

# Henderson Hall Committee Annual General Meeting

8 August  
7.00pm  
Henderson Hall

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**Chaired by** Anne Jeans

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**Attendees:** Anne Jeans, Julia Watkins, Verity Ryan, Gail Kinvig, Dawn Goodwin, Shirley Hemmings, Donna Darbyshire, Annie Dixon, Kirsten Jones,

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## Minutes

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**Apologies:** Rhiannon Davies

The Chair welcomed attendees to the meeting.

The minutes of the last meeting were confirmed as an accurate record.

### Chair's Report

A Chair's report from Keren Bender was read to attendees by the meeting Chair Anne Jeans.

*I have served as your Chair since May 2021 and during that time the Hall has experienced many challenges as we emerged out of lockdown. To that end I attended many virtual sessions to ensure the Hall and its Trustees kept within the ever-changing regulations that affected regulated buildings. This training also identified funding streams that we were able to access.*

*One of our biggest challenges was maintaining the outside toilet facilities. There were continual problems with the coin mechanisms which were constantly breaking down, luckily for us we had Steve Goodsell on speed dial. He worked hard to keep the toilets open. It was agreed to disable the coin mechanism and trial an honesty box, which proved to be very successful. Then out of the blue we had problems with getting water to the toilets, resulting in closing the toilets. Steve Goodsell again resolved that problem for us, along with our roof issues. He has been a good friend to Henderson Hall.*

*The roof was under warranty and all faults were rectified through the warranty. Remaining outside, our hedges were cut, and this lifted the appearance of the outside space.*

*It was important to me to upgrade internally as we also have a responsibility to maintain the internal fabric of the building. Internally there have also been changes during my term of office. New curtains and blinds have been fitted, and the hall has been redecorated.*

*Andrew Skyrme fitted new lights in the storeroom, resolved our stage lighting issues and connected electric fittings to the blinds, he offered his services as a friend of Henderson Hall.*

*Another friend of Henderson Hall, Dereck Batham, who removed the inside men's toilet door and fixed it in his kitchen, much to the amazement of his wife Carolyn. During my time as Chair I also carried out the duties of Booking Secretary. I have seen the bookings improve over time, with BBNP, NRW, Welsh Water and the Wildlife Trust increasingly using our facilities as a meeting and training venue, from my conversations with BBNP and Welsh Water we are highly regarded as a venue.*

*We have enjoyed new long-term business from Kickboxing, Ukulele class, Welsh Group and Exercise Classes. We also benefited from Hot Desking for almost 6 months. Tea and Chat, WI, Talybont Energy, Community Council and the Cinema have all returned to us. Henderson Hall has gained a growing reputation for hosting big events, overnight stays and weddings.*

*We are building a strong foundation for future bookings. Highlights of my term of office have been the Bonfire Night and the Jubilee Celebrations, both of which were extremely successful in bringing the Community together and involved a huge amount of work from Trustees and Friends of the Hall.*

*The Bonfire Night was headed up by Chris and Rhiannon, Thank You. The Jubilee Celebrations was headed up by Kirsten, Thank You. I must also extend thanks to the Community for their amazing support for the Ukraine appeal held in the Hall, organised by myself and Nicole Cowley. It lightens your heart to know*

*how much people care in such terrible circumstances. I feel I am leaving the Board of Trustees in a strong position to carry on the work of the Hall and continue with its growing success. Many thanks to all who have contributed and helped me over the past 14 months. I extend special thanks to Steph, our Cleaner and Shirley our Caretaker for maintaining high standards at the Hall. To Anne for collecting and banking all the monies from the honesty boxes and coin operated machines. To Kirsten who has kept me and the finances in check. And finally, to Regan my Secretary who has helped me every step of the way, by preparing agendas and minutes and providing me with good council and invaluable a*

### **Treasurer's Report**

The Hall's annual accounts and balance sheets that have been independently examined and approved were presented by Kirsten Jones.

**Income and expenditure** the total expenditure for the year was £27,714.17. Total income was £36,300.32. There was a net gain of £8,586.14.

