



Minutes of AGM Meeting

Subject: AGM - Village Hall Management Committee Meeting

Attendees: Chris Brown, Chairman (CB)
Jo Keeler, Vice Chairman & Treasurer (JK)
Jacqueline Stringer, Trustee (JS)
Sarah Venn, Trustee (SV)
Louisa Stannett, Secretary (LS)
Nicky Reynolds, New Secretary (NR)
Angela Makinson (AM)
Deborah Slaughter –Janitorial Team (DS)

Members of the Public: None

Apologies: None

Date and Time: Monday 20th May 2024 at 7pm

Venue: The Conference Room, Horsford Village Hall

Item No:

1	Introductions CB welcomed all present at the meeting.
2	Public Discussion None
3	Minutes of the Last Meeting and Matters Arising Confirmed all trustees received and agreed
4	Report from Chairman CB says thanks to everyone and everything he wants to say has been put in the letter by Lousia
5	Report from Honorary Secretary LS says we have had a busy year what with the increase in bookings and changes at the hall.

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	<p>LS then carries onto read the full list of what has occurred throughout the year.</p> <p>New Secretary, Booking Secretary and Janitorial Team Advertising of Hall New Regular Hirers Increase in Hall Rates due to economy. Update on all Policies New Handyman team Updates to Park/cleaning of MUGA Regular Maintenance and Reporting Vandalism/ reports to the police Tea Hut Opened with Baby Bean Hall redecorated Continued articles in Horsford News Trustee resignations New cameras for CCTV Amber Sheehy bench added to park</p>
6	<p>Report from Honorary Treasurer</p> <p>JK handed out the yearly accounts. JK stated that in the last 12 months, utilities have been very high but we have made a small profit. Regular hiring is down in the last 12 months but thinks that is to expected due to the cost of living crisis. But occasional hirers are up from 2022-2023. The parish council are now paying for the toilet cleaning and the litter clearance directly. JK gives her personal thank you to Lou. She has been a fantastic secretary and booking secretary and a pleasure to work with. JK wishes all the very best for the future. JK would like to see Lou sitting here next year as a trustee. JK welcomes Nicky to the group. JK stated she left 2021-2022 income expenditure so the difference could be seen even though that was through covid. AM asks if there were Covid grants in the figures. JK confirms this and JS states we were partially open by then. JK replied there was £10,667 in Covid grants in that year. LS advised that next year JK will need to put the bar charges on the report. JK states the interest is higher as the interest rates have increased.</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>Chris Brown nominated as Chairman by AM seconded by JS Jo Keeler was nominated as Vice Chairman and Treasurer by CB and seconded by AM</p>



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8	Any other business None

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:.....



CHARITY COMMISSION
FOR ENGLAND AND WALES

Horsford Village Hall
Management Committee

No (if any)

CC16a

Receipts and payments accounts

For the period from	Period start date 1st April 2023	To	Period end date 2
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hall Hire Charges	34,225	-	-		30,427
Social Club Rent	20,329	-	-		19,158
Pitch Rental	5,788	-	-		2,205
Floodlights					
Grants	17,798	-	-		23,938
Interest	2,460	-	-		596
Refunds					246
Recycling Grant		-	-		
Lease Land Rent	1,710	-	-		1,710
Coffee Shop Rent	1,850				
Sundries					
Sub total (Gross income for AR)	84,160	-	-	-	78,280
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total					
Total receipts	84,160	-	-	-	78,280
A3 Payments					
Advertising	354	-	-		272
Caretaker/Booking Secretary	15,161	-	-		18,426
Secretary	4,904	-	-		4,897
Rates & Insurance	2,655	-	-		2,965
Refuse & Bottle Bank	3,140	-	-		2,988
Grounds	5,997	-	-		12,026
Maintenance	13,670	-	-		8,812
Phone/Postage/Stationary	1,349	-	-		1,710
Utilities - Gas Electric, Water	22,150	-	-		11,966
Projects - VHMC & Grant Funded		-	-		1,981
Sani Bins	1,008				
Public Toilet Cleaning	1,733				4,983
Return Chqs/Refunds/Audit Fees	1,000				215
New Equipment					3,143
Late Lock up fees	240				
Bank Charges	431				1,105
Sundries	2,025				3,594
Sub total	75,817	-	-	-	79,082
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	

B5 Liabilities

		-	-
Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
C Brown	Chris Brown	12/01/2025
J Keeler	Joanne Keeler	12/01/2025



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Horsford Village Hall Management Committee

**On accounts for the year
ended**

31st March 2024

**Charity no
(if any)**

Set out on pages

(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 31/3/2024.

**Responsibilities and
basis of report**

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: *S C Vergette*

Date: 19.1.2025

Name: Sarah Vergette

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

Address: 3 Rosebery Road
Great Plumstead
Norwich, NR13 5EA

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.