

# Laleham Village Hall Annual General Meeting

Minutes of the AGM Held on Monday 14<sup>th</sup> July 2025 2pm,  
at Perry's Cottage, Laleham

## Present:

Mrs. M. Duncan (Chair & Booking Sec.), Mr. A. Duncan (Caretaker), Mrs. L. Price (Health & Safety), Mrs. J. M. Bartlett (Secretary), Mr. S. Bartlett (Treasurer),  
and committee members: Mr. C. McGuckin, Mr. M. Burt, Mrs. C. Mooney

### 1. Welcome:

The Chair warmly welcomed everyone to the meeting.

### 2. Apologies for Absence:

Mrs. G. Morris

### 3. Minutes of the Meeting held on 4th July 2024

a. Matters arising No matters arising.

b. Approval of the Minutes of the meeting Mavis approved the minutes.

### 4. Chair and Booking Secretary's Report:

Mavis began by warmly thanking the committee for their dedication and hard work in keeping the hall both attractive and functional. She noted that the hall continues to be well used, with around twenty regular groups alongside many parties and special events — including our much-loved annual pantomime.

This year has involved a great deal of maintenance and improvement work, all carefully coordinated around the hall's busy schedule. Mavis expressed sincere thanks to our cleaning staff for keeping the hall looking beautiful, and to our caretaker and his team for maintaining the building to such a high standard.

After many years, we no longer have a church meeting in the hall. Over the past 15 to 20 years, three Pentecostal congregations have worshipped here, bringing joy and fellowship to many. In closing, Mavis thanked everyone once again for their commitment and teamwork, and expressed her hope for another successful year ahead, filled with thriving groups, happy events, and community enjoyment.

### 5. Treasurer's Report and Adoption of Accounts:

Presented by Steve Bartlett: Report for year ending 31<sup>st</sup> December 2024

It is with pleasure that I present the financial report for the period 1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024. During the year, the charity recorded a net loss of £3,112, compared with a net profit of £6,102 in the previous year. Total income for the year was £30,740, representing a 24% increase compared to last year. The breakdown is as follows:

1. Regular hall bookings: £25,111 – an increase of 26%
2. Casual bookings: £5,066 – an increase of 20% (includes £1,424 received for two elections)
3. Other income (store cupboard rental and deposit account interest): £563

Total expenditure for the year was £33,853, comprising:

1. Caretaker costs: £4,860
2. Cleaning (labour and supplies): £4,002
3. Insurance: £1,331
4. Utilities (gas, electricity, water, waste collection, broadband): £4,650

5. Regular repairs and maintenance: £3,951
6. Roof repairs (small hall): £14,454
7. Miscellaneous expenses (including PRS licence): £604

The most significant outlay was the roof replacement over the small hall. While utility and cleaning costs rose due to increased hall usage, other expenses were contained, increasing by just 4% year-on-year. Importantly, we were able to fund the roof works without needing to dip into savings.

At year-end, the charity's reserves stood at £30,043.70, held across two accounts:

1. Santander Current Account: £9,551.53
2. National Savings Deposit Account: £20,492.17

*The accounts will be independently reviewed by Mr Stephen Owen.*

**Mavis Duncan approved and adopted the accounts.**

6. Health & Safety Report:

Attached was presented by Lynn Price:

Update on Health and Safety issues on 15 July 2025

Tables are tending to be put away on the whole but we have noticed that windows are being left open and I have asked Steve to send a note around to those last using the hall to ensure all windows are closed for security reasons.

The hot water in the kitchen is still running slow

Are we getting covering for the newly put in wood as cleaning it is difficult as foot prints are being left and we do not want to scrub it?

The ladies toilet seats continue to be an issue with them literally falling off and I am aware that someone could sit on them and slide off ie a small child??

Toilet lock on disabled door has that been attended too?

The chairs appear to have been cleaned but not sure as it may just be new ones are out?

Could we have signage or put on the notice board to please put cigarette ends in the provided bin outside as due to this very dry weather it could start a fire as there it always a lot we have to clear up especially after parties and the AA meetings,

Any further thoughts on the flooring for the small hall as it is badly stained still and even hoovering and spot cleaning is now not bringing it up.



