

Minutes of the AGM of Luddington Village Hall Held on 2nd April 2025

Present: Karen Haines-Lea (Chair), Jane Beeley, Penny Garbutt, Dave Heyworth, Chris Thorpe, Debbie Thorpe, Linda Walters, Brent Walters, Penny Heyworth (minutes)

Apologies: Andy Haines, Kerry Radden, Brian Wallis, Alex Wood

1. Minutes of the 2024 AGM held on 8th May 2024 were approved without amendments, proposed by Penny Garbutt, seconded by Chris Thorpe.
2. Annual Summary was given by Karen Haines-Lea, see attached report for full detail. It had been a busy year with the successful building of the extension and modernisation of the toilets and events. She is standing down as Chair, and the role will continue on a rotational basis until a new Chair is appointed.
3. Annual Financial Report:
This was given by Chris Thorpe and full details attached. We are currently awaiting sign off by the appointed reviewer of the 2024 accounts. We are running at least even, despite increases in electricity prices. Penny Garbutt, was pleased to see that the closure of the Hall for building works had only a limited effect on income. Question raised on how we would use the increased income arising from raising prices of ticket prices, rental income and bar income this year. This would supplement the increased expenses that the Hall is now subject to. Thanks were given to Chris for his work and expertise in the role as Treasurer.
4. Business Update:
This was given by Penny Garbutt, see attached for full details. It was suggested that we promote our regular hirers within the next newsletter. Penny was able to update us on the Musical Theatre group who had booked the facilities regularly last year but cancelled bookings for this year, however this has been reinstated as of 2 days ago. As we have been given Warm Hub status an additional report of this work was given by Penny G. She gave thanks to the support given by the two leads from Warwickshire with the services and opportunities we are now able to access, including training opportunities. The Coffee morning sessions have shown an increase in the numbers attending and the needs of the group.
5. Committee Nominations:
Debbie Thorpe is handing over the Church liaison role to Jane Beeley.

Four Trustees were standing down this year, Kerry Radden, Karen Haines -Lea, Andy Haines and Brian Wallis. Additional Trustees were therefore required.

Trustee nominations: Penny Garbutt, Chris Thorpe and Dave Heyworth are happy to continue and Penny Heyworth was proposed as a new Trustee.

General Committee Nominations: Karen Haines-Lea, Kerry Radden, Linda Walters, Debbie Thorpe and Alex Wood. See Nomination forms for proposers and seconders.

Andy and Brian were happy to help when needed and were thanked for their support over a number of years.

Karen circulated information on the roles and responsibilities of a Trustee.

Action: Chris Thorpe will amend the Charities Trustee list.

The meeting closed at 8.20pm

Luddington Village Hall Registered Charity Number 522963

Balance Sheet for the Year Ending 31st December 2024

Income	2024	2023		
	£	£		
Hire Charges	12647.25	13638.13		
Village Hall Functions & Events (Including Square/Card Income)	6917.72	8967.53		
Deposit Interest - Bank & CCLA	1645.07	960.31		
Donations	1987.51	102.93		
Sundry including Wayleave & Printing Contributions	727.88	237.55	23925.43	23906.45
Restricted Funds				
WCC Councillor Grant	0.00	2000.00		
Warm Hub	1500.00	500.00		
Stratford District Council Extension/Improvement Grant	93410.00			
Luddington Parish Council Extension Grant	21759.43		116669.43	2500.00
Total Income			140594.86	26406.45
Expenditure				
Events/Insurance inc PPL/PRS/Filmbank/Sundry Expenses	-7269.01	6981.79		
Hall Expenses - Rates/Water/BT	-1031.74	950.98		
Electricity	-6670.51	3113.81		
Bank & Square Charges	-154.95	103.24		
Cleaning Including PHS Group	-2985.62	3570.39		
Repairs/Renewals Including Pest Control	-1034.34	1455.16		
Printing & Signage	-1180.19	1103.55		
Building Works	-6365.75	0.00	-26692.11	17278.92
Restricted Funds				
Warm Hub	-968.79	0.00		
WCC Councillor Grant (Green Room Refurbishment)	-783.37	1216.63		
Stratford District Council Extension/Improvement Grant	-93410.00	0.00		
Luddington District Council Extension Grant	-21759.43	0.00	-116921.59	1216.63
Total Expenditure			-143613.70	18495.55
Profit/(Loss-)			-3018.84	7910.90
Statement of Funds				
General Fund - Opening Balance	48045.90	40135.00		
Profit/(Loss-) for the Year	-3018.84	7910.90		
			45027.06	48045.90
Represented by:				
Restricted Funds Held on Account				
WCC Grant Funding	0.00	783.37		
Warm Hub Funding	1031.21	500.00		
Funds Held Unrestricted				
Short Term Deposit CCLA	14000.00	14000.00		
Bank Balances	32090.58	32704.46		
Debtors	0.00	55.50		
Creditor - EDF	-2097.30	0.00		
Cash in Hand	2.57	2.57		
			45027.06	48045.90

