

GEDNEY DROVE END & DAWSMERE VH

ANNUAL GENERAL MEETING

FRIDAY 23rd May 2025

Meeting opened 7pm

Committee present

Ian Field Chairman
Lesley Gilbert Treasurer
Samantha Doran Events
Ruth Carroll Committee member

Public

Debbie Field David Wignall
Rosie Rolling's Jane Wignall
Dave Precious Mandy Doran
Kevin Bissett

Ian Field opened the meeting and thanked everyone for attending.

Ian reported that this year had seen an improvement not only in income but also use of the hall with regular events seeing a rise in attendance with the quiz nights in particular proving popular.

We had been successful in raising grant funding of some £12000.00 which enabled much needed work to be undertaken.

A new energy efficient hot water system was installed in the toilets and bar areas. The electrics to the building have been updated with a latest generation circuit board being installed and all circuits tested. A new extractor fan was installed in the kitchen which can better cope with removing cooking fumes. The safety lighting has been updated with new emergency lights in the hall and over the exit doors

Ian offered his thanks to the committee for all their hard work over the last two years and went on to explain he felt it was time for him to stand down as Chairman and let someone else take over the reins to bring fresh ideas to our hall, he further said that it was now more important than ever that the hall remained open as it was now the last remaining community asset in the village.

It was explained to all present the role of the chairman and what would be expected of the person appointed. Ian talked about the various responsibilities of the committee and some of bodies that we have to deal with including the Parish Council, the Charity Commission, District council and so on. He also explained the importance of seeking and applying for funding to keep improving the hall and providing a better service to the community we serve.

Ian then explained that the remaining members of the existing committee were up for re-election but were all prepared to stay on for another year.

NEW COMMITTEE VOTED IN

CHAIRMAN; DAVID WIGNALL

Seconded by: Ian Field
 Samantha Doran
 Mandy Doran

TREASURER; LESLEY GILBERT

Seconded by: Debbie Field
 Kevin

EVENTS; SAMANTHA DORAN

Seconded by: Mandy Doran
Debra Field
Ian Field

SECRETARY; RUTH CARROLL

Seconded by: Lesley Gilbert
Mandy Doran
Debra Field

Mandy Doran proposes a thank you to Ian and the rest of the committee for there service.

Ian then formally stood down and handed the meeting over to the new Chairman

7.10pm: David Wignall takes over as new Chairman

David opened by saying it is essential we make sure the hall stays open, its survival is important for the village, it needs to be seen as a hub of the community offering something for everyone.

Dave asked everyone to keep asking for new volunteers and committee members to make it easier to run the hall.

QUESTIONS FROM THE PUBLIC

Debbie Field said there used to be a monthly magazine.

There used to be a youth club for kids

There used to be a Friendship Club.

Dave said the committee would look at some of the ideas from the past but society had changed a lot especially since the pandemic.

David Wignall thanked his wife Jane Wignall for her support in him becoming the new Chairman.

Jane Wignall said she would consider joining the Committee.

Kevin is moving but has said he will continue to come back and do SANTA at the Christmas Fayre.

Meeting Closed at 8pm

INTERNAL AUDIT CHECKLIST FOR Gedney Drove End Village Hall The YEAR ENDING 31st December 2024

Signed Lin Pilcher Dipl.HE.LP



1. Book Keeping Comments

1.1	Ledger maintained and up to date	yes
1.2	Arithmetic correct	Yes
1.3	Evidence of Internal Control Monthly bank reconciliation	Yes
1.4	Payments in ledger supported by invoices, authorised and minuted	Yes

2. Bank Reconciliations Comments

2.1	Is there a bank reconciliation for each account	yes
2.2	Reconciliation carried out on receipt of statement	yes
2.3	Any unexpected balancing entries in any reconciliation	no

3. Year End Procedures Comments

3.1	Year-end accounts prepared on correct accounting basis	yes
3.2	Bank statements and ledger reconcile	yes
3.3	Underlying financial trail from records to presented accounts	yes
3.4	Where appropriate, debtors and creditors properly recorded	yes

