MINUTES OF THE ANNUAL GENERAL MEETING OF THE TRUSTEES OF MINSTERWORTH VILLAGE HALL 13 MAY 2026

Present:

Roger Blowey (RB) - *Chairman*

Brian Billingham (BB) – *Booking Clerk*

Simon Ruffley (SR) – *Treasurer*

Ritchie Hudson (RH)

Stuart Irving (SI)

Gordon Taylor (GT)

Mike Davidson (MD)

+9 villagers in attendance.

Meeting opened at 1901.

1. Welcome by the Chairman

RB welcomed everyone to the meeting.

2. Apologies

Jo Stait sent her apologies.

3. Minutes of the 2025 Annual General Meeting

The Minutes of the AGM held on 7 May 2025 were signed as a true record by the Chairman (an amendment was made to the record to capture Ruth Thomas' full name).

4. Chairman's Report

The Chairman thanked residents for attending, and ran through events that had been held during the year. He pointed to maintenance activity funded by grants, including replacement car park lighting and double glazing for the Legion Room. He provided an update on new initiatives in 2025, including the milk vending machine operated by Moo World, and the reintroduction of football. For the forthcoming year, a schedule of talks has already been arranged, including another wine tasting and a theatre production. We will consider further investment in football facilities, possibly including a permanent toilet and changing room, and extension of the car parking area, and ongoing improvement to the pitch and the mower. The Chairman gave particular thanks to Susie for cleaning the Hall, Ashley for mowing the grass, Paul for sorting the bins, and Joe for trimming the hedges. The Chairman closed by reminding residents that MVH's principal role is a social one, for the benefit of the village. He informed residents that one person was retiring from the Committee, and encouraged others to come as observers – potentially with a view to joining the Committee. The complete report is given in Addendum 1.

5. Treasurer's Report including Annual Accounts Year ended 2025

The Treasurer reported that MVH had had another good year financially, and thanked the Chairman, the Committee and particularly the residents for their support and commitment to hiring the venue. He explained that the accounts for 2025 have been independently verified and will be submitted to the Charity Commission.

The hall derived income of £17,352 from regular hire, incidental hire and events, which is healthy, though a slight reduction on the previous year. Regular hirers include the Gloucester NHS Trust, who use the hall for a variety of training sessions and meetings, and who have expressed satisfaction with the venue. Tango Nights, a dance group, also regularly hire the hall. We anticipate no increase to the current hourly hire rates in 2026. Miscellaneous income has been boosted following the installation of the milk vending machine, which provides steady monthly rental income. Grants from the Build Back Better Fund and the National Lottery Fund have allowed us to invest in infrastructure, including car park lights, double glazing, CCTV and a secure door locking system.

We have adopted a staggered 6-month investment schedule, with £30,000 of reserves split equally between two Cambridge & Counties Bank bonds which mature after 6 and 12 months. This provides a flexible platform to support future plans.

After two years of significant hikes in electricity costs, 2025 saw a more modest (3.6%) increase in these costs. We have changed provider and are now supplied by Octopus Energy. Overall, annual running costs for the hall totalled £10,906 – an almost identical level of expenditure to the previous year. The Committee projects the need to generate around £1,000 a month of income on average to meet these costs. The only capital expenditure last year was in a new bar fridge.

A lot of work, and some investment, has been made in bringing the football pitch back into operation, and particular thanks goes to Ian Brooks for getting the mower back into action. While Highnam Football Club does not currently pay for the using the pitch, we see the potential for generating income on a 'pay per match' basis in the future.

Overall, MVH achieved a healthy surplus of £8,324 over the year, with the account balance standing at £52,419. The Committee has discharged its planned actions for 2025, and its only planned investment for 2026 is in improving the football pitch and its amenities. A budget for the year is provided in Addendum 2.

Emma Clack questioned whether having such a healthy account balance would prove problematic with the Charity Commission. The Chairman thought not, explaining that finances had been boosted through grants received during Covid, and that holding significant reserves was prudent given the age of the building and its maintenance needs.

Terry Moore-Scott enquired into the situation with the old changing rooms. The Committee has received advice that the building should be demolished (rather than renovated) as and when facilities needed to be reinstated. Terry also pointed out that moveable spectator seating existed. The Committee will inspect the structure to assess if it is still usable.

Ian Brooks pointed out that the mower is 50 years old and will need to be replaced in due course. A grant may be available for this.

Chris Elias questioned how MVH would fund improvements to the football pitch and amenities since revenue is not currently being generating from matches. It was thought improvements could be funded via grants (and possibly 'pay per match' going forwards).