Luddington Village Hall Reserves Policy - Maintain Credit Balances of £8,000 to Cover:

Seed Funding for Grant Bids	£2,000
Cash Flow	£2,000
Urgent Repairs	£2,000
Replacing Loss of Rental Income	£2,000

Luddington Village Hall Registered Charity Number 522963

Profit & Loss Account for Year Ending 31st December 2024

Income	2024		2023	
Hire Charges	£		£	
Studio Art Club	3757.50		4405.00	
Luddington Parish Council	300.00		634.35	
Stratford District Council	200.00		100.00	
Luddington All Saints Church	0.00		87.00	
Yoga (Sharon Gisbourne)	805.50		1042.00	
Allure School of Dance	2185.00		2280.00	
Stratford Bee Keepers Ass	724.50		778.50	
Stratford Musical Society	985.50		0.00	
Mini Tennis Stars	292.50		0.00	
Learn2Dance	285.00			
Private Hire	3111.75		2481.78	
Trainmaster	0.00		55.50	
Osborne School of Dance	0.00	12647.25	1774.00	13638.13
Events				
Village Hall Functions & Events (Including Square Income 2024)	6917.72		5184.87	
Square Income From Events	0.00	6917.72	3782.66	8967.53
Sundry				
Printing & Advertising Contributions	715.96		225.63	
Donations	1987.51		102.93	
Bank & CCLA Interest	1645.07		960.31	
Wayleave	11.92	4360.46	11.92	1300.79
Restricted Funds				
WCC Councillor Grant	0.00		2000.00	
Warm Hub Funding	1500.00		500.00	2500.00
Stratford District Council Extension/Improvement Grant	93410.00			
Luddington Parish Council Extension Grant	21759.43			
		116669.43		
Total Income		140594.86		26406.45
Expenditure				
Electricity Consumption	-6670.51		3113.81	
Water & Sewerage Services	-322.90		275.93	
BT WiFi	-508.59		479.80	
Insurance	-678.59		697.58	
PPL/PRS Music & Video/TV Licence	-494.96		458.54	
Hall Maintenance Including Repairs, Renewals & Pest Control	-1034.34		1455.16	
Cleaning	-2840.00		3440.98	
Cleaning Materials	-336.01		559.07	
Stratford District Council Non Domestic Rates	-200.25		195.25	
PHS Group - Sanitary Collection & Disposal	-145.62		129.41	
Printing, Advertising & Signage	-1180.19		1103.55	
Village Hall Events	-5600.45		5197.25	
Bank & Square Charges	-154.95		103.24	
Building Works	-6365.75		0.00	
Filmbank Membership	-159.00		69.35	
Restricted				
Warm Hub Expenditure	-968.79		0.00	
WCC Councillor Grant Expenditure	-783.37		1216.63	
Stratford District Council Extension/Improvement Grant Expen	-93410.00			
Luddington Parish Council Extension Grant	-21759.43			
Total Expenditure		-143613.70		18495.55
Profit/(Loss -)		-3018.84		7910.90

Treasurer's Report
Luddington Village Hall
Accounts for the Year Ending 31st December 2024

The accounts have been prepared primarily on a receipts & payment basis & are still in draft format prior to being signed off by an independent examiner. The previous year's accounts were signed off by the independent examiner without amendment & uploaded onto the Charity Commission website.

