



Alburgh Village Hall AGM Meeting

Minutes of the Alburgh Hall Village AGM meeting held on Thursday 22nd May 2025 at 7.30pm in Alburgh Village Hall

Agenda Item	Actions
Trustees in Attendance – Mark Thompson Chair (MT), Jan Bird Treasurer (JB), Tina Hair Secretary (TH), Louise Wiseman (LW), Dave Richardson (DR), Phyllis Wright (PW) and Gary Thompson (GT)	None
x5 members of the public attended the meeting	None
1. Apologies No apologies received. Trustees not in attendance - Jen Daulby (JD) and Tony Stiffel (TS)	None
2. Minutes of previous AGM Meeting – The Chair (MT) asked if everyone was happy with last years minutes, all agreed and minutes signed	None
3. Matters arising from previous meeting – The Chair (MT) asked if anyone had anything to discuss from previous minutes – no matters discussed by those in attendance	None
4. Chair Reports <ul style="list-style-type: none"> - MT mentioned events which had taken part across the year such as Party in the Park, Bar Nights, DJ'less Disco, regular food trucks, Stargazing events. All successful mixed attendance for different events. - Also tasks which had taken place around the hall such as roof patching due to leak, removing ladies toilets to allow improved storage for tables and chairs, x3 working parties. - MT shared over 1500 hours of volunteer time had been spent on/around the hall and village events and currently have 21 active volunteers. - MT thanked all volunteers, Trustees and residents for their time, help and support throughout the year, 	None
5. Finance Reports <ul style="list-style-type: none"> - JB discussed finance reports and shared stats for the events and expenditure with breakdowns of all areas. - JB offered finance file to show all receipts/invoices of spending of all aspects and finalised a profit of £183.00 for the year plus bar stock. - Finance reports available for anyone to look through - JB explained finances are not audited due to the low income but they are externally examined by John Willis, Chartered Accountant with Calum Ward Ltd in Harleston. The external examination of the accounts for 2024/25 will take place during June. - MT thanked JB for her hard work throughout the year and regular updates. 	None
6. Election of Trustees <ul style="list-style-type: none"> - MT mentioned that TH is stepping down at Secretary. - MT thanked TH for her hard work as Secretary for the last 3 years. TH said she would still be an active volunteer in the village and help where she can. - MT announced 4 election places for Committee plus additional positions for group representatives – MT for Parish Council, JD for Toddler Group and TS for Badminton. There are no other representatives from other village groups. - MT asked for TH to count the votes with him as an independent attendee. - Unanimous decision that current Trustees could vote for themselves in the ballot. - Votes results confirmed 4 elected positions went to JB (11 votes), LW (11 votes), DR (11 votes) and GT (10 votes). PW (1 vote), therefore was not elected - MT thanked all those for attending. Meeting closed 8.02pm. 	None



31.03.25 Financial Report Receipts / Payments for year 01.04.24 to 31.03.25 (unexamined as at 15.05.25)

Receipts	TOTALS
Hire of Hall	£ 6,164.47
Donations	£ 12,955.18
Fund raising Events	£ 1,555.60
COIF	£ 334.12
Grants	£ 900.00
HMRC	£ -
Catering	£ 434.17
Bar receipts card	£ 9,085.50
Bar receipts cash	£ 7,250.84
Misc	£ 42.58
Total Receipts	£ 38,722.46
Payments	TOTALS
M & R	£ 900.89
Security/ H&S	£ 2,280.69
Water (Everflow)	£ 295.20
Oil	£ 1,542.96
Electric (BG Business)	£ 2,456.24
Bank Charges	£ 121.05
Cleaning Materials	£ 385.60
Cleaner costs	£ 1,162.50
Commercial waste	£ 902.20
Licenses/Insurances/Rates	£ 2,196.71
Fund raising Expenses	£ 1,806.25
Telecommunications	£ 616.74
BT internet	£ 357.32
Grass Cutting	£ 300.00
Equipment	£ 1,039.91
bar stock	£ 8,769.11
Catering	£ 793.55
Misc	£ 12,612.32
Total Payments	£ 38,539.24
Receipts - Payments	£ 183.22

Headlines

- We made a small profit of £183.22 over the year.
- We spent £8,769.11 on bar stock, took £16,336.34 at the bar and still have stock to the value of over £3,000.
- Donations- we received a donation of £1,300.00 from the former Alburgh Sports and Social Club. Unfortunately, they made an error in their payment, which meant we needed to refund a sum of £11,000.00.
- Miscellaneous receipts – refunds from Tesco and website host
- Miscellaneous payments – consumables (such as ink, printer paper), over 60s event costs, Christmas tree, website host renewal, DJ for NYE, subs for village magazine, transfer to reserves account, return of £11,000 paid to us in error.
- Equipment purchases include stage gear (lights, screen) kettle, dishwasher, Christmas decs and lights, baby changing trolley, heater for kitchen,
- Maintenance and repair include 2 skips, materials for minor repair to roof, repair to emergency lighting, paint/brushes, pest control
- Security/H&S includes new electric socket in youth zone, first aid kits, purchase of 1 fire door, fitting of 2 fire doors, lockable filing cabinet, keys for Trustees.
- Catering costs relate to Breakfast Club and supply of tea , coffee etc in kitchen for general use.
- Catering receipts from garage sale, party in the park, Christmas bar night food

Overall financial position as at 31.03.25

Charitable account	7,641.57
COIF account	11,470.66
Cash	1,015.25
Tesco vouchers	41.00
Total funds	£20,168.48

Committed funds

Reserves	11,419.00
Total commitments	£11,419.00

Surplus funds £8,749.48

Plus sales value of current bar stock
Plus half tank of heating oil

Year end figure – £183.22 profit + value of bar stock



Section A

Independent Examiner's Report

Report to the trustees

Charity Name: ALBURGH VILLAGE HALL

On accounts for the year ended

31st MARCH 2025 Charity no (if any) 303889

Set out on pages

PAGE 1 of 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 31/03/2025.

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below*) which gives 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: [Signature] Date: 3-8-2025

Name: JOHN DARRELL WILLIS

Relevant professional qualification(s) or body

INSTITUTE OF CHARTERED ACCOUNTANTS IN ENGLAND AND WALES