

## **EDVH AGM 23<sup>rd</sup> March 2024**

Attended Committee JW, LP, CS, MC, LT PM and CM

Public Anthony mason, Jim Meikle, Mr and Mrs Bagworth, Clare Keey

Edingale Village Hall (EDVH) Management Committee (Registered Charity 522656)

### 2023 Chairman and Treasurer's Report

Edingale village hall is an independent charity that was first established in 1971. **This makes it our 52nd AGM.** Our Mission is to maintain the village hall, park and open space and to create community amenities, events and activities that help build a stronger community.

We are a small voluntary committee supported by hard-working volunteers.

In 2023, Thank you so much to the Events Committee who put in a massive amount of work to get events up and running.

We put on a great Summer Show, held a great theme night (thanks to Clare Keey) as well as regular Chaps / Ladies and family pub nights. The latter of these being poorly supported now which we have requested feedback into reasons why.

Our regular bookings are running well although numbers attending are down for some activities. We also have regular caravan clubs staying on the car park for the weekend.

The Solar panels have had batteries connected in early 2023 and we will shortly be evaluating the saving in electricity charges that we are achieving.

We have applied for a National Lottery grant towards the toilet upgrade and heating installation and are awaiting the outcome. We also obtained a small grant for recycling bins. 16 weeks needed to review 20K grant request

In the coming year we intend to upgrade the toilets (doors / skirting and flooring) and certainly have a plan to upgrade the heating and install it dependant on cost. These needs progressing over the next two months

The Parish Council have been very supportive as usual with the funding on play park repairs which will be carried forward on a yearly basis following the play park inspection.

For 2024, the programme of events has been set and we hope that the village support the setting up of these events and by attendance.

Many thanks to the committee, volunteers and public for their hard work and support.

Now we will read the Treasurers Report by Louise Maskery.

Finances in good shape due to covid grants

Cash and bank balances total just under £29,000. Regular hirers don't cover the regular costs (electricity etc) and we do need the regular events to boost funds. Summer show and chaps nights especially good find raisers.

All costs have increased. Parish council have agreed to help with play park repairs. Its very important we are careful with this money and spend wisely to protect building and repair costs.


**Question from Anthony Mason** – what the gap between regular hire and regular costs is (estimate is 2K). If we did not run events, we would be circa 2K down each year. Hires are mainly ad hoc (over £4000 caravan clubs, dog shows, school £1500). 2023 electricity was circa £4000 and insurance £2500.

We will now vote in the new committee.

