MINUTES OF LANGFORD VILLAGE HALL MANAGEMENT COMMITTEE
ANNUAL GENERAL MEETING

Held on Thursday 18th June 2026

1 **Present:** Colin Carroll, Chairman, Joan Rutt, Vice Chairman, Gill Clarke, Facilities Manager, Debra Vince, Langford Youth Football, Andy Watson, Langford Cricket Club, Maureen Deflereos, WI, Jenny Godwin, Scouts, John Shipman, Playing Field Committee and LPC representative: Representatives from the Gardening Club: Zoe Stacey, Langford Fete, Barb Hammond, and Lorraine Kalagher, Langford Parish Council,

2 **Apologies were received from** Alan Hough, Bowls Club, Sarah Gallagher, Treasurer, Bob Vidler, St Andrew's Church, Martin Littlehales, Langford Friends.

3 **Minute of the previous Annual General Meeting**

The minutes of the meeting held on 12 June 2025 were approved as a correct record.

4 **Chairman's report**

I think it is fair to say that the last year has been a successful, and routine one – although without incident.

I refer, of course to the one which occurred in mid-February, when a vehicle struck the outside wall of the small hall, after breaking off a concrete bollard designed to protect the door and window. Fortunately, the window and door were not significantly damaged, and we were able to keep the hall in use – but there was a lot of damage to the masonry of both the outside and inside of the small hall, requiring an insurance claim for the building repairs.

We would very much like to have had some CCTV footage showing how and possibly why this happened: certainly, whoever was responsible did a very thorough job of removing any other evidence. But as far as CCTV was concerned, unfortunately the system was performing some technical "housekeeping" function, and did not record anything at all.

At least this did highlight a vulnerability in our security and is being with the provider in Stevenage.

The main hall floor was resurfaced at the end of last year. It now looks much better and feels better to walk on. This had been causing a problem for one user last summer.

Looking to the future we have initiated a project to upgrade the changing rooms in the VH. We hope to achieve this in the next couple of years.

My thanks go to our team comprising of: Gill Facilities Manager, John – Booking Officer, Sarah – Treasurer, Mike – Caretaker, Nicki – Cleaner, for their dedication to keeping everything in order and running smoothly.

5 **Treasurer's report**

Approve annual accounts

The accounts audited by K J Betts were circulated and approved by the meeting.

Confirm signatories for cheques

Sarah Jayne Gallagher, Colin Carroll, John Shipman, Joan Rutt

Appoint an Auditor

It was agreed that K J Betts be appointed auditors for the next financial year

6 **Facilities Manager's report**

- Main hall fire door replaced
- Replacement curtains in small hall
- Shrubs at the front of the hall had been removed and a garden installed by Mike Payne.
- Plans are being drawn up for refurbishing the changing rooms – John stated that there could be monies available from Tarmac now that the bridge over the Ivel River is no longer planned.

7 **Booking Officer's report**

The hall is very well used with continual requests for bookings. The hall is now up to 80% capacity. Regular hirers have agreed the increase in hiring charges – 5% for the main hall with the small hall remaining at existing price. 20-30 bookings have been made for 2027 at this present time. John reported that is very easy to hire the hall due to the very god condition of the building, and hirers are very impressed.

8 **Election of Officers**

Joan Rutt stood down as Vice Chairman of the Village Hall Management Committee, the meeting thanked Joan for her dedication and time given.

Position	Nominated	Proposed	Seconded	Appointed
Chairman	Colin Carroll	John Shipman	Jenny Godwin	Colin Carroll
V/Chairman	Zoe Stacey	Debra Vince	Andy Watson	Zoe Stacey
Treasurer	Sarah Jayne Gallagher	John Shipman	Colin Carroll	Sarah Jayne Gallagher

9 **Fire Risk Assessment**

The Fire Risk Assessment was approved for 2026/27 to be reviewed again at the AGM in June 2027: the fire maintenance inspection is carried out twice yearly and the 5-year electrical inspection completed 2024 year.

10 **Increase in hall charges**

As agreed, hall hiring charges are to be increased by 5% from 1 January 2027.

11 **Appoint replacement Trustee**

No change

12 **Payment of Annual Rental to Langford Parish Council as set in the Trust Deeds**

Revisiting the Trust document it was noted that a levy of 5 pence was to be paid annually to Langford Parish Council (as owners of the hall) for the use of the hall. This to be renegotiated to £1.00 annually and a Direct Debit set up to cover this.

