

Minutes of AGM Meeting

Subject: AGM - Village Hall Management Committee Meeting

Date and Time: Monday 16th June 2025

Venue: The Conference Room, Horsford Village Hall

Attendees:

| | |
|---------------------------------------|------|
| Chris Brown, Chair | (CB) |
| Joanne Keeler, Vice Chair & Treasurer | (JK) |
| Emily Chenery, Secretary | (EC) |
| Angela Makinson, Trustee | (JS) |
| Susie Thomson, Trustee | (ST) |
| Deborah Slaughter, Janitorial Team | (DS) |

Members of the Public: None

Apologies: Jacqueline Stringer

Item No:

| | |
|---|---|
| 1 | <p>Introductions and apologies for absence</p> <p>CB welcomed all present at the meeting. Jacqueline Stinger had sent her apologies in advance for not being able to attend the meeting.</p> |
| 2 | <p>Minutes of the last AGM</p> <p>None</p> |
| 3 | <p>Report from Chairman</p> <p>CB advised that it had been a great 12 months. He advised that the VHMC needed some more trustees and EC advised that she would advertise on social media.</p> <p>It was suggested that it would be beneficial for all regular hirers to have a representative at the monthly meetings as they all have an invested interest in the Village Hall. It was advised that this had been the practice previously, however these attendees had since ceased attending.</p> <p>AM suggested that she discussed with Sarah Vergette about Sarah becoming a trustee as she also has an invested interest due to her role at the Parish Council. It was also suggested that Chris Brown, Chairman of Horsford FC (or a representative) also became a trustee given all the changes that are taking place in the Village. JK advised that she would discuss this with Chris.</p> <p>CB thanked the new secretary for her work to date.</p> |

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| 4 | <p>Report from Honorary Secretary</p> <p>EC advised that she could only report on what had happened since January 2025 as this is when she took on the role of secretary. Activities included;</p> <p>New Secretary & Booking Secretary New benches put in park Implementation of a ban on alcohol on recreation ground and surrounding areas Increase in hall rates due to economy. Update on all policies New handyman team New fire and risk assessment Regular maintenance and reporting Vandalism/ reports to the police</p> |
| 5 | <p>Report from Honorary Treasurer</p> <p>JK handed out the yearly accounts.</p> <p>The spending is less than last year as there are now specific things that the Parish Council pay for rather than the VHMC. Our grant is also down due to the same reason.</p> <p>Everything else is running the same. The main hall hiring has increased significantly which is positive. The regular hiring has stayed about the same.</p> |
| 6 | <p>Presentation of Financial Accounts from 2022/2023</p> <p>The income and expenditure was shared with all attendees.</p> |
| 7 | <p>Individual Trustees Nominations</p> <p>Chris Brown was nominated as Chairman by JK and seconded by ST Jo Keeler was nominated as Vice Chairman and Treasurer by AM and seconded by ST</p> |
| 8 | <p>Any other business</p> <p>None</p> |

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

I certify that these minutes are a true and accurate record

Chris F Brown, Chairman: *chris brown*

Dated: 29/07/2025



Receipts and payments accounts

| | | | |
|---------------------|-------------------------------------|----|------------------------------------|
| For the period from | Period start date 1st April 2024 | To | Period end date 31st March 2025 |
|---------------------|-------------------------------------|----|------------------------------------|

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 | 40,324 | - | - | 40,324 | 34,225 |
| Social Club Rent | 15,618 | - | - | 15,618 | 20,329 |
| Pitch Rental | 4,014 | - | - | 4,014 | 5,788 |
| Floodlights | - | - | - | - | - |
| Grants | 11,000 | - | - | 11,000 | 17,798 |
| Interest | - | - | - | - | 2,460 |
| Refunds | 15 | - | - | 15 | - |
| Recycling Grant | - | - | - | - | - |
| Lease Land Rent | 1,710 | - | - | 1,710 | 1,710 |
| Coffee Shop Rent | 3,045 | - | - | 3,045 | 1,850 |
| Utittlity Shares | 2,835 | - | - | 2,835 | - |
| Sub total (Gross income for AR) | 78,561 | - | - | 78,561 | 84,160 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 78,561 | - | - | 78,561 | 84,160 |
| A3 Payments | | | | | |
| Advertising | 200 | - | - | 200 | 354 |
| Caretaker/Booking Secretary | 13,458 | - | - | 13,458 | 15,161 |
| Secertary | 5,927 | - | - | 5,927 | 4,904 |
| Rates & Insurance | 3,596 | - | - | 3,596 | 2,655 |
| Refuse & Bottle Bank | 3,305 | - | - | 3,305 | 3,140 |
| Grounds | 470 | - | - | 470 | 5,997 |
| Maintenance | 11,565 | - | - | 11,565 | 13,670 |
| Phone/Postage/Stationary | 1,211 | - | - | 1,211 | 1,349 |
| Utilities - Gas Electric,Water | 26,548 | - | - | 26,548 | 22,150 |
| Projects - VHMC & Grant Funded | - | - | - | - | - |
| Sani Bins | 513 | - | - | 513 | 1,008 |
| Public Toilet Cleaning | - | - | - | - | 1,733 |
| Return Chqs/Refunds/Audit Fees | 5,000 | - | - | 5,000 | 1,000 |
| New Equipment | 362 | - | - | 362 | - |
| Late Lock up fees | 150 | - | - | 150 | 240 |
| Bank Charges | 353 | - | - | 353 | 431 |
| Sundries | - | - | - | - | 2,025 |
| | 66,280 | - | - | 66,280 | 75,817 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 66,280 | - | - | 66,280 | 75,817 |
| Net of receipts/(payments) | 12,281 | - | - | 12,281 | 8,343 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 92,256 | - | - | 92,256 | 92,256 |
| Cash funds this year end | 104,537 | - | - | 104,537 | 100,599 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|----------------------|-------------------------|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Current | 45,714 | - | - |
| | Grounds/Muga | 8,016 | - | - |
| | Coif | 55,073 | - | - |
| | Total cash funds | 108,803 | - | - |

(agree balances with receipts and payments account(s))

| | | |
|-----------------|----|----|
| Agreement Error | OK | OK |
|-----------------|----|----|

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| Categories | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| B3 Investment assets | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| Categories | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|---------|-----------------------------|-----------------|--------------------------|
| B4 Assets retained for the charity's own use | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |

| Categories | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

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

| Signature | Print Name | Date of approval |
|-----------|---------------|-------------------|
| C Brown | Chris Brown | 13/01/2026 |
| J Keeler | Joanne Keeler | 13/01/2026 |



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Horsford Village Hall Management Committee

On accounts for the year ended

31st March 2025

**Charity no
(if any)**

303985

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 DD / MM / YYYY.

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: P H Carrick

Date: 13/1/25

Name: Paul Carrick

Relevant professional qualification(s) or body

(if any):

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.