Key expenditure	
Labour	£4,783.75
Insurances	£1,367.54
DEC donation	£1000
Maintenance	£11,560.81
Utilities	£4,612.11

***Slides of the Treasurer's presentation are appended to these minutes.***

### **Election of Trustees 2022-2023**

Chair: Kirsten Jones

Bookings Secretary: Julia Watkins

Committee Secretary: Annie Dixon

Treasurer: Gail Kinvig

Anne Jeans

Rhiannon Davies

Anne Jeans agreed she is happy to continue collecting, counting, banking and record keeping the hall's cash income

It was agreed by the Committee that Gail Kinvig should be added to the Hall's NatWest Trust Fund accounts and that this will be actioned by Donna Darbyshire and Gail Kinvig.

The meeting closed at 7.30 pm

# Henderson Hall Trust Fund 2020 to 2022

<b>INCOME</b>	<b>2021-2022</b>	<b>Total</b>	<b>2020-2021</b>	<b>Total</b>
<b>Grants &amp; Donations</b>		<b>£ 9,702.27</b>		<b>£ 12,400.00</b>
ToU Community Council	£ 1,500.00		£ 2,400.00	
Local Giving and PCC Covid Grant	£ 2,402.27		£ 10,000.00	
National Lottery Community Fund	£ 5,600.00		£ -	
Donations	£ 200.00		£ -	
<b>Fundraising &amp; Events</b>		<b>£ 23,785.08</b>		<b>£ 10,434.19</b>
<b>200 Club</b>		<b>£ 1,280.00</b>		<b>£ 2,022.50</b>
Membership	£ 1,280.00		£ 1,660.00	
Gift Aid	£ -		£ 362.50	
<b>50th Celebration</b>		<b>£ -</b>		<b>£ 30.00</b>
Black Rats Event	£ -		£ 30.00	
<b>Fundraising</b>		<b>£ 12,882.13</b>		<b>£ 2,579.90</b>
Bonfire income	£ 4,663.90		£ -	
Cashless donation	£ 361.48		£ -	
Cash donations	£ 7,428.66		£ -	
Car Parking	£ -		£ 1,240.50	

Coinage (Bike Wash / Showers / Toilets)	£ -		£ 1,169.98	
Donations	£ 200.00		£ -	
Easy Fundraising	£ 78.71		£ 105.42	
Film Night	£ 118.00		£ 64.00	
Furniture Hire	£ -		£ -	
Gift Aid	£ -		£ -	
Recycling	£ 31.38		£ -	
<b>Maintenance</b>		<b>£ 253.67</b>		<b>£ -</b>
General Maintenance	£ 253.67		£ -	
<b>Hall Hire (Inc. community groups)</b>		<b>£ 9,369.28</b>		<b>£ 2,623.00</b>
Car Parking	£ 170.00		£ -	
Community Groups	£ 5,983.00		£ 357.50	
Large or corporate event	£ 3,171.28		£ 255.00	
Irregular Hall Hire	£ 45.00		£ 2,010.50	
<b>Insurances</b>		<b>£ -</b>		<b>£ 25.00</b>
Public Liability	£ -		£ 25.00	
<b>Utilities</b>		<b>£ 2,812.96</b>		<b>£ 3,153.79</b>
Car Charge Tokens	£ 180.00		£ 360.00	
Electricity	£ -		£ -	

Refund	£ -		£ 31.45	
Solar Panel FITS Income	£ 2,632.96		£ 2,762.34	
<b>TOTAL INCOME</b>		<b>£ 36,300.31</b>		<b>£ 26,012.98</b>

<b>EXPENDITURE</b>	<b>2021-2022</b>	<b>Total</b>	<b>2019-2020</b>	<b>Total</b>
<b>Fundraising &amp; Events</b>		<b>-£ 3,857.09</b>		<b>£ 565.00</b>
<b>200 Club</b>		<b>-£ 365.00</b>		<b>£ 455.00</b>
Membership	£ -		£ -	
Winner Payments	-£ 365.00		£ 455.00	
Winner Payments Not Cashed	£ -		£ -	
<b>Fundraising</b>		<b>-£ 3,492.09</b>		<b>£ 110.00</b>
Bingo	£ -		£ -	
Bonfire cost	-£ 2,463.10		£ -	
Bowls Club	£ -		£ -	
Cash donation	-£ 28.99		£ -	

