# LALEHAM VILLAGE HALL AGM

**Minutes of the Annual General Meeting**
Monday 7th September 2026 at 2.00pm
Perrys Cottage, Laleham

## Present:

Mrs. M. Duncan (Chair & Booking Secretary), Mr. S. Bartlett (Treasurer), Mr. A. Duncan (Caretaker), Mrs. L. Price (Health & Safety), Mrs. J. M. Bartlett (Secretary - attended via Microsoft Teams), and committee members: Mrs. G. Morris, Mr. C. McGuckin, Mr. M. Burt and Mrs. C. Mooney

## 1. Welcome

The Chair welcomed those present to the Annual General Meeting.

## 2. Apologies for Absence

All present, no formal apologies for absence were recorded, Jo attended remotely.

## 3. Matters Arising from the Minutes of the AGM held Monday 14 July 2025

The minutes of the previous AGM had been circulated prior to the meeting. No matters arising were raised. The previous AGM minutes were approved and signed by the Chair.

## 4. Chair & Booking Secretary's Report

The Chair and Booking Secretary reported on hall bookings and, in particular, concerns arising from teenage/private party bookings.

### Teenage party bookings

**It was stated at the meeting that the Committee had previously made a decision not to accept teenage party bookings.**

Mavis explained that she continues to receive enquiries and that she was taking a more cautious approach, particularly where the family was not personally known to her.

The reasons for the Committee's concerns were discussed in detail, including:

- a previous party where professional/security supervision had been present; the event had proceeded without major difficulty;
- another previous party at which a fight had taken place and where there was concern that the parents/adults responsible had not adequately supervised those attending;
- damage and unacceptable behaviour at previous events;
- chewing gum spat onto the hall floor, with reference made to approximately 90 pieces of chewing gum having had to be removed;
- damage including holes/damage in the toilets, a smashed mirror and broken bins;
- additional cleaning costs following parties, including a sticky-floor incident;
- a previous booking involving a 15-year-old which resulted in approximately £80 of additional cleaning costs; and
- concern about the attitude of one hirer when challenged about the condition in which the hall had been left, the response reported to the Committee being "whatever".

The Committee discussed the importance of responsible adult supervision and of protecting the Hall from damage.

**Deposit: The booking deposit had been increased from £50 to £100, with the intention that the higher deposit should provide a greater deterrent against damage or failure to leave the Hall in an acceptable condition.**

### 17-year-old party booking

Notwithstanding the previously stated decision not to take teenage-party bookings, Mavis reported that a booking for a 17-year-old had been accepted and that she had discussed the arrangements with the hirer who had provided names of three adults who would remain on the door throughout the event. These individuals were not professional security personnel but were being specifically placed at the entrance to supervise the event. The Booking Secretary had advised the hirer that she would not confirm in advance whether or not she would attend the Hall during the party to carry out a check. The intention was that those responsible for the event should understand that the Hall could be checked at any time.

The Committee reiterated the importance of appropriate supervision and acceptable behaviour at any such booking.

### Other booking matters

The Committee discussed a previous hirer who had represented an event as having one purpose but had subsequently used the Hall for a different type of meeting. Although the Hall had been left in satisfactory condition, Mavis considered that the booking had been obtained on a misleading basis and did not intend to accept a further booking from that hirer.

A proposed small weekly Muslim prayer meeting was also discussed. The organiser had met with Mavis and was seeking a short regular Friday afternoon booking together with storage for prayer mats. The organiser is understood to be a local councillor and representative of the local Muslim community. Mavis was satisfied from the discussions held to date that the proposed use was genuine and intended to proceed with the arrangements.

The Committee confirmed that members should raise any concerns if they disagreed with the approach being taken to bookings.

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

The Treasurer presented the financial report for the year 1 January 2025 to 31 December 2025.

**Laleham Village Hall Treasurer's Annual Report**
**Year-ending 31st December 2025**

It is with pleasure that I present the financial report for the period 1st January 2025 to 31st December 2025.

During the year, the charity recorded a **net loss of £4,343**, compared with a **net loss of £3,112** in the previous year.

**Total income** for the year was **£29,356**, representing a 5**% decrease** compared to last year. The breakdown is as follows:

1. **Regular hall bookings**: £24,976 – a decrease of 3% caused by the loss of the Sunday Church regular booking, offset by some additional bookings from new and existing renters,
2. **Casual bookings**: £3,815 – a decrease of 16% (mainly due to no elections in 2025)
3. **Other income** (store cupboard rental and deposit account interest): £565

**Total expenditure** for the year was **£33,699**, comprising:

1. **Caretaker costs**: £4,860 (no change)
2. **Cleaning** (labour and supplies): £4,131 (slight increase due rising cost of cleaning materials)
3. **Insurance**: £1,364 (small increase from last year)
4. **Utilities** (gas, electricity, water, waste collection, broadband): £5,291 (up 27% on last year £1,270 due increased gas and electricity prices)
5. **Regular repairs and maintenance**: £2,267 (down 41% on last year or £1,553)

6. **Larger one-off expenses, namely:**
    1. **Floor repairs**: £8,129
    2. **CCTV**: £3,307
    3. **New electrical sockets / cooker hood etc**: £3,066
7. **Miscellaneous expenses** (including PRS licence, accounts software, bank fees): £1,284

The most significant outlay was the floor repairs in the main hall. The committee also agreed to have external CCTV installed following safety and security concerns, as well as some significant electrical upgrades to the hall including additional sockets in a number of places, following requests from regular renters. Utility costs were also higher this year due to gas and electricity rates. Other expenses were contained to inflationary increases only. Most importantly, we were able to fund the large one-off expenses mentioned above **without needing to dip into savings**.