Questions you should ask		Yes	Further action needed	N/A
Car park	Is the car park surface maintained to minimise slip and trip risks?			✓
	Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?	✓		
	Is the car park well lit?			✓
	Can emergency vehicles gain access?			✓
Movement around the building	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks?	✓		
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?	✓		
	Have you provided matting to minimise rainwater etc being carried into the building?	✓		
	Do rooms and corridors have sufficient lighting?	✓		
	Are corridors clear of clutter?	✓		
	Are there any trailing electrical leads/cables?		N/D	
	Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc?	✓		
	Is internal flooring in good condition, eg are carpets fixed?	✓		
	Where any doors contain glass, is this made from a safety material?	✓		
Electrical equipment and services	Are all stairs fitted with handrails?	✓		
	If you have any fixed electrical installations: <input type="checkbox"/> Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use? <input type="checkbox"/> Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person?	✓		
	If you own or hire any portable or fixed electrical equipment (eg a cooker or vacuum cleaner etc): <input type="checkbox"/> Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use? <input type="checkbox"/> Has any damaged electrical equipment been taken out of service or replaced?	✓		
Gas equipment and services	If fixed gas appliances are available for use (eg a boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer?	✓		
	If mobile gas appliances are available for use (eg heaters fuelled by bottled gas), are arrangements for periodic examinations and any remedial action by a competent person in place?			✓
LPG (liquefied petroleum gas)	If there is an externally cited LPG installation with a storage vessel: <input type="checkbox"/> Is the area around the vessel kept clear? <input type="checkbox"/> If it is near a road, is it protected from passing traffic? <input type="checkbox"/> Have pipes carrying the LPG to the hall been checked to ensure that they are in good condition?			✓
Asbestos	Does the hall contain any asbestos?		N/D	
	If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building?			✓
	Is there a system in place (eg fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?			✓
	If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed? (The majority of work on asbestos must be carried out by a licensed contractor unless the asbestos fibres in the material are so well-bound in that the work is lower risk and can be done by a contractor who is not licensed by HSE.) Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished?			✓

Questions you should ask		Yes	Further action needed	N/A
Fire	Has a fire risk assessment been completed and are adequate fire safety measures in place?	✓		
	Has an evacuation plan been implemented and tested?	✓		
	Is the fire alarm tested regularly?	✓		
	Are fire drills carried out at least once a year?	✓		
	Are regular checks made to ensure escape routes and fire exit doors are: <input type="checkbox"/> unobstructed; and <input type="checkbox"/> adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)?	✓		✓
	Are combustible substances or waste stored safely?	✓		
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? Are staff (and others) trained in how to use it?	✓		
Legionnaires' disease	Do you or users do anything that involves spraying/sprayed water (eg using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires' disease.) If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk?			✓
	Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (eg temperature checks)?			✓
Responsibility	Do users have all the information about the hall they need to operate safely?	✓		

This is not an exhaustive list and you should identify any other hazards associated with the operation and maintenance of the hall.

## 7. Caretaker's Report:

Alastair Duncan shared a video update and the below report:

### Village Hall – Caretaker report 14/07/2025

New works completed or under way.

1. Remedial works to repair the floor have taken place with the removal of a large section of flooring and repairs carried out to the joists below. The visible oak floor is a thin laminate on top of the original oak floor. On the 31<sup>st</sup> July Paul Hunt will return with the new oak flooring. Once this is complete we will carry out a rub down and re-varnish of the hall.
2. We are missing a large table. Any updates? Should we purchase a replacement?
3. We are looking into a new lit Village Hall sign which is more in keeping. (Ongoing)
4. New blinds for the back room – Roof now sorted. (Ongoing)
5. Boiler top up system in place so no further pressure drops have happened and service and gas safety taken place this month.
6. We are now required to have an EPC carried out on the hall. Likely cost will be £275. There is no point in doing this until we have addressed the solar panel issue.
7. We have an agreed quote for £2645 plus VAT to update the electrics in the kitchen and hall and this work will take place this Thursday.
8. New smoking bins are planned soon.
9. New signage to go on the ground to stop illegal parking.
10. Safety paint to step and railing repainted in June.

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A review of accessibility. At present there is no access to the stage or rear room. The side fire exit off the main hall has a step and a ramp should be considered.

We are looking into reinstating the stage left access platform and will report once we have more details. (Ongoing)

Ladies toilets – We are assessing if they are fit for purpose and a way of adding an extra loo.

8. Appointment of Committee Members - There being no other business, Mavis Duncan closed the AGM and moved on to the Short Committee Meeting - Election of Committee Members.

## Minutes of the Short Committee Meeting after AGM

Held on Monday 14<sup>th</sup> July 2025 2pm, at Perry's Cottage, Laleham

- Appointment of Committee Members. Everyone stood down from their current roles for the election of committee members to take place:
  - Election of Honorary Chair - Mavis Duncan  
*proposed by Steve Bartlett, seconded by Chris McGuckin.*
  - Election of Honorary Treasurer - Steve Bartlett  
*proposed by Chris McGuckin, seconded by Alastair Duncan.*
  - Election of Honorary Secretary - Jo Bartlett  
*proposed by Mike Burt, seconded by Lynn Price.*

- Appointment of Booking Secretary - Mavis Duncan  
*proposed by Lynn Price, seconded Carol Mooney.*
- AOB
  - **Solar Energy Proposal Update:**  
Alastair Duncan raised the topic of the proposed solar energy installation. The committee agreed to revisit the proposal once the planned floor and electrical improvements have been completed. Steve Bartlett noted that, while solar panels would reduce the hall's ongoing electricity costs, the financial payback period would be lengthy. Therefore, the project should be viewed not as a cost-saving measure but as a demonstration of the Village Hall Committee's commitment to environmental sustainability. Alastair added that adopting solar energy would enhance the hall's reputation by showing a clear, positive effort towards becoming a "green" facility - positioning us among the leading village halls in terms of environmental responsibility and advanced green credentials.
  - **Caretaker's Contract:**  
Mavis reminded the committee that the contract is due for renewal in January 2026.
  - **Next meeting date Monday 20<sup>th</sup> October 2025 at 2pm**

Mavis closed the meeting.