Comedy Night	£ -		£ -	
Events	£ -		£ 110.00	
donation to DEC	-£ 1,000.00		£ -	
<b>Hall Hire</b>		<b>-£ 725.00</b>		<b>£ 716.25</b>
Bond Return	-£ 422.50		£ -	
Bond Return Not Cashed	£ -		£ -	
Additional Car Parking	-£ 85.00		£ -	
Community Grp or event	£ -		£ -	
Large or corporate event	-£ 97.50		£ -	
Refund	-£ 120.00		£ 716.25	
<b>Heritage Lottery</b>		<b>£ -</b>		<b>£ 3,906.09</b>
Storyboard	£ -		£ 3,906.09	
<b>Insurances</b>		<b>-£ 1,367.54</b>		<b>£ 1,945.36</b>
Public Liability Insurance	-£ 1,034.54		£ 1,205.32	
PVS Licence (video / film )	-£ 139.00		£ 139.00	
PRS (music)	-£ 132.00		£ 581.04	
Jubilee celebrations	-£ 42.00		£ -	
Gambling (PCC)	-£ 20.00		£ 20.00	
<b>Labour</b>		<b>-£ 4,783.75</b>		<b>£ 2,744.76</b>
Caretaking	-£ 1,325.00		£ 600.00	
Cleaning	-£ 2,858.75		£ 1,129.17	
website	-£ 600.00		£ -	
Treasurer	£ -		£ 1,015.59	

<b>Maintenance</b>		-£ 11,560.81		£ 2,749.33
Air Conditioning Servicing	£ -		£ 468.00	
Fire Extinguishers	-£ 99.07		£ -	
replacement curtains	-£ 6,251.66		£ -	
Window cleaning	-£ 70.00		£ -	
Buildings & fixtures repairs	£ -		£ -	
Carpentry Work	£ -		£ -	
Drainage	£ -		£ -	
Electrician Work	£ -		£ 112.91	
Equipment Servicing, H & S	£ -		£ -	
General Maintenance	-£ 1,178.20		£ 616.52	
Grounds Maintenance	-£ 650.00		£ -	
Other Cleaning	-£ 538.29		£ -	
Plumbing	£ -		£ 378.00	
Sanitary Care	£ -		£ 182.11	
Security Systems	-£ 2,773.59		£ 991.79	
<b>Miscellaneous</b>		-£ 695.87		£ 823.00
Cash donation	-£ 2.00		£ -	
Cleaning	-£ 69.21		£ -	
Consumables	-£ 93.83		£ -	
Car Parking	-£ 30.99		£ -	
Gift	-£ 20.00		£ -	
Membership	-£ 25.00		£ -	
Sundry Expense	-£ 454.84		£ 823.00	

50th Birthday Party	£ -		£ -	
<b>Publicity</b>		-£ 112.00		£ -
Website	-£ 112.00		£ -	
<b>Utilities</b>		-£ 4,612.11		-£ 7,373.13
Broadband	-£ 361.89		£ 263.88	
Car charge tokens	£ -		£ 90.00	
Electricity	-£ 1,663.27		£ 1,324.46	
Gas	-£ 1,996.25		£ 1,356.41	
Cleaning	-£ 237.70		£ -	
Sanitary Care	£ -		£ 216.34	
Solar Panel FITS Income	£ -		£ 313.02	
Water	-£ 353.00		£ 324.00	
<b>TOTAL EXPENDITURE</b>		<b>-£ 27,714.17</b>		<b>£ 17,337.90</b>
<b>Net (Deficiency) / Gain</b>		<b>£ 8,586.14</b>		<b>£ 8,675.08</b>

The Charity's Trustees are responsible for the preparation of the accounts', the Charity's Trustees consider that an audit is not required for this year under section 43 (2) of the Charity's Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 43 of the 1993 Act
- To follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 43 (7) (b) of the 1993 Act, and to state whether particular matters have come to my attention.

**Basis of independent examiners report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanation from you as trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited in those matters as set out in the statement below.

**Independent examiners Statement**

In connection with my examination, **no** matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the 1993 Act, and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met: or
2. To which in my opinion attention should be drawn to enable a proper understanding for the accounts to be reached.



Jo Hughes  
Court Cottage  
Pencelli Brecon

5/7/2022