

Minutes

Bourne End Village Hall Annual General Meeting

Friday 18th October 7:30pm (location: Village Hall)

Present: Charlie Mc Murdie, Karen Evans, David Manson, Jacky Chapman, Dave Chapman, Veronica, Julie Clarke, Ian Robertson, Jenny Barker, Ian Creasy, Maggie, Vivien, Sarah and Mark Lovejoy, Mark Tillotson, Lizzie Robinson.

Charlie approved the minutes from last time and Karen seconded.

Chairman's report- Mark Tillotson

The hall belongs to the diocese of St Albans. Projects completed this year- Infra- red heating system. This will replace the gas heating system when it finally stops working.

We have installed a new Smart lock to improve security and comply with insurance.

We are in the process of renewing the lease with the Diocese. Once this is in place, we can apply for grants e.g. energy saving grant. We need a long lease in order to get approved for grants.

Mark thanked the committee, Ashley for his work with admin and bookings and Christine for her hard work with the day-to-day cleaning and running of the hall.

Treasurer report – Jane Manson

As we are now turning over more than £25,00 we must have our accounts approved by the charity commission.

We have needed to improve things such as the lighting and switches.

We have become COSCH compliant.

We have had the heating system installed and the floor has been sanded and varnished.

Income was just over £30,000 – a little less than last year due to hall closures for work.

We spent money on upgrades due to a surplus of funds for several successful years.

Ian C asked about odd deposit amounts.

Charlie asked about electricity spiking. This was due to people bringing in fan heaters in which won't happen moving forward.

Lizzie asked how much the lease will cost- Jane answered around £1000 which will be split between the church and the village hall. Martell has been selected as a surveyor.

Accounts were approved- Charlie approved and Lizzie seconded.

Re-election

Ian Creasy – Jane and David nominated and seconded

Karen Evens- Dave and Jane

Jane Manson – Charlie and Vivien

Charlie – Dave and Ian C

Mark- Karen and Ian

Any Other Business - None.


The meeting was closed.


Bourne End Village Hall Accounts
Year-ended 31 August 2024

Accounts summary for the year


	<u>2024</u>	<u>2023</u>
		As restated
INCOME		
Bookings	29,531.25	31,038.25
Grant	-	400.00
Interest	<u>68.36</u>	61.44
	29,599.61	31,499.69
EXPENDITURE		
Cleaning/Caretaker	2,310.99	2,670.00
Administrator	2,932.50	2,985.00
Accountant	420.00	420.00
Misc*	2,145.86	2,486.31
Gas	979.41	1,058.32
Electricity	3,392.41	945.83
Water	340.14	208.11
Insurance	2,073.70	1,802.24
Wifi	607.44	566.44
Garden	-	990.00
Maintenance	178.70	1,421.52
Major projects	24,264.96	-
Rubbish	955.12	869.98
Bank charges	60.00	60.00
Rent to Church	<u>-</u>	<u>263.03</u>
	(40,661.23)	(16,746.78)
	<u>(11,061.62)</u>	<u>14,752.91</u>
Bank Reconciliation		
Opening Balance CAF Bank	43,448.26	26,382.79
Outstanding deposits B/Fwd	-	-
Funds as at 1 September 2023	<u>43,448.26</u>	<u>26,382.79</u>
Deposits Received	(7,578.57)	(6,148.83)
Deposits Refunded	7,151.13	3,836.27
(Decrease)/Increase in funds	(11,061.62)	14,752.91
Closing Balance CAF Bank	<u>Link</u> 32,814.08	<u>43,448.26</u>
Outstanding Deposits	<u>(2,740.00)</u>	<u>(2,312.56)</u>

* See annex

Treasurer: 
Jane Manson

Chairman: 
Mark Tillotson

We have examined the accounting records, together with information and explanations given to us, and to the best of our knowledge the above Profit and loss account and Bank Reconciliation for the year ended 31 August 2024 are correct.


Ward Williams

Date: 17/10/2024

Miscellaneous items

General

PRS	304.12
Gas safety certificates	180.00
Fire inspection - safety/lights check/Extinguishers	426.00
Membership Fee Herts CDA	36.00
Hallmaster Subscription	265.00
Cleaning products	284.20
TV License	169.50
CO Alarms	63.32
Fire inspection - safety/lights check	0.00
Water jugs/cupboard locks/Chair covers/Boxes/table	382.73
Ring camera	34.99
	2,145.86

V Vouched and agreed



Section A Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Bourne End Village Hall

**On accounts for the
year ended**

31 August 2024	Charity no (if any)	1049597
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Set out on pages

2-3
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 August 2024**.

**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:

Date:

Name:

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

Address:

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