



Agenda

Monday 28th July 2025

1. Introduction to the AGM
2. Apologies
3. Minutes of previous AGM
4. Chairman's Report
5. Treasurer's Report
6. Secretary's Report
7. Booking Secretary's Report
8. Election of Officers
9. Any Other Business

2025 AGM Opening Comments

Good evening, and welcome to the 2025 Village Hall AGM

I would like to start the meeting with a few Domestic.

- Firstly, should we need to evacuate the Village Hall during the meeting the main emergency exit is the door to the left (your right) and the around the outside of the building and into the car park.
- Secondly, all of the toilets along the corridor by the entrance hallway.
- Thirdly there will be refreshments after the meeting – tea, coffee biscuits, or a glass of wine and nibbles.

You have the agenda for the meeting attached to the minutes and reports from the last AGM held on the 9th July 2024. *Prose*

Item 2 – Apologies – Linda Eyre, Beverley Fraser, David Beeston *Julie Freeman*

Item 3 – Minutes of the previous AGM. You have a copy of these. Does anyone want to raise any points? Proposer and Seconder to accept the minutes.

Item 4 – Chairman's Report *John Smees Margaret Brooker Accepted.*

Item 5 – Treasurer's Report

Item 6 – Secretary's Report

Item 7 – Booking Secretary's Report

Item 8 – Election of the Management Committee

Item 9 – AOB

- In line with the Village Hall Constitution, the next AGM will be in July 2026.

Item 10 – Outline for 2025 – 2026

Item 4. Chairman's Report

I would like to start by thanking the outgoing Committee for their support over the period since the last AGM in July 2024. In May 2025 it is 75 years since the building was signed over from the Staffordshire Education to the Yarnfield Institute to setup the beginning of the building being used as a Village Hall, although it continued to be Yarnfield School until Springfield School opened.

Over the year, Bookings for the Village Hall have remaining buoyant, and regular booking taking place every week day. From Monday to Friday, now have 4 sessions per day to give a more granular view – these are Morning, Early afternoon, Late Afternoon and Evenings – and the Village Hall has been in use for 65% of the time based on these 4 sessions per day. During the year the U3A Art Club has moved to the Village Hall, and the Parish Council now hold their meeting here. The Cubs and Beavers now meet in Eccleshall because of a lack of leaders coming forward from the village. It remains a hope that these session can return to Yarnfield at some point. On Saturdays and Sundays we have Children's parties, and the Messy Church session once a month, plus the occasional Craft sale or talk.

During the Christmas period we had our now traditional Christmas tree, the Parish Council organised a Children's party with fun games and a visit from Santa, which was followed by Carols at the Village Hall which was ~~again held outside~~ ^{inside Wedne}. Also, big thank you to Hilary Pemberton and Dan Hawkins for providing the music to accompany the singing. A second thank you to Hilary for making sure the bins are put out for collection on Wednesdays.

The project for the building extension and modernisation continues to progress and during the year we completed Stage 1 and the old sheds used for storage were replaced with a purpose built wooden store. This has 3 rooms two are 3m x 3m and the third is 3m x 5m. All rooms have LED lighting internally and externally activated by motion sensors so they can't be left on! They have been a 'game changer' for the groups using the Village Hall and need extra storage for bulky equipment, and we are thankful to the National Lottery Community Fund for fully funding this – and to Una for putting together the bid to secure the funding for £20,000. Additionally a thank you to Ray Lewney for helping with the shed replacement, looking after the grounds and doing odd jobs as and when necessary

During the year we have also had WiFi/Broadband installed which is free to use as part of the modernisation process.

Stage 2 of the project is really the main extension, and this has now reached the stage where details have gone to 5 companies who have a good track record of working on public buildings. The new extension will create a 10 seat meeting room as a new facility for smaller meetings, educational activities and provide a place where a buffet can be set out for larger activities in the main hall. It will also create a new entrance foyer which will lead directly into the main hall and a new store for the tables and chairs with access directly into the hall, the

