

Victoria Institute / Culgaith Village Hall

Minutes from the Annual General Meeting, 3 November 2025

Present from the committee: Roger Leech (Chair), Tony Poulter, Tom Taggart (Treasurer), Helen Leech (Secretary).

Members present: 10.

1. **Welcome** (Chair).
2. **The minutes of the AGM 2024 were accepted by the meeting.**

No actions arising from the previous AGM.

3. **Chair's report: see below.** There were no questions resulting.
4. **Treasurer's report:** See below. Tom detailed that we keep a financial reserve of £6k and that the finances are reasonably healthy. He pointed out that in the year 2024 grants were received and spent immediately on works for the hall. We are receiving more income from events and more donations, but are spending more on utilities and are donating some money to the school. Chris asked if Tom could identify which events were profitable, **Tom** will go through the records for the year since he joined the committee.
5. **Social events report:** Two ambitions: income and social interaction. Chris Walshe outlined the ambition to make the hall more welcoming for evening events, making some changes / adding facilities which will need the support of the committee: partitioning, improving the kitchen area so that outside caterers support the film night, better lighting. Current events include Pop choir, mums and parents' events, music events with children, exercise classes, the Vic Café, pie and quiz night, art group, wine evening. Must do well, but evening talks have not been well attended. Sally Shaermade the point that events with food do well. Roger said that the air ambulance are currently making an appeal to replace their helicopters, maybe an event would be beneficial for both them and the hall. Sally said that the film night only attracted fourteen people and needs twenty to break even – next film night will be 14 November. The social events group have committed to doing six film nights.

Tania Wallace said that the film night might be better supported if the chairs were more comfortable. Any new chairs bought could be transferred to the new hall when and if it is built.

6. **Appointment of officers.**

The existing officers were proposed and seconded en-bloc by the members present.

- Chris Walshe was proposed by Roger Leech, seconded by Tony Poulter, and elected as a trustee onto the committee.
- Booking secretary: Sally Shaer will continue to manage bookings from outside the committee.
- 100 Club: Jacqui Hutchinson will continue to run the 100 Club from outside the committee.

6: Progress with the new village hall:

Roger reported that the committee are producing plans with the intention of requesting outline planning permission from Westmorland and Furness Council, which will allow the committee to start considering planning and building elements, and allow the costing up of the plans.

Tom showed a plan of the current layout of the recreation ground, and showed draft plans for the new hall. This would require cutting down two trees, but compensated by replanting and wilding new areas.

The footprint would be increased by the size of two badminton courts – about double the depth of the existing building. Two changing rooms and toilets, kitchen, a main hall big enough for a games court, and an office.

The current building is on a mound / swimming pool, which would have to be removed.

Sally Shaer suggested a serving area outside the kitchen – a separate room to allow people to be served or serve themselves.

Tony has explored the possibility of the Council helping with funding for the planning process, but this is not available.

A car park would not be tarmacked, would be a green one on hard standing.

Roger suggests that in the new year there's another meeting to discuss progress. After the planning process, the next step will be to investigate funding.

Tom said that plans will be shared with the Friends once there is an electronic version, and a poster put up in the hall.

Tony said that there would have to be a limited liability on the project. Both properties / grounds are owned by the village.

John Hutchinson asked if the existing hall could be used as collateral funding.

Sally Shaer said that Langwathby village hall rebuild may bring Langwathby users to Culgaith; Langwathby hall committee has already been in contact with her.

7: Any other business

John Hutchinson raised the costs of the village get-together event at the end of November. Mike Graham is running it, and paid for the last one. Those present felt that costs could be covered through donations.

Kay Leech said that Jon Begg (not present) wants to hand over responsibility for the heating. **Helen** has taken an action to investigate wifi controls. It was pointed out that the roof leaks directly above the upstairs controller.

Roger closed the meeting at 20.24.

