

**Debden Memorial Hall Annual General Meeting
Minutes of the 2020 AGM On Monday 8th September 2021 at 8:00 pm**

Held by Zoom Video Conference Due to Coronavirus Pandemic

| | | | |
|---|---|---|---|
| Present: Richard P Cawte Andrew Burchall Val Riley Nicola McCahill Ron Chapman Ann Bannister | Chairman Treasurer Secretary Trustee Trustee Trustee | Others Present Jeanette O'Brien (PC/RGT) Mike Fairchild April Gardener Steph Watson Jane Langham Cllr S Luck Gillian Tetlow | Sally Bunting Jill Rowland Elisabeth Blackie Roger Manser Nina Manser Ian Carter Robert |
|---|---|---|---|

The AGM on the 8th September 2021 is held by Zoom due to several Trustees self-isolating and are uncomfortable attending a meeting face to face due to medical reasons and the Covid Pandemic.

1 Apologies for absence:- David Peasgood

2 Minutes of the last AGM held on 21st September 2020

To agree the minutes and consider matters arising. No comments.
Minutes were agreed by the Trustees and signed by the Chairman

3 Chairman's Report for 2020

At present there are 7 Trustees and a management committee drawn from some of our regular user groups.

As a result of the Corona Virus pandemic, there has been very little use of the memorial hall during this year.

Before Covid lock down, users included Debden Parrish Council, Debden Recreation Ground Trust, Table Tennis, Tots Tennis, Royal British Legion, Band Practice, History Recorders Group, Pilates, Ballet, Tap, Luncheon Club, Home Schooling, Brownies and various Church social events.

The new hall project is still making progress, working with our colleagues at the Parish Council, Recreation Ground Trust and the New Village Hall Group. The Trust is working hard to provide the best quality facility for the whole community.

Correspondence from Uttlesford District Council forwarding a letter from the Armed Forces Covenant Fund Trust was received on the 28th October 2020. This was requesting the return of the remainder of the grant to the Armed Forces Covenant Fund Trust. The Trustees have taken legal advice as they are conscious of complying with Trust rules. Both UDC & the AFCFT have been asked to supply the legal basis on which they have made the request for the return of the funds. To date no such information has been received.

Again, this year we as a Trust have been working hard in very difficult circumstances to keep the Village Hall ready for use under the current guidelines and to work with others to progress the New Hall project.

Treasurer's Report

Andrew Burchall reported as the income for the Hall is in excess of £25,000, the accounts have been reviewed by auditors.

Income hire charges for the hall were greatly reduced due to closure of the hall during Covid restrictions. Bookings are now starting to increase now most Covid restrictions have been lifted and income is starting to rise.

The Trust applied to UDC and received £1,000 Covid support grant along with other donations received from regular Users who continued to pay despite not being able to use the Hall which was very generous of them. Pre-School donated monies after their final closure. A grant was received from a Charity Grant Provider.

Expenditure shows cleaning was slightly higher than expected as the hall had to keep closing and re-opening due to Covid restrictions. Although the hall was closed, UDC still had to charge for the waste container being collected. Electricity readings were estimated and a refund for over payments was received in early 2021. The biggest expenses was for Professional fees as a lot of architect work was being completed for the design of the new hall.

The Bank statements show a balance just short of £300,000 in cash which includes the AFCFT grant, donations and other funding received.

5 Election of Officers and Trustees

- All existing Trustees stood down
- We have 5 Trustees prepared to stand again. Andrew Burchall and David Peasgood will not be standing as Trustees.
- The Chairman asked for nominations for the election of Trustees. We have had no other nominations for new Trustees.
- All remaining 5 Trustees confirmed they wished to continue,
- To receive nominations and approve appointment of Secretary. Val Riley was proposed by Richard Cawte, seconded by Nicola McCahill and agreed by all of those present
- To receive nominations and approve appointment of Treasurer. No nominations received so the Trustees will advertise the position.
- To receive nominations and approve appointment of Chairman. Richard Cawte was proposed by Nicola McCahill seconded by Ron Chapman and agreed by all of those present.