Minsterworth Village Hall

Accounts for the year ending 31st December 2025

	2025		2024	
	£	£	£	£
Income				
Regular Hire		5,066		5,143
Hire		9,230		10,119
Events (Net)		3,056		3,115
Donations		688		153
Grants		4,380		3,196
Interest Received		1,346		579
Miscellaneous		2,745		654
Total Income		*26,511*		*22,959*
Expenditure				
Cleaning and Materials	4,015		3,672	
Repair and Maintenance	5,926		5,926	
Grounds	1,248		1,775	
Electricity	3,750		3,621	
Water	223		286	
Insurance	1,161		1,121	
Statutory Certificates	510		433	
Capital Expenditure	421		2,295	
Miscellaneous (inc. bank charges)	933		613	
Total Expenditure		*18,187*		*19,742*
Surplus/(Deficit) for the year		8,324		3,217
Petty Cash Increase/(Decrease)		67		(208)
Account Balances, 1st January		44,028		41,019
Account Balances, 31st December		**52,419**		**44,028**

6. Booking Clerk's Report

The Booking Clerk reported that a total of 354 booking days had been available in the calendar year 2025. In total 182 of these days received bookings. This is slightly less than in the previous year, though it still represents almost 50% utilisation. A similar level of bookings has been achieved in the first four months of 2026.

Of the regular hirers, Gloucester NHS Trust booked 23.5 days over the course of the year, and Tango Nights (which began hiring midway through the year) booked 10 days.

64 of the booking days in 2025 involved multiple bookings/ events, contributing to in excess of 8 hours of hire for those days. On two occasions during the year, hires were disrupted by electricity outages.

All hirers are required to submit a deposit of £150 to cover damage. We were delighted when one hirer chose to donate their deposit after their event.

7. Questions and suggestions from the general public

Emma Clack was concerned that bookings may be impacted by the planned roadworks on the Over Roundabout, and suggested that the Committee should inform potential and booked hirers so they made the necessary provisions.

Emma Clack suggested that the Committee should consider siting an In Post Box at MVH for the benefit of the village. The Treasurer pointed out that enquiries had been made, but that the site 'did not fit the algorithm'.

Chris Elias pointed out that MVH's attractiveness as a venue lay in its aesthetic, and the Committee should be cautious about installing anything to its detriment.

Liz Savage raised an issue about seating in the hall, in that the chairs are often stacked 10 or more high and are kept in the corner room from where they are difficult to access. The Committee responded by saying the instruction to hirers is to leave 30 chairs in the hall, however this does not always happen. Ruth Thomas made two helpful suggestions – i) that the Committee should provide hirers with a photo of what the hall should look like on their departure, and ii) that the Committee should mark a line on the wall of the corner room showing the maximum height for stacked chairs.

Terry Moore-Scott expressed satisfaction with the MVH website, and how this provided useful information for the benefit of the village – not just for the hall, but on behalf of the Church, the Harvey Centre, and The Villager Magazine.

Emma Clack questioned whether the Harvey Centre might be occasionally used as an overflow car park rather than the Committee expending resources on extending the car park.

Chris Elias suggested that grants may be available from the Football Association to support our plans for further development of the pitch and its amenities.

8. Retirement of the Management Committee and Election for 2025/26

All Trustees retired at the end of their term of office but were prepared to stand for the coming year with the exception of Ritchie Hudson who is retiring following the AGM. RB thanked RH for his significant contribution over many years.

Terry Moore-Scott proposed re-election as above, which was seconded by Wyn Parry. All present were in favour, and the Committee was re-elected on that basis.

RB mentioned that the Committee would welcome anyone interested in joining them.

9. Any Other Business

Liz Savage offered thanks to RB and members of MVH Committee, noting the number of positive changes that have been introduced over the past year.

Meeting closed at 2011.

Addendum 1 – Chairman's Report

Good Evening. Thanks to you all for attending. Once again it's an honour to find myself presenting the Chairman's report this evening.

Let's start by looking at some of the events that we held last year

In May 2025 we celebrated V E Day, and with current world turmoil, that was certainly something that was certainly well worth celebrating. We were fortunate in being again blessed with good weather, and so were able sit outside and enjoy meeting up with friends and neighbours. That's what Village events are all about!