Culgaith Village Hall Chair's Report 2025

Yet another successful year for the hall. We are seeing the benefits of the repairs and redecoration done in 2024. A winter with the new double glazing and the infra-red heating has shown that the hall is now usable throughout the year.

In addition, the first full year of the events group has established a great list of activities and events that have raised funds for the hall even if some of them were not as well attended as we would have liked. Activities this year have included a Ceilidh, Fun Bingo, Wine tasting, Exercise and Yoga classes, Church Café and choir sessions, lunch Soup session and the establishment of a Film evening. Sally Shaer, Chris and Val Walshe have done an excellent job of co-ordinating and running events. Thanks to Jacqui Hutchinson for the continuing success of the 100 Club. These activities alongside the continuing strength of the Vic Café (well done Vic Café Committee) and private parties and school use of the hall shows that the hall is a vital part of our community.

Earlier this year we surveyed the village on the possibility of a new hall on the recreation ground. This was overwhelmingly supported. As a result, your management trustees have started the process of see if we can make this a reality. This includes:

1. Bringing the hall committee and recreation ground committees closer together. At present we do not plan to join the two charities as the legal process will detract from the new hall process.
2. Outline planning of the new hall to be discussed later in this AGM. This will allow us to try and get council outline planning and provide outline costs for the hall.
3. Starting to get advice and learnings from ACT (Action with Communities in Cumbria) and from other village halls in the region. This includes sources of possible funding for the build.

2026 will focus on maintaining the existing hall and progressing the planning of the new hall. A key element for next year will be to pursue different funding options. Your trustees will require the village to help with various parts of this process.

In the meantime, I would like to thank those who help to keep the hall running (Phil Marchant, Jon Begg, John Hutchinson, Gemma Nosal). Thanks also to everyone on the management committee for their hard work and effort over the last 12 months and to everyone in the community who have supported us and the activities like the 100 Club.

Treasurer's Report

2025-2026 Position to Date with last year comparison

	1st April - 1st Nov 2024	1st April - 1st Nov 2025	Difference	Summary	
	Income	Expenditure	Income	Expenditure	
Hall Hire	£ 1,169.00	£ -	£ 1,891.50	£ -	£ 722.50
100 Club	£ 685.00	£ 680.00	£ 471.00	£ 560.00	£ (114.00)
Grants	£ 25,310.00	£ -	£ -	£ (25,310.00)	£ -
Recycling	£ 388.77	£ -	£ 134.04	£ -	£ (254.73)
Donations	£ 82.30	£ -	£ 510.50	£ -	£ (428.20)
Interest	£ 283.14	£ -	£ 140.77	£ -	£ (142.37)
Events	£ 378.66	£ 205.87	£ 1,017.00	£ 532.25	£ 484.75
Insurance	£ -	£ 808.23	£ -	£ 758.38	£ (50.85)
Utilities	£ -	£ 800.73	£ -	£ 1,237.01	£ 436.28
Boacon Fire	£ -	£ 875.00	£ -	£ 306.00	£ (569.00)
Cleaning	£ -	£ 230.88	£ -	£ 290.00	£ (59.12)
Memo Ads	£ -	£ -	£ -	£ 180.00	£ 180.00
Fees	£ -	£ -	£ -	£ -	£ -
Maintenance	£ -	£ 600.00	£ -	£ 723.76	£ (123.76)
Grant Works	£ -	£ 25,854.48	£ -	£ -	£ (25,854.48)
Other	£ 185.78	£ -	£ 60.00	£ 279.26	£ (133.48)
Total	£ 28,350.53	£ 30,365.20	£ 4,274.71	£ 4,787.63	£ (24,079.02)
Total Excl Grants & Works	£ 3,040.53	£ 4,410.72	£ 4,274.71	£ 4,787.63	£ (234.18)
					£ 356.91

The majority of 100 club revenue occurs in March ahead of the new 100 club season.

So far to date we've made a ~£500 loss. This is £900 better off than the same time last year, driven by more hall hire, more donations and more event revenue.

