Cottingham Cum Middleton

Village Hall Management Committee

Annual General Meeting

Wednesday 3 December 2025

Meeting Minutes

Attendees:

Michael Curtis (Trustee & Chair), Leigh Morrell (Trustee), Alan Smith (Trustee), Sian Coghlan (Trustee), Glynn Lowe (Trustee & Treasurer Designate), Joanne Leaning

1. **Apologies:** Alice Fitzpatrick (Trustee), Simon Medwell (Trustee) & Angela Ruthven (Treasurer)
2. **Minutes of last meeting:** 18 February 2025 approved and signed. It was noted that this had not been a formal meeting.
3. **Chairman's Report**: Read and accepted. Copy attached to these minutes.
4. **Treasurer's Report**: Reports summarising receipts and payments for winding up charity number 283781 for the period to 16th March 2025 and for the recently created ICO charity 1212586 for the period 17th March to 22nd September 2025 were presented, read and accepted. Copy attached to these minutes. In respect of the recently created CIO charity (number 1212586) it was proposed and agreed that the accounting year should be amended to end 31 December annually.
5. **Election of Officers**: Mike Curtis was confirmed as Chair. The committee's thanks departing treasurer, Angela Ruthven's, support over the years were noted. It was agreed that Glynn Lowe would be assuming treasurer responsibilities as soon as bank account access is established.
6. **Committee Members**: It was noted that since the last AGM, following his death in November that Tom Russell was no longer a trustee. The addition of 3 new trustees was noted and welcomed: Alan Smith, Alice Fitzpatrick and Glynn Lowe
7. **Date of Next meeting**: 17th February 2027
8. **Any other business:**
    a. It was noted that Mike Curtis has produced a schedule of documents relating to the Village Hall held by him and he would forward these to committee members for potential future reference.

Village Hall Management Committee

3rd December 2025

AGM Report from M Curtis to cover Chairman and Treasurer items.

The last few years it has been difficult to manage the hall. It was kept open during COVID with a lot of effort by a few people. A meeting with all the trustees on The Village Acre was held when the land was transferred to The Mill.

Tom Russell had been a main helper with running the hall, Tom and I have stepped in when the booking clerk/cleaner, Angela Mc has been away.
We had to use a contact cleaner to maintain the hall.
Tom had been in and out of hospital which did not help Angela Ruthven with the money. I step in to sign off bills etc.
Angela R also had a very worrying year with her family illness and her Dad passing away.

On a more positive note, The Mill committee have helped by having an item in their OGM each month which addressed many items during this difficult period.

Bookings have been steady and every booking has paid up. The refund of the deposit does cause a lot of extra work.

The change to CIO has ensured that all trustees of the committee are not liable for any money/costs. This has been a problem in the past in attracting trustees. However, as the land under the hall has a long lease and would be very costly to change it means that we must have two charities in the system with separate bank accounts.

Re the future building work, I assume The Mill will make donations for Hall improvements to the VHMC as and when the work is undertaken. This will be another job for the treasurer, which Glynn has taken on board for the near future as Angela R wishes to step down as soon as possible.

Barclays have started the ball rolling to get more names to sign off payments.
We have standing orders for the main items of expenditure.



M E Curtis

03/12/2025

Cottingham Middleton Village Hall Management Committee (Annexe)

Receipts and Payments Account

For winding up Charity Commission. No:- 283781

Receipts		**Payments**	
Balance as at 2nd Sept 2024		Electricity & Gas	£1158.96
Bank	£3898.61	Repairs & Renewals	£303.32
Cash in hand		Building Insurance	£1116.69
Hire of hall	**£4689.00** (with deposit)	Licences	£20.00
		Cleaning	£1101.32
		Refunds (Deposit)	£210.00
		Total	**£3910.29**
		Balance as at 16th March 2025	
		Bank	£ 4677.32
	£8587.61		**£8587.61**

Cottingham Middleton Village Hall Management Committee (Annexe)

Receipts and Payments Account

For Charity Commission. No:- 1212586

Receipts		**Payments**	
Balance as at 17th March 2025		Electricity & Gas	£1130.73
Bank	£ 4677.32	Repairs & Renewals	£521.79
Cash in hand	N/A	Building Insurance	N/A
Hire of hall	£3565.16 (with deposit)	Licences	N/A
Bi fold doors	£9238 Repayment	Cleaning	£1202.80
Total in	**£12803.16**	Refunds (Deposit)	£228.00
		Bifold Doors	£10608.00
		Gigaclear	£144.00
		Total	**£ 13835.32**
		Balance as at 2nd September 2025	
		£3645.16	
£17480.48		**£17480.48**	

Addendum to 2025 Annual Report

Cottingham Middleton Village Hall (charity number 1212586)

Approved by the Trustees on 16 September 2026

Following the AGM held 3 December 2025 where the income and expenditure covering the period 17th March to 2nd September was reported, on request from the Trustees, the Charity Commission agreed on 29th April 2026 to the Charity's request that its reporting period be amended to 31st December annually, confirming that the first return based on this amended return date would be 31st October 2026 for the period 17th March to 31st December 2025.

The Receipts and Payments Accounts Report for the period 17th March to 31st December 2025, replacing that for the period 17th March to 2nd September 2025 is as follows:

Receipts and Payments Accounts

For the period 17th March to 31st December 2025

Receipts		Payments	
Donations	£11,478	Cost of Utilities	£2,336
Charitable Activities / Hall Hire	£6,264	Hire refunds	£973
		Cost of building management	£2,285
		Charges & licences	£1,422
		Building works	£11,372
Sub Total	**£17,742**		**£18,388**

Balances as at year end:

Bank account: £3,991

Cash: £89

Total: £4,080

Signed:

Michael Curtis

Chair

Glynn Lowe

Treasurer

CHARITY COMMISSION FOR ENGLAND AND WALES

Charity Name	No (if any)
Cottingham Middleton Village Hall	1212686

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	17/03/2025		31/12/2025

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	11,478	-	-	11,478	-
Charitable activities	6,264	-	-	6,264	-
Other trading Activities	-	-	-	-	-
Investments	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
***Sub total** (Gross income for AR)*	17,742	-	-	17,742	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	17,742	-	-	17,742	-
A3 Payments					
Cost of utilities	2,336	-	-	2,336	-
Hire refunds	973	-	-	973	-
Cost of building management	2,285	-	-	2,285	-
charges & licences	1,422	-	-	1,422	-
Buidling works	11,372	-	-	11,372	-
		-	-		-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	18,388	-	-	18,388	-
A4 Asset and investment purchases, (see table)					
		-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	18,388	-	-	18,388	-
Net of receipts/(payments)	- 646	-	-	- 646	-
A5 Transfers between funds		-	-	-	-
A6 Cash funds last year end	4726	-	-	4,726	-

Cash funds this year end	4,080	-	-	4,080	-

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	Bank, Building Society & cash	4,080	-	-
			-	-
		-	-	-
	Total cash funds	4,080	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

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

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

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	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