	-1,405.96
Licenses Expense	-503.56
Meals and Entertainment Expense	-26.40
Repairs Expense	-6,463.96

Supplies Expense	-27.64
Utilities Expense	-5,026.62
<b>Total Expenses</b>	<b>-20,084.69</b>
<b>TOTAL EXPENSES</b>	<b>-20,084.69</b>
<b>NET INCOME</b>	<b>5,805.32</b>