It is fair to say that 2024 was a particular busy year for Luddington Village Hall & the Committee as the long-awaited extension was started & completed, largely over the summer months, at a total cost of £121,535. We are extremely grateful for the grant funding from Stratford District Council £93,410 & Luddington Parish Council £21,759 to enable this to happen.

The committee had hoped to include the resurfacing of the car park within the grant funding but costs overran, due partly to additional roofing costs once the existing flat roof was exposed, but mainly because of drainage issues at the back of the hall. During the Winter & Spring months significant rainfall caused flooding into the cavity area under the stage on at least 2 occasions so significant improvements to the overall drainage, including widening the rear & side paving access, were incorporated into the build cost. As a result, an additional £6,366 was provided from reserves towards the overall extension build.

In addition, whilst it had been planned to keep the hall open for much of the build, we eventually had to make the decision to close the hall for nearly 2 months over the quieter summer months which resulted in some loss of rental income.

Outside of the extension grant funding the remaining restricted fund balance received from Warwickshire County Council Councillor grant of £1,500 received in 2023 was fully utilised in making the 'Green Room' suitable for smaller group meetings.

We also receive Warm Hub funding from Warwickshire County Council to help lay on events for the community including the popular Wednesday coffee mornings & speaker events. The remaining grant funding from 2023 (£500) was fully utilised with a further £1,500 received in December 2024.

Excluding grant funding the following points, on a comparison to the previous year should be noted:

1. Hire income is down (£12,647 2024 against £13,638 2023). The loss of a significant hirer at the end of 2023 has largely been replaced by new ones – the difference is primarily due to the closure of the hall for nearly 2 months over the summer.

2. Events & functions income (£6,918 2024 against £8,967 2023) appears to have dropped significantly. This is also partly due to the closure but also, I have extracted cash donations for coffee mornings etc. & incorporated this within the donations line.
3. We also benefitted from higher bank interest £1,645, against £960 2023, as grant funding was held on deposit pending drawdown by the building contractor.
4. Total income, excluding grant funding, amounted to £23,925 against £23,907 for 2023. Overall, we have successfully maintained the same high level of income, year on year, because of the hard work put in by the committee & willing volunteers plus the local community supporting events by attending.
5. The Expenditure comparison, excluding grant funding spent & contribution towards building works, is £20,327 against £17,278 for 2023. The main culprit is the heating costs (electricity consumption) £6,670 against £3,114 for 2023. £1,380 paid in 2024 is attributable to electricity costs incurred in November & December 2023. Also, for 2024 I have included the cost of electricity used in the latter half of 2024 but not billed until 2025 – hence the creditor figure of £2,963 in the balance sheet.
6. The cost of running events has increased, particularly the much-loved fish & chip supper on Quiz nights, hence the decision to increase ticket costs for 2025 alongside hire charges.
7. The loss of £3,018 for 2024 includes £6,365 towards build costs. If we were to exclude this & adjust the £7,910 profit for 2023, to include the expenditure paid this year relating to 2023, then we would be showing a trading profit similar to 2023.

It should also be noted that as a result of events run at the Village Hall £1,522 was donated to other worthwhile charities – namely Stratford Upon Avon Foodbank, The Shakespeare Hospice, Macmillan Cancer Support & Crisis Support.

The accounts now include a reserves policy to maintain at least £8,000 in credit balances to cover various possible monetary needs & outcomes.

Looking ahead the committee have a wish list of further improvements including resurfacing the car park, improving the sound quality & installing solar panels (when our current fixed term electricity tariff comes to an end late 2026). The combined cost, without further grant funding, would cost more than the reserves held.

Luddington Village Hall
(Registered Charity Number 522963)

Independent examiner's report.

I report to the trustees on my examination of the accounts of Luddington Village Hall (the Trust) for the year ended 31 December 2024.

You are responsible, as the charity trustees, for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('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:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) and Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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: Teresa Kristunas, CPFA

Address: Crossways, Luddington, Stratford upon Avon, Warwickshire, CV37 9SJ

Date: 14 May 2025