Existing tables and chair store will become a 'Users' Store. The now know that this stage of the project will cost around £200,000 plus vat (which we can't claim back!) and we will have to split this project into New Build and Refurbishment so we can raise funds from a wider selection of sources. Additionally we will be replacing the storage sheds which are at the 'end of life' with a single wooden store. We are planning to start the work in March 2026 and it will take approximately 20 weeks to complete all aspects of the work. During this time we are planning with our Architects to keep the Village Hall in use for as much as possible. The existing main Emergency Doors will temporarily become an entrance door. There will be some areas where work will mean the facilities are limited – for example the playground use might be limited, and part of the car park might be used as a materials store area. Work on the kitchen area toilets can be mitigated with temporary facilities. We will try very hard to avoid closing the Village Hall for long periods. We will be asking for the understanding of our regular users during this time, but It remains our objective: "To provide a Village Hall that is fit for purpose for the next 30 to 40 Years and to preserve the existing building." Personally I think Yarnfield will have a Village Hall that is fit for purpose for the next 75 to 80 years.

Fire Alarms for Guiding Sleep overs Lisa Kayne.

Item 5 We now move onto the Treasurer's report. Una Julie L. Thanks to Una Sec Pc.

Item 6 We now have the Secretaries Report

Item 7 Booking Secretary's report Stella Hughes Party Previous Saturday. Ray - Sound Lincing System

Item 8 Election of the Management Committee

We now come to the Elections! At this stage the Village Hall does not have a Management Committee, as our Constitution requires they all have to Stand Down and a new Committee has to be elected. Firstly the Officers of the Management Committee have to be individually elected – that is the Chair, Treasurer, Secretary and Booking Secretary. This is followed by the election of up to 10 Committee Members. We don't elect the User Reps, who can attend the Committee Meetings to represent the various Users. It is for the Users to decide who will represent them.

Election of Officers

Chair Nom	Pc	Prop	Sec.
Secretary Nom	JS	Prop	Sec
Treasurer Nom	US	Prop	Sec

Booking Sec Nom *JG* Prop Sec

Committee Members (Total to be 10)

The following are prepared to stand again.

John Smee, Margaret Broader, Stan Collins, Tina Collins, David Beeston, Tim Alcock, Graham Croft,

En-Bloc Proposer *Janet Gibson* seconded *Jna Simpson*

We have 3 vacancies

1. Nom *Hanna Goodshul* Prop *Lisa Kae* sec *Marion Crowley*

2. Nom Prop Sec

3. Nom Prop Sec

Item 9 AOB

1. *Marion Crowley* Facebook Page !! - Needs Sorting out.

Election of Officers

Chair Nom	<i>JD</i>	Prop	Sec
Secretary Nom	<i>JD</i>	Prop	Sec
Treasurer Nom	<i>JD</i>	Prop	Sec

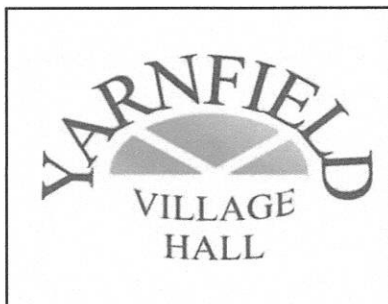
Item 10 Chair's Outline for 2023/24

Thank you for your confidence and re-electing me for another year.

The coming year will be dominated by the building alterations. During the Planning Permission stage, the Village Hall acquired the status of a 'Non Designated Building of Historical Importance'. This is based on the long period it has been used a public facility in Yarnfield, and the proximity of listed buildings to the Village Hall. This means planning permission was granted with some conditions attached, the most important of these being the extended parts must look like a modern extension and not match the existing building design or features. Simply put it is like a listed building without the status but we have to work with the Conservation Officer throughout. As I mentioned earlier the design is now fixed and takes all the conditions into account. The main structure will be mainly of sustainable wood and brought to site for assembly, and joining into the existing building. We will try very hard to make any disruption to our regular users, but some aspects will require the agreement of the Lead Contractor. In this way we hope to give the Village Hall another 75 years of life in the centre of our Village school summer holiday next year (2025). There is now much work to do before then on our part to raise the grants for the work! Work is expected to start in March 2026 to give us the best chance of delays through bad weather and we are hoping to be fully open again by September.

Later this year, we will once again have a large Christmas tree which has become a major feature of the Village over the last few years. Having the children's party just before the carols worked very well and this will be repeated again this year on Saturday December 20th.

Thank you all for attending the AGM and the new committee look forward to continue providing you with a very well supported Village Hall.



Yarnfield Village Hall Statement of Accounts

1st April 2024 to 31st March 2025

Charity Number 522802

1.