6 Any Other Business

At this point the meeting will be open to Members of the public who may have comments or questions.

Nicola MaCahill thanked the Trustees for all their hard work, especially to Andrew Burchall and David Peasgood for all their contributions to the Trust. Thank you to Val Riley and April Gardener for the time spent fund raising. Thank you to Val Riley for increasing the Hall bookings. It has been a tough year and a busy year and if anyone is thinking of joining the Trustees, the role is not a chore.

Gillian Tetlow - Does the Trust know what is happening with the AFCFT grant?

Richard Cawte said we are still waiting for a reason from AFCFT and UDC for the return of the grant and to date, this information has not been received one year on. Our documentation is quite clear and we have met all the criteria required of us.

Elisabeth Blackie – is still concerned by the loss of car parking when the new hall is built. The mediation agreement is being used to determine where the Pavilion will go. Correspondence in June 2018 mentions the Pavilion will be located behind the shop and not interfering with the recreation ground.

Richard Cawte replied, since that happened, the Parish Cllrs have changed and the Parish Council control where the Pavilion goes. The Village Hall Trust only owns the land the village hall building stands on and does not own the land the car park is on and it is not the Trust's responsibility. To obtain planning permission, a certain number of parking places are needed to meet the planning approval process. Once the old hall is knocked down, the Recreation Ground Trust may allow more parking.

Gillian Tetlow – Have the Trustees, the Parish Council and The Recreational Ground Trust acted in the best way for the villagers of Debden and Debden Green.

Nicola MaChill answered she is happy to attend any meeting to have a chat to discuss any issues residents are not happy with.

Nina Manser – What is the Trust's opinion of the shop re-opening?

Richard Cawte replied, the Trust tried very hard to get the shop re-opened but unfortunately, the new shop committee and the Post office would not commit to a short-term lease with the Village Hall Trust until the land exchange takes place.

Ian Carter – mentioned the timing of Parish Poll in 2021, the first 3 hours in the morning, people were unable to vote.

Richard Cawte replied – the timing of the Poll was nothing to do with the Trust as it was set up by UDC.

Ian Carter - The position of the grant time scales was put on the AFCFT grant and the money should be returned. He asked if the Trust had a risk assessment in place and if the Trust was acting in the best interest of its charity and should look at the alternative location which had full planning permission to progress quickly.

Richard Cawte replied – The alternative plan was dismissed because it was not a viable option, it was looked at in detail, finding it was not cost effective. It required extra land the Trust did not own. The future ongoing maintenance costs were greater than the proposal being progressed. The Trust is now working towards a sustainable project that meets the needs of our community now and into the future.

Nicola McCahill said the grant was not for doing up an old building, the grant was for a new building. The Trust follows the Charity Commission Rules, we minute decision making and a Risk assessment is in place. We are open to new Trustees, if anyone wants to join and help with the project, then please contact the Trust for a chat to see what skills we are seeking.

Elisabeth Blackie – why are we asking the village for £400,000 Public Works Loan and why not apply for Lottery Funding?

Richard Cawte replied – we have not asked to spend £400,000, we have asked for the ability to use the money in the case of a shortfall. As for the Lottery Grant, no grants have been available for new building works for the last 18 months because of Covid. As grants become available, we will be applying for them. We have exhausted every avenue and are still looking at value engineering to reduce costs. To demolish and build on the existing site would not give a bigger hall. At the Public consultation, nearly everyone in the village, about 98% wanted a bigger hall.

Richard Cawte gave thanks to Nicola MaCahill for organising the meeting. Thanked Andrew Burchall and David Peasgood who has put a lot of years in for helping to make the Trust what it is today.