This is offset by more expenditure on utilities (although we have now negotiated a new electricity deal which will mitigate this over the next winter).

The increase in Other Expenditure is the recording of donations to the school where we now run joint events.

2024 - 2025 Summary

Income	2024	2025	Expenditure	2024	2025
Hall Hire	£2,858.00	£2,803.80	Insurance	£701.09	£939.23
100 Club	£2,278.20	£2,385.00	100 Club	£928.00	£960.00
Grants	£0.00	£25,449.06	Beecon Fire	£581.84	£981.43
Recycling	£0.00	£368.77	Cleaning	£425.34	£375.39
Events	£2,781.74	£1,749.06	Events	£1,538.54	£1,183.08
Donations	£32.80	£530.78	Utilities	£1,896.82	£1,707.27
Interest	£26.45	£263.14	Maintenance	£926.85	£1,828.42
Other	£236.70	£185.78	Grant Works	£0.00	£26,405.56
			Other	£374.85	£274.74
Total	£8,319.89	£33,627.06	Total	£7,343.24	£34,735.10

**At 31 March
2024**

Bank A/C	£4,826.00
Bldg Society	£8,435.80
Petty Cash	£184.21
INCOME	
24/25	£33,627.06
	£47,083.08

**At 31 March
2025**

Bank A/C	£5,908.30
Bldg Society	£5,243.84
Petty Cash	£295.72
EXPEND	
24/25	£34,735.10
	£47,083.08

Total Profit/Loss: **-£1,108.05**

Last year the committee secured grant funding to enable a large-scale improvement of the hall's facilities including double glazing, insulation and new nesting for the main section of the hall. Overall in the year we made a £1,108.05 loss, but maintained healthy reserves and made the hall usable throughout the year for the foreseeable future.

2024-2025 Victoria Institute Account

Income	2024	2025	Expenditure
100 Club	£2,658.00	£2,693.80	Insurance
Grants	£2,278.20	£2,385.00	100 Club
Recycling	£300.00	£25,449.96	Beacon Fire
Events	£0.00	£388.77	Cleaning
Donations	£2,781.74	£1,749.86	Events
Interest	£32.80	£530.76	Utilities
Other	£29.45	£263.14	Maintenance
	£239.70	£165.76	Grant Works
			Other
Total	£8,319.89	£33,627.05	Total
At 31 March 2024			At 31 March 2025
Bank a/c	£4,836.00		Bank a/c
Bldg Society	£8,435.80		Bldg Society
Petty cash	£184.21		Petty cash
INCOME 24/25	£33,627.05		EXPEND 24/25
Total	###		Total

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2024	2025
£701.09	£939.23
£928.00	£960.00
£551.64	£981.43
£435.34	£375.39
£1,538.54	£1,183.06
£1,886.92	£1,787.27
£926.85	£1,828.42
£0.00	£26,405.56
£374.86	£274.74
£7,343.24	£34,735.10

£6,808.30
£5,243.94
£295.72
£34,735.10

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Independent Examiner's Report

to the Trustees of Victoria's Institute
Charity number: 520306

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of Victoria's Institute for the year ended 31 March 2025.

The trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

My responsibility is to examine the accounts under section 145 of the Charities Act 2011 and to state whether particular matters have come to my attention.

Scope of the independent examination

My examination was carried out in accordance with the Charity Commission's guidance on independent examination. An independent 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 explanations from the trustees where necessary.

The examination does not involve the verification of all assets and liabilities nor the detailed testing of transactions, and it does not provide the same level of assurance as an audit.

Independent examiner's statement

In the course of 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 130 of the Charities Act 2011; and
 - to prepare accounts which accord with those records and comply with the accounting requirements of the Charities Act 2011have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Conclusion

Based on my examination, I am satisfied that the accounts of Victoria's Institute for the year ended 31 March 2025 have been properly prepared in accordance with the Charities Act 2011 and applicable charity accounting requirements.



Independent Examiner:
Tom Jackson CA

Date 31/01/2026