At year-end, the charity's **reserves stood at £25,856.59**, held across two accounts:

1. **Santander Current Account**: £5.159.50
2. **National Savings Deposit Account**: £20,697.09

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

***** Since the AGM, and before these minutes were written, the accounts have been reviewed by the auditor.***



***Steve Bartlett – Laleham Village Hall Treasurer***

| Laleham Village Hall Accounts | 2024 | 2025 | 2024 Vs 2025 |
|---|---|---|---|
| Casual Bookings | £ 4,520.00 | £ 3,815.00 | £ (705.00) |
| Regular Hall Bookings | £ 25,657.09 | £ 24,976.30 | £ (680.79) |
| Store Cupboard Rental | £ 360.00 | £ 360.00 | £ - |
| Elections | £ - | £ - | £ - |
| Donations (Defib) | £ - | £ - | £ - |
| Savings Interest | £ 203.44 | £ 204.92 | £ 1.48 |
| **Income** | **£ 30,740.53** | **£ 29,356.22** | **£ (1,384.31)** |
| | | | |
| | | | |
| Bank Fees | £ - | £ (13.78) | £ (13.78) |
| Caretaker | £ (4,860.00) | £ (4,860.00) | £ - |
| Cleaning (Labour) | £ (3,140.00) | £ (3,200.00) | £ (60.00) |
| Cleaning (Supplies) | £ (862.04) | £ (931.08) | £ (69.04) |
| General Expenses | £ (105.46) | £ (22.50) | £ 82.96 |
| Defib | £ - | £ - | £ - |
| Insurance | £ (1,331.26) | £ (1,364.87) | £ (33.61) |
| Light Power & Heating | £ (3,543.24) | £ (4,203.83) | £ (660.59) |
| Repairs and Maintenance | £ (3,821.06) | £ (2,267.69) | £ 1,553.37 |
| Telephone & Internet | £ (367.48) | £ (593.69) | £ (226.21) |
| Waste Removal | £ (466.02) | £ (677.19) | £ (211.17) |
| Water Rates | £ (274.04) | £ (446.10) | £ (172.06) |
| ICO | £ - | £ (52.00) | £ (52.00) |
| Xero Subscription | £ (208.62) | £ (218.88) | £ (10.26) |
| PRS | £ (289.70) | £ (345.04) | £ (55.34) |
| **Sub Total Regular Expenditure** | **£ (19,268.92)** | **£ (19,196.65)** | **£ 72.27** |
| Roof Repairs | £ (14,584.00) | £ - | £ 14,584.00 |
| Floor Repairs | | £ (8,129.45) | £ (8,129.45) |
| CCTV | | £ (3,307.23) | £ (3,307.23) |
| Electrical sockets etc. | | £ (3,066.00) | £ (3,066.00) |
| | | | |
| **Expenditure** | **£ (33,852.92)** | **£ (33,699.33)** | **£ 153.59** |
| | | | |
| **Net Income** | **£ (3,112.39)** | **£ (4,343.11)** | **£ (1,230.72)** |

| as at | 31/12/2004 | 31/12/2025 |
|---|---|---|
| Santander Current Account | £ 9,551.53 | £ 5,159.50 |
| Balance in Savings Account | £ 20,492.17 | £ 20,697.09 |
| **TOTAL** | **£ 30,043.70** | **£ 25,856.59** |

| Balance Sheet | 31/12/2024 | 31/12/2025 |
|---|---|---|
| **FIXED ASSETS** | | |
| Buildings | £ 450,000.00 | £ 450,000.00 |
| Fixtures and Fittings | £ 2,328.00 | £ 2,328.00 |
| **Total Fixed Assets** | **£ 452,328.00** | **£ 452,328.00** |
| **CURRENT ASSETS** | | |
| Sundry Debtors | £ 1,371.00 | £ 1,215.00 |
| Sundry Creditors | £ - | £ - |
| Savings Account | £ 20,492.17 | £ 20,697.09 |
| Current Account | £ 9,551.53 | £ 5,159.50 |
| Cash | £ - | £ - |
| **Total Current Assets** | **£ 31,414.70** | **£ 27,071.59** |
| **TOTAL ASSETS** | **£ 483,742.70** | **£ 479,399.59** |
| **CAPITAL FUNDS** | | |
| Buildings | £ 450,000.00 | £ 450,000.00 |
| General | £ 33,742.70 | £ 29,399.59 |
| Surplus for the year | £ (3,112.39) | £ (4,343.11) |
| **TOTAL** | **£ 483,742.70** | **£ 479,399.59** |

**Decision: The accounts were proposed, seconded and adopted by the Committee.**

The Chair thanked the Treasurer for the considerable work involved in managing the Hall's finances.

## 6. Appointment of Committee Members

The existing office holders stood down in accordance with AGM procedure and indicated their willingness to continue.

| Office | Proposed | Seconded | Appointed |
|---|---|---|---|
| Honorary Treasurer | A. Duncan | C. Mooney | S. Bartlett |
| Honorary Secretary | S. Bartlett | G. Morris | J. Bartlett |
| Booking Secretary | L. Price | C. McGuckin | M. Duncan |
| Honorary Chair | C. McGuckin | M. Burt | M. Duncan |

All appointments were approved.

## 7. Any Other Business

No further AGM business was raised.

There being no further business, the Annual General Meeting was closed by the Chair.

Approved as a true record: Date:

Chair:

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# Laleham Village Hall
# Treasurer's Annual Report for year ending 31st December 2025

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# LALEHAM VILLAGE HALL COMMITTEE

**Financial Year 1 January 2025 to 31 December 2025**

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 2025 to 31 December 2025.

**Examiner:**

Stephen Owen
255 Staines Road
Laleham
Surrey
TW18 2RS



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