<b>Role</b>	<b>Role Description</b>
<p>Current Chairperson – Jon Wells</p> <p>Proposed LT Sec CM</p>	<p>The Chairperson must ensure that the Management Committee functions properly, that there is full participation during meetings; that all relevant matters are discussed and that effective decisions are made and carried out.</p> <p>The chairperson also represents the organisation to promote the village hall to gain support from the village community, parish &amp; district councils &amp; form wider networks with villages in the surrounding area.</p>
<p>Deputy Chairperson</p> <p>Vacant - advertise</p> <p>Prop Sec</p>	<p>Deputising for the Chairperson when necessary, the Deputy-Chair helps to ensure that the Committee and all of the events continue to run smoothly. As with the Chair, leadership, enthusiasm and energy are necessary qualities for this post.</p>
<p>Current Treasurer</p> <p>Louise Purkess (resignation notice given)</p> <p>David Layland - JW Sec - AM</p>	<p>Responsible for managing and controlling the funds.</p> <p>This includes day-to-day management of accounts, including issuing bills and receipts and making payments; maintaining &amp; updating financial ledgers on a regular basis; completing banking transactions, organising floats for events, collating takings &amp; reporting totals raised to committee; prepares financial reports for committee meetings/AGM and deals with Charity registration.</p>
<p>Current Secretary –</p> <p>Lisa Thorpe</p> <p>Prop MC, 2<sup>nd</sup> CM</p>	<p>Taking the minutes of meeting / sending letters and setting agendas</p>
<p>Current Bookings Manager</p> <p>Louise Acheson</p> <p>Prop LT Sec MC</p>	<p>Maintains the Edingale village hall bookings calendar and monitors the inbox responding and confirming bookings. Mains contact in Mease magazine etc for private and club bookings.</p>
<p>Current Health, Safety, Repairs &amp; Maintenance Officer</p> <p>Paul Mitchell</p> <p>Prop AM Sec BM</p>	<p>Ensure that all Health &amp; Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.</p> <p>Responsible for Repairs &amp; Maintenance of building, car park and play areas. Reporting back to committee with estimates and oversees works to completion, liaising with tradespeople. Checking the work has been carried out satisfactorily before approving payment.</p>
<p>Current Grants Officer</p> <p>Claire Simmons</p> <p>Prop JW Sec LT</p>	<p>Works with Chairperson &amp; HSRM Officer to identify funding requirements and oversees grant funded projects through to completion.</p> <p>Researches &amp; sources appropriate funding opportunities, responsible for preparing bids/grant applications and liaising with third party organisations during the application process.</p>
<p>Current Publicity Manager</p> <p>Carmel Mason</p> <p>Prop - LT 2<sup>nd</sup> MC</p>	<p>Communicates and promotes the events &amp; clubs available at the VH using digital media (Facebook, email, websites etc.) and local press. Manages VH newsletter collating info from committee for distribution.</p> <p>Ensures posters are displayed in hall in good time for events and liaises with event organisers to organise, leaflet drops and board advertising is conducted in good time for events.</p> <p>Monitors &amp; manages license applications for events.</p>
<p>Current Event Manager</p>	<p>Organise all events for the village hall</p>


Lisa Baughen Prop LT 2 <sup>nd</sup> JW	
Other committee members	Margaret Cliffe, Carol Tatlow  Louise and Brian Maskery are happy to continue to manage the bar.

Thank you everyone for attending and supporting the village hall, the following is the record of attendance:

Jon Wells ...  .....

I herein confirm that these are true minutes of the Edingale Village Hall Annual General Meeting

I also confirm that the treasurers report contained within these AGM minutes was provided by Louise Purkess, the treasurer of Edingale Village Hall.

Trustees Name	Trustee's Signature
Jon Wells Chairman 23 <sup>rd</sup> March 2024	

## **Edingale Village Hall (EDVH) Management Committee (Registered Charity 522656)**

### **2023 Treasurer's Report**

*The Village Hall finances are again in very good shape.*

*As stated last year, parts of the hall are still looking tired and we are continuously discussing ways to improve the hall*

*A copy of the income and expenditure account will be available at the end if anyone would like to look at it. Our cash and bank balances at the end of the year totalled £29,924 and currently stand at £28,964*

*As was the case last year, fundraising events help to cover regular out-goings which are not fully covered by regular hirers. The Summer show is always a good event both from a recreational point of view and as a source of much needed income. The monthly Chaps' Nights have also been both popular and profitable.*

*As I stated last year, the healthy bank balance is reassuring since we know that we have funds to cover unexpected repairs to the hall and the playground although the Parish Council has agreed to help fund repairs to the playground going forward I believe that it is important to continue to raise funds even though we currently appear to be very comfortable to ensure that the village hall is sustained for future generations.*

*Many thanks to everyone who has helped at events and in the day to day running of the hall.*

