

Minutes of AGM Meeting

Subject: AGM - Village Hall Management Committee Meeting

Attendees:

Jo Keeler, Vice Chairman & Treasurer	(JK)
Jacqueline Stringer, Trustee	(JS)
Sarah Venn, Trustee	(SV)
Derek Jacks, Chairman Horsford Social Club	(DJ)
Louisa Stannett, Secretary	(LS)
Angela Makinson	(AM)
Aiden Higgs – Janitorial Team	(AH)
Jean Higgs – Janitorial Team	(JH)

Members of the Public: none

Apologies: Chris F Brown, Chairman (CFB)

Date and Time: Monday 15th May 2023 at 7pm

Venue: The Conference Room, Horsford Village Hall

Item No:

1	<p>Introductions</p> <p>The Treasurer welcomed all present at the meeting.</p>
2	<p>Public Discussion</p> <p>None</p>
3	<p>Minutes of the Last Meeting and Matters Arising</p> <p>Confirmed all trustees received and agreed.</p>
4	<p>Report from Chairman</p> <p>Report given from JK due to CFB absence.</p> <p>JK thanked the committee for all their hard work over the year, and that she would like to thank JH and AH for all their hard work as all areas looks amazing and it is always spotless. JK had special thanks to LS as she is always at the end of the phone and has taken a lot of pressure off JK throughout the year and this is always very appreciated.</p>

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5	<p>Report from Honorary Secretary</p> <p>We have had a busy year what with an increase in bookings and changes to the hall. Please find below a list of what has occurred throughout the year:</p> <ul style="list-style-type: none"> New Secretary, Booking Secretary and Janitorial Team Website Booking System Advertising of Hall New Regular Hirers Increase in Hall Rates due to economy. Public Toilet Completion Fire Doors Lanyards for Committee members and staff Update on all Policies New Handyman Updates to Park Regular Maintenance and Reporting
6	<p>Report from Honorary Treasurer</p> <p>JK handed out the yearly accounts.</p> <p>JK stated that our hiring has increased however so has our costs. The next twelve months will be challenging due to the increase in costs however if we continue to work as we have done this past year then all should be ok. JK explained that the report shows there is a negative £1815.75 this is due to a higher expenditure over the year on remedial works and new cleaning equipment. AM stated that most areas have gone up quite a lot and JK commented that so has the hiring and costs of salaries. JK ran through all areas of the report and stated that there has been a lot of maintenance works however she feels that we are now on top of any works that were required, and this will then even itself out over the year. LS confirmed that some of the costs on the report are covered by the Parish Council however the VHMC pay this out and then claim back from the Council.</p> <p>JK queried with LS that some of the costs are not pulling through for the Conference Room and Football Pitches. LS will review further and ensure all codes are reflecting when issuing invoices. JK confirmed there are no missing costs as the figures are currently being added to other areas.</p> <p>AM suggested that LS also includes a What's on Guide for the Conference room when she advertises on Facebook. LS confirmed she was happy to do this and will start it from the following week.</p> <p>JK also stated that a review of the lease of land the VHMC rents to the local school will need a rent review. JK confirmed that she will review this further and feedback her findings.</p> <p>JS and SV queried the increase in Sanitation. JK confirmed we now have a contract to ensure Sanitation and Nappy bins are being emptied regularly and therefore this is the reason for increase in cost.</p>

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	<p>AM suggested that a pot of money is put away each year to ensure that all maintenance costs are covered, SV and JS seconded this action.</p> <p>JK suggested that she pulls a report quarterly so that the committee can review more regularly, JS stated this was a good idea and would give the committee a tighter monitoring of income and expenditure.</p>
6	<p>Presentation of Financial Accounts from 2022/2023</p> <p>Please find attached document with income and expenditure.</p>
7	<p>Individual Trustees Nominations</p> <p>To be agreed at the next meeting due to chair absence.</p> <p>LS stated that the committee has lost 2 volunteers this year and asked the committee if there was anything further, she can do to assist in increasing the numbers back up. SV suggested contacting the regular hirers. AM stated that she has written a volunteer leaflet and that if LS was happy, she could forward this to her so that she can contact the regular hirers and ask if they would be interested in joining. LS was happy to accept this and would send an email out.</p>
8	<p>Any other business</p> <p>None</p>

There being no further business the Treasurer declared the meeting closed at 7:30 pm

I certify that these minutes are a true and accurate record

Chris F Brown, Chairman:.....

Dated:.....19/6/23.....

Horsford Village Hall Management Committee
Income & Expenditure Account
01/04/2022 to 31/03/2023

(Last) Year Ended
31 Mar 2022

(Current) Year Ended
31 Mar 2023

Income

Income	78,564.60
Expenditure	-136.50
	<u>£78,428.10</u>

Expense

Expenditure	80,397.67
Income	236.68
	<u>£80,634.35</u>

General Fund

Balance at 01 Apr 2022	92,585.57
ADD Total Income	<u>78,428.10</u>
	171,013.67
DEDUCT Total Expenditure	<u>80,634.35</u>
	90,379.32
DEDUCT Reserves Balance	
Balance at 31 Mar 2023	<u>£90,379.32</u>

£92,585.57



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

Stamford Bridge Club

On accounts for the year ended

31 March 2023

Charity no (if any)

1178215

Set out on pages

1 (2 is N/A)

1-2(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023DD / MM / YYYY.

As the charity trustees of the Trust, 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 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 gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Date:

19/1/2024

Name:

Geoffrey Jones

Relevant professional qualification(s) or body (if any):

Retired Chartered Accountant

Address:

IER

1

October 2018

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.