Meeting closed 20:40pm

**DEBDEN MEMORIAL HALL
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDING 31 DECEMBER 2020**

| | |
|---|---|
| Legal and administrative information | 1 |
| Statement of trustees' responsibilities | 3 |
| Independent examiners' report | 4 |
| Receipts and payments account | 5 |
| Balance sheet | 6 |
| Notes to the financial statements | 7 |

Charity number 301294

**DEBDEN MEMORIAL HALL
LEGAL AND ADMINISTRATIVE INFORMATION**

Chairman

R Cawte

Trustees

A Burchall
Ms V Riley
D Peasgood
Ms A Bannister
Ron Chapman
Ms N McCahill

Registered Charity Number

301294

Address

c/o Mellings
High Street
Debden
Saffron Walden
Essex CB11 3LE

Independent Examiner

R Edis
Chartered Accountant

Bankers

Barclays Bank Plc
12a Market Place
Saffron Walden
Essex

Object of charity

A non-profit making organisation to look after the village hall in Debden.

**DEBDEN MEMORIAL HALL
STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those accounts, the trustees are required to:

Select suitable accounting policies and then apply them consistently;

Make judgments and estimates that are reasonable and prudent;

State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;

Prepare the accounts on the going concern basis unless it is inappropriate.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF DEBDEN
MEMORIAL HALL**

I report on the accounts of the Charity for the year ending 31 December 2020, which are set out on pages 5 to 7.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

- examine the accounts under Section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiners' report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiners' statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 130 of the 2011 Act ; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act.

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



22 September 2021

**DEBDEN MEMORIAL HALL
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDING 31
DECEMBER 2020**

| Receipts | 2020 |
|--|----------------|
| Donations | 6,919 |
| Hire charges | 4,863 |
| Grants | 25,000 |
| | <hr/> |
| | 36,782 |
| | |
| Payments | |
| Cleaning | (2,791) |
| Rates | (190) |
| Insurance | (1,031) |
| Repairs and renewals | (768) |
| Electricity | (2,062) |
| Professional fees | (30,873) |
| General expenses | (338) |
| | <hr/> |
| Excess of expenditure over receipts | (1,271) |
| | <hr/> |

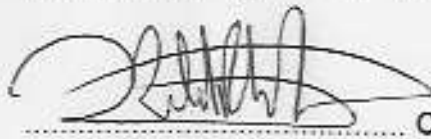
**DEBDEN MEMORIAL HALL
BALANCE SHEET AS AT 31 DECEMBER 2020**

| | Note | 2020 | 2019 |
|--------------------------|------|------------------|------------------|
| Current assets | | | |
| Cash in hand and at bank | 2 | 298,713 ===== | 299,984 ===== |

Represented by

| | | | |
|--------------------|---|------------------|------------------|
| Unrestricted funds | 3 | 298,713 ===== | 299,984 ===== |
|--------------------|---|------------------|------------------|

Approved on 8th September 2021


..... Chairman


..... Trustee


..... Treasurer

The notes on page 7 form part of these financial statements

**DEBDEN MEMORIAL HALL
NOTES ACCOMPANYING AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

1 Accounting policies

a) Basis of financial statements

The accounts have been prepared under the historical cost convention and in accordance with Statement of Recommended Practice No 2 (Revised) "Accounting by Charities" issued by the Charity Accounting Review Committee and approved by the Accounting Standards Boards.

b) Income

Income is accounted for when received.

| 2 Cash at bank | 2020 | 2019 |
|--------------------------|----------------|----------------|
| Current account | 279,363 | 280,635 |
| Building society account | 19,349 | 19,349 |
| | <u>298,713</u> | <u>299,984</u> |
| | ===== | ===== |

| 3 General Fund | 2020 | 2019 |
|---|----------------|----------------|
| Balance as at 1 January | 299,984 | 283,182 |
| Excess (deficit) of income over expenditure | (1,271) | 16,802 |
| | <u>298,713</u> | <u>299,984</u> |
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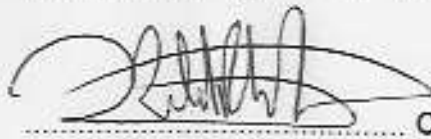
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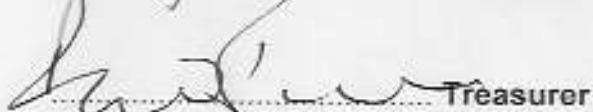
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