

Cottered Village Hall Trust

Charity No 302358

Minutes of the Annual General Meeting of the Trust

&

Trustees Report

Held in Cottered Village Hall

19th April 2025 at 7pm

Present: Chairman : Colin Bayles

Acting Secretary: John Harwood-Bee

Trustees Present:

David Broxup

Nigel Bentley

Allen Chamberlain

Tina Reed

Alison Tregoning

The meeting was opened by the Chairman at 7.00pm who welcomed the committee members and explained that it was an important meeting.

Apologies for absence were received from: Elisa Bellomo, Brian Murchie

The minutes of the 2023/ 24 AGM having been previously circulated and there being no amendments, adoption of the minutes was proposed by David Broxup seconded by Tina Reed and approved by a unanimous show of hands.

Matters Arising

There were no matters arising from the 2023/4 AGM minutes

Chairman's report: Colin opened by saying that the primary purpose of the meeting was to review the activity of the Trust during the past year, to receive the annual Report & Accounts and to elect the Trustees and management committee members for the ensuing year. Colin made some references to events that had occurred on this day in the past. He expressed surprise that there were no members of the public attending despite notice of the meeting having been given. He thanked the trustees for the excellent job that they do in running the hall and commented on the purposes of the meeting. – public report of activities during last year and presentation of the accounts. It is a chance for public to ask questions and make comments – no public attending and I read into this that they know what we are and do, and they think we are doing a good job – as indeed we/you are

For public and as reminder to trustees he explained our operational framework of the Declaration of Trust 1963 and Charity Commission Scheme 1977

Members of management committee = Managing Trustees

Trustees to declare acceptance and willingness to act in trusts. He explained the need to

Elect 5 members and appoint (up to) 7 members to represent local organisations.

The Chairman then went on to explain that as a self financing body it was essential to encourage the use of the hall by both local residents and other interested parties. Both were essential to finance the charity and allow for the proper maintenance of the hall. Although we receive limited assistance by way of rates relief it is imperative that we earn more than we spend.

Running costs .The Chairman then commented on the requirements and problems and costs of solving/avoiding those - similar to all our own households and businesses – e.g. maintenance, repairs, water, electricity, heating, plumbing, lighting, decorating, cleaning, phone/broadband, banking, record keeping, safeguarding, regulations, security.

Huge amount of attention to and time spent by trustees and committee members on these - For reference you can see the WhatsApp site to measure the input.

Targets and achievements Have we done and sorted everything mentioned at last year's AGM – No

Have we made progress with everything mentioned – Yes

Have we dealt with things not mentioned/expected at last year's AGM – Yes

This set of answers indicates an active and ambitious trust .

Next year and beyond Listen to “specialist” officer reports following mine

My own general and practical assessment, based on my observation and involvement last year and on their expert guidance, is that we are doing well and are well placed to continue doing well

Village Hall = Village Hub – This is an attractive/appropriate aim for us and consistent with our Deed of Trust 1963 – competition for this role (e.g. cricket pavilion, church, Guide centre but we are best placed – involves facilitating/accommodating activities,

Examples of this working well –

Christmas Light The Night, The VE80 evening –Friday indoor sports evenings

Our people – Elisa Bellomo – JHB - Alison Tregoning - thanks to all for commitment, common sense, expertise and hard work

Finally – I look forward to continuing successful teamwork with you in 2025/2026

Secretary's report:

The secretary informed the meeting that they would be delighted to hear that he had little to report from the past year. The Cottered involvement with the Hertfordshire Village Halls Consortium continued and our involvement with the annual conference was gratefully appreciated. JHB is still on the committee.

The general administration and the working relationship between the administrative trustees was excellent.

Treasurers Report:

The 2024 accounts to Dec 31st were presented and discussed. These were accepted by the Trustees.

Lettings Secretary:

We have had a continued steady number of enquiries for hiring the hall and lettings have continued at a satisfactory rate. There are a number of local groups using the hall on a regular basis. There are also exercise groups from outside the village who are regular hirers.

Election of the Trustees

Following the reports the Chairman called for the election of five Trustees as required by the Trust Deed .

He asked for nominations and listed the following:

Colin Bayles, Tina Reed, John Harwood-Bee ,Brian Murchie and Elisa Bellomo

Tina Reed proposed and Allen Chamberlain seconded the proposition that those persons be elected as trustees. This was carried unanimously by a show of hands.

The representative members of the committee were as follows:

Allen Chamberlain	Football Club
Nigel Bentley	Co opted member
David Broxup	Cottered Voices
Alison Tregoning	Treasurer

This was proposed by Colin Bayles and seconded by Tina Reed and was carried unanimously by show of hands.

There being no other business the AGM was closed at 7.40 pm.

The date for the next AGM would be advised in due course.

A general committee meeting would immediately follow this AGM.

Cottered Village Hall Trust Accounts. Year end 31st December 2024

To The Trustees of

Cottered Village Hall Trust

Charity Number:

302358

I report on the Receipts and Payments Accounts set on the attached Financial Statement page 1 for the above named Trust for the year ended 31st December 2024.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is eligible for independent examination, 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 Commission under section 145(5)(b) of the 2011 act and
- state whether particular matters have come to my attention.

Bases of Independent Examiner's 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 prove a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent Examiner's Statement

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

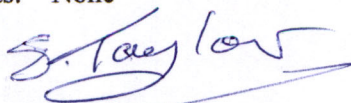
1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep records in accordance with section 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities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

have not been met; or

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

Comments: None

Signed:



Date:

26th Sept 2025

Name: Stewart Taylor

Address: 37 Sundown Avenue. Dunstable. Beds. LU5 4AJ

Cottered Village Hall Accounts at 31 December 2024

Income	2024	2023
Lettings	24624.05	26977.10
Interest	760.18	476.55
Bar	525.00	805.00
Deposit cash & cheques (not allocated yet)	1,975.00	0.00
Football Pitches	630.00	1,450.00
Miscellaneous	990.00	150.00
Total	29,504.23	29,858.65

Expenditure

Oil	2,582.94	4,536.23
Electricity	4,199.52	4,549.48
Waste disposal	1,094.60	954.72
Telephone	233.29	332.98
Broadband	1,083.27	1,193.01
Joint Telephone & Broadband	149.46	
CDA Herts		72.00
Premises Licence		
Water and sewage	422.36	463.85
Garden maintenance	175.00	950.00
Radiator and Boiler maintenance	379.80	738.84
Fire extinguisher service	435.00	
Fire alarm maintenance contract	581.36	571.80
Electrical Equipment		1,453.00
Pristine Services	412.90	550.80
Insurance	2,305.23	2,008.52
Maintenance	352.00	790.90
Cleaner	1,475.00	2,411.25
Parish Council Pitch & grass cutting	2,764.80	
Cleaning Materials		414.36
Miscellaneous	4,891.51	200.00
Total	23,538.04	22,191.74

Excess of income over expenditure	5,966.19	7,666.91
Last years balance	87,443.11	79,776.20
Total Funds	93,409.30	87,443.11

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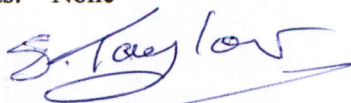
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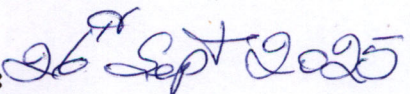
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