1. Summary: Income / Expenditure Statement

Income	£ 31 305.40
Expenditure	£31 347.63
Balance	-£42.23

2. Summary of Income:

	Year to 31 st March 24	Year to 31 st March 25
Local Groups	£6 964.50	£7 203.50
Private hire	£3 054.00	£2 335.00
Event Income	£338.86	£1 701.90
Donations	£0.00	£20 000.00
Incorrect event payment	£840.00	0
Shelving sale		£65.00
Total Income	£11 197.36	£31 305.40

Increasingly, deposits are included in payments for private hire on line. The income total includes £480 of deposits that were returned (recorded in expenditure details).

Event income significantly increased due to the hire by Staffordshire Council for the two elections.

A successful bid to National Lottery resulted in a donation of £20 000 to cover the cost of the new storage shed.

3. Statement of Balances

	Year to 31 st March 24	Year to 31 st March 25
Outstanding Accounts	£1 042.50	£992.50
Bank / Cash	£80 401.24	£80 206.51
Accrued Expenses	£5 750.00	£5 750.00
Total	£75 693.74	£75 449.01

All outstanding accounts were paid by 31st March 2024 except for nine regular users who received invoices at the end of March. These have now been paid.

We continue to accrue assets of £5,750 to cover gas usage.

We are required to maintain a non-negotiable balance of £10,000 for charitable status.

The bank holds £840 for an uncashed cheque from 2023-24

4. Summary of Expenditure

Summary of Expenses		
Account	Description of item	Total
Expenses –Repairs and Maintenance	Toiletries/cleaning materials	94.04
	Replacement outside light	105.00
	New radiator and valves	156.00
	Repair tape for leaking pipe	4.09
	Fridge shelf	31.10
	Wi-Fi shelf and beading	21.00
	Chubb fire extinguisher	25.20
	Boiler service/gas safety check	72.00
Expenses –Repairs and Maintenance Total		£508.43
Expenses – Water and Sanitation		£421.58
Expenses – Heat and Power		£973.99
Expenses - Wi-Fi		£140.51
Expenses- Administration/Events	Xmas tree	150.00
	Refreshments for carol concert	59.15
	Phone for booking secretary	40.00
	Top-ups for phone	60.00
	Diaries for booking secretary	19.98
	Return of deposits	480.00
	Refreshments AGM	43.62
	Insurance	974.18
Expenses- Administration/Events Total		1826.93
Expenses – Cleaning		£1 685.00
Expenses – Extension to Hall	Bat surveys (parts 1 to 3)	1680.00
	OS map	24.23
	Technical design (stage 4a)	2580.00
	Structural design	960.00
	Building control	360.00
	Holes survey	220.00
Expenses- Extension to Hall Total		£5 824.23
Storage shed (National Lottery Funding)		£19 966.96
TOTAL		£31 347.63

All bar £33.24 of the National Lottery donation has been spent on the new shed.
 Heating and water, combined, decreased by £300 when compared to last year.
 Wi-Fi is a new additional expense; however, this appears to be valued by users.
 There was a reduction of £317 in admin and events compared to last year.
 Cleaning increased by £185

Final payments to secure readiness to go out to tender for the construction of the hall extension are listed.

Treasurer: U. Simpson

Signature



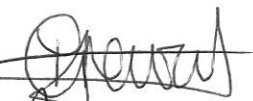
Date: 21-07-25

Auditors Report {2024 -2025}

I have audited the accounts, tracked on the financial workbook, against the folder of evidence, bank statements and petty cash. I can confirm that all is in order and this is an accurate account of the funding.

Examined by: Dr P Grewal

Signature



Date: 21/07/2025

Approved by: P. Cresswell
 Chairperson

Signature



Date: 25/7/2025

Secretary Report for Yarnfield Village Hall AGM Monday 28th July, 2025

The VHM committee have held 7 meetings during this year, along with numerous sub-committee meetings, some of which were regarding the clearing of the two sheds prior to the building and installation of the new shed which has been a wonderful asset for the groups who use it, providing a dry and well lit area for their things.

Other sub-group meetings dealt with the planning and funding of the extension to the Hall, which we are hopeful will take place within the next financial year. I'm sure Pete will give more information on that in his report.

I took over as Secretary last year, but I haven't been here very much this year, so the minutes have mostly been left to the Chair to collate and distribute, so my thanks to him and everyone who helped in my absence. Hopefully I'll be more useful this year!