Other events organised by the Village Hall Committee included

September 2025 – car boot sale, a talk on the cows supplying milk to out vending machine, and the first of our theatre nights

October – a talk on Tidal Power from the River Severn and a Comedy Evening (thanks Emma)

November – a talk on the A417 Crickley Hill by pass, plus Wine tasting (thanks Simon)

January 2025 – quiz night arranged, but withdrawn due to lack of support

February – Talk on Free Mining in the Forest of Dean, that proved very popular

March – another excellent theatre presentation

Interspersed with these events, Rita has organised regular fish n chip and film evenings, and Liz Savage has organised monthly whist drives – so there is certainly plenty happening in Minsterworth! These events provide an opportunity for residents to get together and chat, and of course help to raise funds to keep the Village Hall financially stable

There has again been lots of maintenance activity in the Hall. After several applications to different bodies we eventually ended up with two grants to replace the car park lighting, and are grateful to The National Lottery whose offer we accepted, and to Gary Porter for doing the work. The car park lights are definitely much better, and hopefully being LED they use less electric. Under the same application, we also applied for funding for new double glazing in the Legion Room, and for the costs of improving our CCTV cameras. The latter followed a theft at the Village Hall where we could see the person carrying out the theft, but were unable to read the registration number of his car. New cameras are now in place and in operation.

The Milk Vending Machine has certainly been a success, both in terms of its use and enjoyment by residents, and its financial contribution to the Village Hall, which Simon will refer to later in his report. We are grateful to all the residents who support its use, and we have been told that there has been sufficient use for the Machine to stay for the foreseeable future

So what do we have planned for next year? Most of the speakers for talks have already been arranged, and a list will be published in Villager. We intend to repeat a wine tasting evening, and another theatre production

A lot of effort went into getting the football pitch ready for use by the Highnam junior teams. We are especially grateful to Ian Brookes and others for getting the old mower back into action again, and although it wasn't used that often during the winter, there have now been a few spring cuts. The tufts of grass had to be dug out, refilled with an earth/sand mixture and those areas reseeded. It was felt that additional toilet facilities were needed, which is why

you see the portaloo positioned at the far end of the overflow car park. We are currently looking into alternatives, but whatever we do is going to be very expensive and will need grant aiding. We also wonder if we ought to enlarge the car park a little, because parking is tight when there is both football and an event at the Hall.

Once again I am again extremely grateful for the good-natured input of all committee members, and for the effort and enthusiasm that we have all enjoyed together. It makes life so much easier if we do things as a team!

Roger Blowey – Chair **Simon Ruffley – Treasurer** **Richie Hudson – Vice chair**

Mike Davidson – Secretary **Brian Billingham – Booking secretary**

Gordon Taylor – Hallmaster monitor **Stuart Irving – Mailchimp administrator**

We do have one person retiring from the Committee this year, so if there is anyone who would like to come along and see how our meetings are run, then we would be pleased to see you. You would be welcome to try a couple of meetings before you decide

We remain grateful for those who help at the Hall in other ways – Susie Turner for cleaning, Ashley who keeps the grass mown and the hedges trimmed, Paul Honeywell who puts out our dustbins every week, and Joe Dowding for the annual hedge trim.

I would also like to thanks the MANY village residents who have helped to decorate the hall on occasions, those who have helped to run the bar, helped with the raffle, helped putting out chairs for events, and of course all of you who have helped by attending events that we have organised.

It's your Village Hall, so we look forward to any suggestions that you may have for improvements to how we run the Hall.

If we all work together, it will make our village a better and more enjoyable place to live.

Roger Blowey, May 2026

Addendum 2 – 2026 Budget Forecast

	2026		2025	
		£	£	
Income				
Regular Hire	5243			5066
Hire	9553			9230
Events (Net)	3056			3056
Donations	153			688
Grants	0			4380
Interest Received	1050			1346
Miscellaneous	3000			2745
Total Income	22055			26511
Expenditure				
Cleaning and Materials	4156		4015	
Repair and Maintenance	5926		5926	
Grounds	1775		1248	
Electricity	3881		3750	
Water	231		223	
Insurance	1202		1161	
Statutory Certificates	528		510	
Capital Expenditure	0		421	
Miscellaneous (inc. bank charges)	966		933	
Total Expenditure	18664			18187
Surplus/(Deficit) for the year	3392			8324
Petty Cash Increase/(Decrease)	0			67
Bank & Cash Transfers, 1st January	52419			44028
Bank & Cash Transfers, 31st December	55811			52419

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees

Charity Name: Minsterworth Village Hall

On accounts for the year ended: 31st December 2025

Charity no (if any): 255668

Set out on pages: 2

(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 31/12/2025. DD / MM / YYYY

Responsibilities and basis of report

As the charity's trustees, 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 all 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 give me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

** Please delete the words in the brackets if they do not apply.*

Signed: Julian Oxley **Date:** 13th April 2026

Name: Julian Christopher Oxley

Relevant professional qualification(s) or body (if any): MA, FCA

Address: Cura, Main Road, Minsterworth, Gloucester, GL2 8JH

Minsterworth Village Hall

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Signed:

Name: **Simon Ruffley**

Position: **Treasurer**

Date: **13th April 2026**