13 **Any other business**

None raised

14 Next AGM - 17 June 2027 in the Village Hall.

Colin Carroll Chairman

DETAIL
HIRE INCOME
FETE
GRANTS/OTHER
LPC - GRANT
WAVE REFUND
EDF ENERGY
GOOD ENERGY
MISC DONATIONS
TOTAL

DETAIL
ALLIED WESTMINSTER INSURANCE
ANGLIAN WATER
ACUMEN CLAIMS
J BAKER
SOMMERS WASTE SOLUTIONS
BOOKING OFFICER
TREASURER
EDF ENERGY
CARETAKER
CBC LICENSING FEE
C PLUMB
CLEANER
CLEANING PRODUCTS AND BULBS
CLEANING EXTRA
D K BATEUP ELECTRICAL INSTALLATIONS
COLIN CARROLL - EXPENSES
FACILITIES MANAGER
GILL CLARKE EXPENSES
HENLOW BUILDING SUPPLIES

HIRE FEE RETURN OF SECURITY DEPOSIT/CANCELLED BOOKING REFUNDS
J SHIPMAN - BATTERIES/EXPENSES
GORDON ELLIS & CO
FETE EXPENDITURE
K BAKER
LOCKCRAFT
LOCKSMITH
LANGFORD WELFARE TRUST
MUSIC LICENSE (2023 &2024)
NEIL BIGNELL PROPERTY MAINTENACE AND REMOVAL
PHS GROUP
NETWORK SECURITY ALARMS- CCTV MAINTENANCE
STEV BOROUGH COUNCIL CCTV
SCOTTISH POWER
ST JOHN AMBULANCE
STATIONERY
MARK HAMMOND
HOLLIDGE PLUMBING
TREADAWAY
VOLVINA LTD
AMIDA FIRE SAFETY
SJ TAX LTD - AUDITOR
M PAYNE
WILD SCIENCE LTD
T & R ROOFING
MJD AIR CON SERVICES LTD
WINDOW CLEANER
TOTAL
OPENING BANK BALANCE
INCOME
EXPENDITURE
CLOSING BANK BALANCE

LANGFORD VILLAGE HALL - U

TO 31/03/26

APRIL	MAY	JUNE	JULY	AUG
2272.60	2519.45	3074.60	2681.09	1818.95
485.00	107.00	270.00	698.00	
	80.00			
2757.60	**2706.45**	**3344.60**	**3379.09**	**1818.95**

APRIL	MAY	JUNE	JULY	AUG
45.00	45.00	70.00	70.00	70.00
257.56	155.40	189.88	137.62	431.22
329.00	329.00	329.00	329.00	329.00
50.00	50.00	50.00	50.00	50.00
400.00	400.00	697.55	697.55	697.55
148.00	148.00	185.00	148.00	148.00
756.00	756.00	945.00	756.00	756.00
575.00	575.00	575.00	575.00	575.00
420.79	89.00	37.50	61.99	

100.00	300.00	312.50	200.00	225.00
			47.99	
			79.00	
100.00	62.94	250.00	589.30	1300.00
414.00				
113.63	162.60	140.47	79.06	
		102.00		
70.00			130.00	
3778.98	**3072.94**	**3883.90**	**3950.51**	**4581.77**

11126.87	*10105.49*	9739.00	*9199.70*	*8628.28*
2757.60	*2706.45*	*3344.60*	*3379.09*	*1818.95*
3778.98	*3072.94*	*3883.90*	*3950.51*	*4581.77*
10105.49	*9739.00*	*9199.70*	*8628.28*	*5865.46*

JN AUDITED

SEPT	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**
2588.00	1536.68	3694.15	3375.15	1876.20	2317.85
				125.00	205.00

		5000.00			
				1502.71	
367.03					
		50.00			
2955.03	**1536.68**	**8744.15**	**3375.15**	**3503.91**	**2522.85**

SEPT	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**
100					
70.00	70.00	70.00	70.00	33.00	33.00
128.54		303.25	136.52	157.68	124.32
329.00	433.00	340.00	340.00	340.00	340.00
50.00	66.00	52.00	52.00	52.00	52.00
697.55	697.55	533.73	533.73		
185.00	200.00	154.00	192.50	154.00	154.00
			180.00		
945.00	1001.00	784.00	980.00	784.00	784.00
575.00	719.00	593.00	593.00	593.00	593.00
	41.83		42.00	116.50	

150.00	200.00	200.00	500.00	100.00	200.00
			41.40		97.03
	102.80				
			50.00		
248.17			219.53		
				23.09	2025.71
				108.00	
		144.00			
	533.96	152.20		45.26	
70.00			130.00		
3548.26	**4065.14**	**3326.18**	**4060.68**	**2506.53**	**4403.06**

5865.46	*5272.23*	*2743.77*	*8161.74*	*7476.21*	*8473.59*
2955.03	*1536.68*	*8744.15*	*3375.15*	*3503.91*	*2522.85*
3548.26	*4065.14*	*3326.18*	*4060.68*	*2506.53*	*4403.06*
5272.23	*2743.77*	*8161.74*	*7476.21*	*8473.59*	*6593.38*

MAR	**TOTAL INCOME**
6647.85	**34402.57**
110.00	**2000.00**

	5000.00
	367.03
	130.00
6757.85	**41899.60**

MAR	**TOTAL EXPENDITURE**
	100.00
33.00	679.00
250.00	250.00
	0.00
134.72	2156.71
340.00	4107.00
52.00	626.00
	5355.21
192.50	2,009.00
	180.00
	0.00
980.00	10227.00
	0.00
	0.00
	0.00
	0.00
593.00	7134.00
413.98	1223.59
48.97	48.97