## Laleham Village Hall - Profit & Loss and Balance Sheet for year ended 31st December 2024

Laleham Village Hall Accounts	2023	2024	Variance
Casual Bookings	£3,627.40	£3,642.00	£14.60
Regular Hall Bookings	£19,944.50	£25,111.09	£5,166.59
Store Cupboard Rental	£420.00	£360.00	-£60.00
Elections	£570.00	£1,424.00	£854.00
Savings Interest	£155.77	£203.44	£47.67
<b>Income</b>	<b>£24,717.67</b>	<b>£30,740.53</b>	<b>£6,022.86</b>
Caretaker	£4,620.00	£4,860.00	-£240.00
Cleaning (Labour)	£2,941.50	£3,140.00	-£198.50
Cleaning (Supplies)	£618.80	£862.04	-£243.24
General Expenses	£179.47	£314.08	-£134.61
Insurance	£1,288.65	£1,331.26	-£42.61
Gas & Electricity	£2,745.82	£3,543.24	-£797.42
Repairs and Maintenance	£4,392.14	£3,951.06	£441.08
Telephone & Internet	£603.28	£367.48	£235.80
Waste Removal	£504.90	£466.02	£38.88
Water Rates	£477.44	£274.04	£203.40
PRS	£243.37	£289.70	-£46.33
<b>Sub Total Regular Expenditure</b>	<b>£ 18,615.37</b>	<b>£ 19,398.92</b>	<b>£ (783.55)</b>
Roof Repairs	£ -	£ 14,454.00	-£14,454.00
<b>Expenditure</b>	<b>£ 18,615.37</b>	<b>£ 33,852.92</b>	<b>£ (15,237.55)</b>
<b>Net Income</b>	<b>£ 6,102.30</b>	<b>£ (3,112.39)</b>	<b>£ (9,214.69)</b>

Bank Balances as at 31/12/2024	
Santander Current Account	£ 9,551.53
Balance in Savings Account	£ 20,492.17
<b>TOTAL</b>	<b>£ 30,043.70</b>

Balance Sheet	31/12/2023	31/12/2024
<b>FIXED ASSETS</b>		
Buildings	£ 450,000.00	£ 450,000.00
Fixtures and Fittings	£ 2,328.00	£ 2,328.00
<b>Total Fixed Assets</b>	<b>£ 452,328.00</b>	<b>£ 452,328.00</b>
<b>CURRENT ASSETS</b>		
Sundry Debtors	£ 670.20	£ 1,371.00
Sundry Creditors	£ (243.37)	£ -
Savings Account	£ 20,288.73	£ 20,492.17
Current Account	£ 13,811.17	£ 9,551.53
Cash	£ 0.36	£ -
<b>Total Current Assets</b>	<b>£ 34,527.09</b>	<b>£ 31,414.70</b>
<b>TOTAL ASSETS</b>	<b>£ 486,855.09</b>	<b>£ 483,742.70</b>
<b>CAPITAL FUNDS</b>		
Buildings	£ 450,000.00	£ 450,000.00
General	£ 36,855.09	£ 33,742.70
Surplus for the year	£ 6,102.30	£ (3,112.39)
<b>TOTAL</b>	<b>£ 486,855.09</b>	<b>£ 483,742.70</b>

Notes:

1. Net income was a loss of £3k based on £30.7k revenue offset by £33.9k expenditure.
2. Booking revenue up 25% from 2023
3. Running costs up due to both inflation (utilities) and increased hall usage (cleaning)
4. However regular expenditure contained to just 4% increase over last year.
5. Biggest cost (and the main reason why we have a loss for the year) is due to the £14.4k spend on roof repairs.

**Steve Bartlett - Treasurer**

# LALEHAM VILLAGE HALL COMMITTEE

**Financial Year 1 January 2024 to 31 December 2024**

I have examined the records of the Laleham Village Hall Committee for the past business year.

From the evidence and explanations provided, I have satisfied myself that the Balance Sheet and Financial Statement, hereby attached, accurately reflect the Committee's transactions in the year 1 January 2024 to 31 December 2024.

**Examiner:**

Stephen Owen  
255 Staines Road  
Laleham  
Surrey  
TW18 2RS

A handwritten signature in black ink, appearing to read 'S. Owen', with a horizontal line underneath it.

(NB: Stephen Owen is not a qualified accountant nor auditor.)