Transaction Spot Check

Date	Book Amount	Book Ref	Computer Date	Computer ref	Bank Date	Bank Sheet No.
12/3	£16.80	Sage	19/3		14/03	No.13
16/5	£36.10	Coffee morning	Payout 39	16/5	17/5	No.18
23/11	£44.44	Kitchen 186	23/11	S Doran	13/11	No.30

NOTE - Unable to check petty cash receipts. Petty Cash income and expenditure should be itemised separately from the main accounts with reference numbers and balanced monthly.

Annual Return

	Year Ending	December 2023	December 2024
1	Balance Brought Forward	4381.74	4304.46
2	Savings Account	0.00	0.00
3	Total Receipts	6157.54	34575.58
4	Total payments	-6234.82	33115,19
5	Balances carried forward	4304.46	5764.85

(1 = bf figure: 3 = sage complete total less bf: 4 = total purchases)

Gedney Drive End And Dawsmere Village Hall
Trial Balance Report

This period only

Nominal Code	Name	Last Financial Year	
		Debit	Credit
1100	Trade Debtors		76.00
1200	Gedney Drive End and Dawsmere Village Hall		1,066.88
1230	Petty Cash	853.27	
2100	Trade Creditors	1,750.00	
4900	Other income		34,575.58
5000	Cost of Sales - Goods	13,302.11	
7110	Water Rates	107.00	
7130	Premises Insurance	1,906.02	
7200	Electricity	2,744.06	
7520	Office Stationery	25.95	
7540	Internet Charges	472.24	
7550	Computer & Software	289.06	
7610	Accountancy Fees	100.00	
7620	Consultancy & Professional Fees	600.00	
7800	Repairs and Renewals	13,287.10	
7810	Cleaning	249.30	
7900	Bank Charges and Interest	30.31	
7901	SumUp Charges	2.04	
TOTAL		£35,718.46	£35,718.46

Gedney Drove End And Dawsmere Village Hall

Balance Sheet Report

To: 31 December, 2024

ASSETS

Fixed Assets

Total Fixed Assets £0.00

Current Assets

1100 - Trade Debtors 404.00

1200 - Gedney Drove End and Dawsmere Village Hall 4,615.51

1230 - Petty Cash 1,480.48

Total Current Assets £6,499.99

TOTAL ASSETS £6,499.99

LIABILITIES

Current Liabilities

1210 - Petty cash 735.14

Total Current Liabilities £735.14

Future Liabilities

Total Future Liabilities £0.00

TOTAL LIABILITIES £735.14

TOTAL NET ASSETS £5,764.85

Gedney Drove End And Dawsmere Village Hall

Profit and Loss Report

01 January, 2024 - 31 December, 2024

Sales		
4900 - Other income	34,575.58	
	Total Sales	£34,575.58
Direct Expenses		
5000 - Cost of Sales - Goods	13,302.11	
	Total Direct Expenses	£13,302.11
	GROSS PROFIT / LOSS	£21,273.47
Overheads		
7110 - Water Rates	107.00	
7130 - Premises Insurance	1,906.02	
7200 - Electricity	2,744.06	
7520 - Office Stationery	25.95	
7540 - Internet Charges	472.24	
7550 - Computer & Software	289.06	
7610 - Accountancy Fees	100.00	
7620 - Consultancy & Professional Fees	600.00	
7800 - Repairs and Renewals	13,287.10	
7810 - Cleaning	249.30	
7900 - Bank Charges and Interest	30.31	
7901 - SumUp Charges	2.04	
	Total Overheads	£19,813.08
	NET PROFIT / LOSS	£1,460.39

EQUITY

Net Profit / Loss	5,764.85
<i>Net Profit / Loss (prior year(s))</i>	4,304.46
<i>Net Profit / Loss (current year)</i>	1,460.39
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TOTAL EQUITY	£5,764.85