Townsend Memorial Hall Management Committee

ANNUAL GENERAL MEETING 15TH July 2026

Welcome & opening remark

Good evening everyone and thank you all for attending tonight and giving us your support.

Apologies also for this meeting clashing with the England World Cup game, however when we decided on the date and already had started the required process, we did not know that a clash would happen.

We will tonight only deal with our legally obligated matters, which gives a slightly shortened agenda so you can get home to watch the match

The AGM reports on activities up to the end of December 2025 and also outlines any progress made with other activities and projects

Included this year will be a brief outline on some small build projects we are looking to undertake

Townsend Memorial Hall Management Committee

ANNUAL GENERAL MEETING 15TH JULY 2026

Chair of Trustees report and development update

As I stated last year, I have decided to relinquish the position of Chair of Trustees as of 2027, this now becomes my penultimate report, and I am prepared to carry on till the AGM in July27 , health permitting.

We still continue to work with our user groups, but unfortunately, we have had a couple of our smaller users leave us, due to personal circumstances. we still get occasional private bookings for parties, wakes and small meetings , but there is and always will be room to increase our hire base , predominantly during the day time, which is our most sparse time for bookings.

Sally has settled in well to the team and has been invaluable to us, and she's just about to go live with our new booking system, which for various reasons gave us a few issues, but these have been overcome and we look forward to getting it going live.

As reported last year out outgoings have stabilised and we extended our contract with SSE till November, however during the due diligence process with our advisors, we managed to secure more favourable terms with EDF Energy , therefore we have moved to for both gas and electric to them on a fixed deal till 2028

We reviewed the hire charges, at the end of 25 and these were to go live from April 26.

Our cottage tenant has continued with us and we have accepted her on new terms through our letting agents and she is more than happy with the cottage and how we respond to any requests, we have however had to do some remedial works, but nothing major, so we continue to ring fence an amount of money to cover anything that might come up.

As I reported last year financial viability is always an issue for village halls, so we are not alone, in this, with our regular hire groups we have seen our income slowly come back up to higher levels, Kitty will detail this more in her report shortly.

As to the refurbishment programme, which we had hoped to undertake, which I reported on last year, in that we paused pursuing it actively, especially due having not able to source the right contractors and spiralling costs and not being able to secure major funding, coupled with my own health issues, which are now managed on a symptomatic basis, as I was told in November 2025 ,that following further scans that my conditions were non operable and there was nothing they can do for me.

and so onto how we evolve in keeping this community facility functioning, as I stated at the top of this report, I stated last year that I will be standing down in 2027 , without fail, having done nearly 10 years in the role, this therefore means we need to find from within our community individuals who can come on board and continue the work that we and our predecessors did before us, so if from what I've heard is true, that following our recent promotional push , there might be a number of individuals who are interested in coming on board, please do so, you would be greatly welcomed, and this evening gives you the opportunity to actually come on board and get absorbed in the roles and requirements of running our charity, so the roles that are and will come vacant can be handed over fully in 12 months' time.

I do so urge anyone who feels they can be part of the future for the TMH, to please put aside any personal issues and let's work together to ensure we can continue to evolve, so that this valuable community asset, continues to serve our community, as it has for over 125 years.

in closing I personally thank all our user groups for continuing to support us to ensure the TMH remains viable and to my fellow trustees, especially Sarah Brinklow , our Vice Chair, who stands down tonight , who has been a great support for the TMH and also myself over the past 7/8 years. - thank you one and all.

David Glover 15th July 2026

ANNUAL GENERAL MEETING 2026

ITEM 12 – Re-development update

as you are aware that we had hoped to by now be well into a full redevelopment and extension to the hall, but as we explained last year that due to changes in circumstances, we paused the project , this was due to a number of factors, which were outside our control, including finding the right contractors, material cost escalation, failure to secure funding and personally, my health giving me an issue.

However, its not all bad news, we are now looking to do several 'small works packages' on some areas of the building , these are

1. redevelop the front porch, canopy, new ramp and railings
2. replace two windows in downstairs hall and first floor landing
3. replace all rainwater goods
4. brickwork repairs, repointing and rendering
5. new side door
6. new heating system for downstairs hall, as the current gas heaters have been condemned
7. subject to full survey , dryline and waterproof the internal walls of the downstairs hall

all subject to getting the right costings and our ability to fund the works from our own finances, the priority has to be item 6,7, 2 & 1

TOWNSEND MEMORIAL HALL COMMITTEE
(Charity No. 228878)

RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 31 DECEMBER 2025

Townsend Memorial Hall Committee
(Charity No. 228878)
Receipts and Payments Account
For The Year Ended 31 December 2025

		2025		2024	
		Unrestricted	Restricted	Unrestricted	Restricted
Receipts		£	£	£	£
Donations and Fund Raising		75.00		0.00	
Hall Lettings		17,843.22		13,909.42	
Interest		938.34		1,029.53	
Rental of Cottage		9,326.60		8,163.40	
		28,183.16	0.00	23,102.35	0.00
Expenses					
Staff Costs		5,239.38		5,573.88	
Utilities		3,026.79		1,859.38	
Bank charges		48.00		68.00	
Insurance		1,404.57		1,361.82	
Cleaning Materials		403.55		166.37	
Website		585.00		0.00	
General Expenses		177.92		0.00	
Gifts		13.00		23.00	
				0.00	
Repairs and Maintenance					
Hall					
	Maintenance	562.00		87.00	
	Boiler costs	908.16		896.16	
	Flamex	366.00		270.00	
	Surveyors			6,939.88	
Cottage					
	New boiler	1,989.60		0.00	
	Repairs			2,250.19	
	Council Tax			279.98	
		14,723.97	0.00	19,775.66	0.00
Surplus for the year		13,459.19			
Bank balance b/fwd		57,930.92			
Surplus for the year		13,459.19			
Bank balance c/fwd		71,390.11			

The financial statements were approved by the Committee on and signed on its behalf by

David Glover - Chairman 15 July 2026

Townsend Memorial Hall Committee
(Charity No. 228878)
Bank Reconcilliation
For The Year Ended 31 December 2025

Opening Balances		
	Petty Cash	0.00
	Current Account	4,821.12
	Deposit Account	53,109.79
		57,930.91
Add Receipts		28,183.16
		86,114.07
Less Payments		14,723.97
Closing Balance		71,390.10
Represented by:-		
	Petty Cash	0.00
	Current Account	5,004.97
	Deposit Account	66,385.13
		71,390.10

Townsend Memorial Hall Committee
(Charity No. 228878)
Independent Examiner's Report
For The Year Ended 31 December 2025

Responsibilities and basis of report

As the charity trustees of the Townsend Memorial Hall Committee, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011.

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 connnection 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.

15-Jul-26

Sarah Palmer
16 Two Pike Leys
Rugby
CV23 0GS
sarahj.palmer@btinternet.com

TOWNSEND MEMORIAL HALL COMMITTEE
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