*Louise Maskery*

*Treasurer*

*22 March 2024*

## Edingale Village Hall Income and Expenditure Account

*for the period 1 January to 31 December 2023*

<b>Income</b>	2022	2023
Hall Hire for Private Events	£4,042.20	£4,083.00
Staffordshire County Council - School Use	£1,186.50	£1,495.50
Yoga Hall Hire	£531.00	£660.00
Laura Neal Hall Hire	£1,059.00	£753.00
Quiz Night Hall Hire	£198.00	£211.00
Ladies' Night Income	£0.00	£111.00
Karate Hall Hire	£494.00	£679.00
Indoor Cricket	£0.00	£133.00
Darts Practice	£0.00	£51.00
Jumble Sale and Plant Stall Income	£1,053.04	£632.06
Summer Show Income	£3,033.21	£4,136.02
Halloween Income	£0.00	£255.79
Theme Night Income	£920.02	£1,873.79
Yoga Days Income	£126.80	£135.00
Senior Citizens' Christmas Lunch	£156.59	£264.43
Christmas Fayre Income	£757.40	£553.66
Auction	£1,996.00	£2,460.00
Basketball and Gymnastics Club	£712.80	£452.40
Fish and Chip Quiz Nights Income	£1,809.41	£1,126.70
Tea Dances	£268.00	£0.00
Chaps' Night Income	£1,271.65	£2,489.49
Pub Night Income	£1,232.91	£1,362.28
Jubilee / Coronation Income	£705.50	£1,650.14
Donations	£2,482.00	£770.00
Grants	£5,167.00	£2,700.00
Other income	£100.00	£0.00
<b>Total Income</b>	<b>£29,303.03</b>	<b>£29,038.26</b>
<b>Direct Expenses</b>	<b>2022</b>	<b>2023</b>
Jumble Sale and Plant Stall Expenses	£0.00	£3.54
Summer Show Expenses	£1,032.43	£1,957.38
Halloween Expenses	£0.00	£136.83
Theme Night Expenses	£664.76	£1,172.69
Senior Citizens' Christmas Lunch	£565.33	£852.58
Christmas Fayre Expenses	£98.23	£123.07
Football training - from grant	£600.00	£0.00
Tea Dance Expenses	£22.98	£0.00
Quiz Night Expenses	£1,377.50	£958.60
Chaps' Night Expenses	£640.73	£1,059.47
Pub Night Expenses	£712.57	£667.83
Jubilee Expenses	£1,290.01	£1,699.64
<b>Total Direct Expenses</b>	<b>£7,004.54</b>	<b>£8,631.63</b>
<b>Overheads</b>	<b>2022</b>	<b>2023</b>
Rates	£480.32	£223.68
Water	£395.20	£533.42
Electricity	£3,081.10	£3,994.69
Cleaning	£3,600.11	£3,963.16
Waste Collection and Disposal	£850.00	£902.00
Office / Computer costs	£354.03	£42.92
Advertising	£264.05	£639.44
Insurance	£2,440.94	£2,585.92
Professional Fees	£561.00	£0.00
Music Licence	£162.67	£147.00
Licence Applications	£225.00	£215.00
Building Maintenance	£3,465.46	£1,187.59
Playground Maintenance	£455.08	£876.00
Small Equipment Purchases	£2,497.38	£3,781.95
Bar Stock Wastage	£22.60	£94.42
General Expenses	£0.00	£290.00
<b>Total overheads</b>	<b>£18,854.94</b>	<b>£19,477.19</b>
<b>Excess Income/Expenditure before Depreciation</b>	<b>£3,443.55</b>	<b>£929.44</b>
<b>Depreciation</b>	<b>£3,346.00</b>	<b>£3,656.00</b>
<b>Excess Income / Expenditure including Depreciation</b>	<b>£97.55</b>	<b>-£2,726.56</b>

### Notes

- (i) Small Equipment Purchases includes 2 new fridges, bar coolers, bar shutter, kitchen mat and other smaller items  
(ii) Grants - 2 lottery grants of £1000 for summer show and coronation and £700 from EPC for over 60s Christmas Meal