200.00	2687.50
	186.42
	79.00
	2405.04
	414.00
	0.00
	0.00
	50.00
	0.00
	0.00
154.50	1117.96
	0.00
	0.00
534.56	2583.36
	0.00
	0.00
90.00	90.00
	0.00
	108.00
	0.00
	144.00
	102.00
	731.42
	0.00
	0.00
	0.00
	400.00
4017.23	**45195.18**

6593.38	
6757.85	**43402.31**
4017.23	**45195.18**
9334.00	**9334.00**

DETAIL	**APRIL**	**MAY**
FIELD INCOME		
BOWLS CLUB ANN FEE		
TENNIS CLUB ANN FEE		
YOUTH F/BALL ANN FEE		
CRICKET		
GRANTS/OTHER		
EON		
LANGFORD PC GRANT		
LANGFORD PC		
BEQUEST D HOWLEY		
LLOYDS BANK APOLOGY PAYMENT		
TOTAL	0.00	**0.00**

DETAIL	**APRIL**	**MAY**
A CRAWLEY	620.00	620.00
A CRAWLEY - Extra Services	310.00	
AUDITOR - WINE 2020-21		
CLEAR INSURANCE LTD		
BILL WILSON - MAINTENANCE		
TREASURER	50.00	50.00
BRITISH LEGION FOR WREATH		
CALOO REPAIRS		
PLAYGROUND SUPPLIES LIMITED		
CBC RATES	71.11	
EON	111.74	
FACILITIES MANAGER	575.00	575.00
G CLARKE EXPENSES	271.80	
FORESTWOOD TREE SURVEYING		
R S GROUNDCARE		
HILLS PRINT - CRICKET SIGNS		
ROSPA Play Safety		

J SHIPMAN - Expenses		
SJ TAX LTD Accountant		
DEBRA VINCE (expenses)		
WELFARE TRUST		
P MURRAY TREE SERVICES		
TOTAL	**2009.65**	**1245.00**
OPENING BANK BALANCE	*5431.01*	*3996.36*
INCOME	*0.00*	*0.00*
EXPENDITURE	*2009.65*	*1245.00*
CLOSING BANK BALANCE	*3421.36*	*2751.36*
REPRESENTED BY ACCOUNTS		
LLOYDS	*3421.36*	*2751.36*
TOTAL FUNDS IN PF ACCOUNT		

LANGFORD PLAYING FIELD - UN AUDITED TO 31/03/26					
JUNE	**JULY**	**AUG**	**SEPT**	**OCT**	**NOV**
			259.00		
			259.00		
			327.00		
			327.00		
5000.00		5000.00			
5000.00	**0.00**	**5000.00**	**1172.00**	**0.00**	**0.00**

JUNE	JULY	AUG	SEPT	OCT	NOV
620.00	620.00	640.00	640.00	640.00	640.00
160.00	60.00	50.00			
906.93					
50.00	50.00	50.00	50.00	66.00	52.00
	95.55			130.28	
575.00	575.00	575.00	575.00	719.00	593.00
37.50	25.00				
606.00					

	37.49				
102.00					
3057.43	**1463.04**	**1315.00**	**1265.00**	**1555.28**	**1285.00**

2751.36	*4693.93*	*3230.89*	*6915.89*	*6822.89*	*5267.61*
5000.00	*0.00*	*5000.00*	*1172.00*	*0.00*	*0.00*
3057.43	*1463.04*	*1315.00*	*1265.00*	*1555.28*	*1285.00*
4693.93	*3230.89*	*6915.89*	*6822.89*	*5267.61*	*3982.61*

4693.93	*3230.89*	*6915.89*	*6822.89*	*5267.61*	*3982.61*

DEC	**JAN**	**FEB**	**MAR**	**TOTAL INCOME**
				0.00
				259.00
				259.00
				327.00
				327.00
				0.00
	5000.00			15000.00
				0.00
				0.00
				0.00
0.00	**5000.00**	**0.00**	**0.00**	**16172.00**

DEC	**JAN**	**FEB**	**MAR**	**TOTAL EXPENDITURE**
640.00	640.00	640.00	640.00	7600.00
	300.00			880.00
				0.00
				906.93
				0.00
52.00	52.00	52.00	52.00	626.00
				0.00
				0.00
				0.00
				71.11
	130.49			468.06
593.00	593.00	593.00	593.00	7134.00
			329.50	663.80
				0.00
				0.00
				0.00
				606.00

20.00				57.49
				102.00
	6.00			
				0.00
				0.00
1305.00	**1721.49**	**1285.00**	**1614.50**	**19115.39**

3982.61	*2677.61*	*5956.12*	*4671.12*	
0.00	*5000.00*	*0.00*	*0.00*	16172.00
1305.00	*1721.49*	*1285.00*	*1614.50*	19121.39
2677.61	*5956.12*	*4671.12*	*3056.62*	6285.62

2677.61	*5956.12*	*4671.12*	*3056.62*	