# Edingale Village Hall

## Income and Expenditure Acc

*for the period 1 January to 31 December 2022*

### Income

	2021
Hall Hire for Private Events	£1,555.00
Staffordshire County Council - School Use	£791.00
Yoga Hall Hire	£220.00
Laura Neal Hall Hire	£540.00
Quiz Night Hall Hire	£111.10
Karate Hall Hire	£300.00
Jumble Sale and Plant Stall Income	£882.00
Summer Show Income	£3,657.85
Theme Night Income	£837.50
Yoga Days Income	£62.00
Senior Citizens' Christmas Lunch	£86.00
Christmas Fayre Income	£704.00
Auction	£400.00
Basketball and Gymnastics Club	£432.00
Fish and Chip Quiz Nights Income	£1,454.00
Tea Dances	£139.00
Chaps' Night Income	£0.00
Pub Night Income	£0.00
Jubilee Income	£0.00
Donations	£1,345.21
Grants	£17,669.21
Other income	£10.00
<b>Total Income</b>	<b>£31,195.87</b>

### Direct Expenses

	2021
Jumble Sale and Plant Stall Expenses	£70.00
Summer Show Expenses	£1,068.93
Theme Night Expenses	£691.76
Senior Citizens' Christmas Lunch	£572.69
Christmas Fayre Expenses	£346.00
Football training - from grant	£1,060.00
Tea Dance Expenses	£63.71
Quiz Night Expenses	£790.63
Chaps' Night Expenses	£0.00
Pub Night Expenses	£0.00
Jubilee Expenses	£0.00
<b>Total Direct Expenses</b>	<b>£4,663.72</b>

**Overheads**

2021

Rates	£198.76
Water	£371.98
Electricity	£1,086.18
Covid 19 Expenses	£10.00
Cleaning	£2,921.35
Waste Collection and Disposal	£502.50
Office / Computer costs	£286.24
Advertising	£442.00
Insurance	£2,121.46
Professional Fees	£540.00
Music Licence	£132.00
Licence Applications	£0.00
Building Maintenance	£1,224.10
Playground Maintenance	£1,122.00
Small Equipment Purchases	£681.10
Bar Stock Wastage	£10.00
General Expenses	
Total overheads	£11,649.67
Excess Income/Expenditure before Depreciation	£14,882.48
Depreciation	£3,346.00
Excess Income / Expenditure including Depreciation	£11,536.48

**Notes**

(i) Building Maintenance includes new front doors at £2492

(ii) Small equipment purchases includes bar pumps, second hand marquee, outdoor speakers

(iii) There was capital expenditure of £8250 on solar panels. The Parish Council is purchasing

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2022

£4,042.20	included
£1,186.50	included
£531.00	included
£1,059.00	included
£198.00	included
£494.00	included
£1,053.04	not included - donated goods
£3,033.21	Included
£920.02	Included
£126.80	Included
£156.59	Included
£757.40	Included
£1,996.00	included
£712.80	included
£1,809.41	included
£268.00	Included
£1,271.65	Included
£1,232.91	Included
£705.50	Included
£2,482.00	not included
£5,167.00	not included
£100.00	not included - sale of bouncy castle

£29,303.03

2022

£0.00	Not included
£1,032.43	Included
£664.76	Included
£565.33	Included except £500 for food covered by Parish Council money
£98.23	Included
£600.00	not included
£22.98	Included
£1,377.50	Included
£640.73	Included
£712.57	Included
£1,290.01	Only cost of alcohol included

£7,004.54

2022

£480.32

£395.20

£3,081.10

£0.00

£3,600.11

£850.00

£354.03

£264.05

£2,440.94

£561.00

£162.67

£225.00

£3,465.46

£455.08

£2,497.38

£22.60

£18,854.94

£3,443.55

£2,844.00

£599.55

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# Independent Examiner's report to the trustees of Edingale Village Hall Charity No 522656

I report to the trustees on my examination of the accounts of Edingale Village Hall for the year ended 31 December 2023. This is an independent review and not an audit.

## Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

## Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Toni-Ann Bagworth

Address: The Tudor House, Church Lane, Edingale, Tamworth, B79 9JD

Date: 4 April 2024