

# **Great Waldingfield Village Hall Charity**

(Charity No.1058004)

## **ANNUAL GENERAL MEETING MINUTES**

**Wednesday 28<sup>th</sup> June 2023**

**8pm in the Village Hall**

In Attendance: Kerry Francis, Amy Ward, Christine Hutton, David Harris, and Steve Williams (treasurer)

**1. Welcoming remarks and Apologies for absence**

Chair apologized for being late.

**2. Election of Chair.**

After a vote it was decided that the existing Chair Kerry Francis and vice Chair Amy Ward remain.

**3. Minutes of the last AGM on 18<sup>th</sup> May 2021**

Were presented and agreed by the 2 existing Trustees

**4. Treasurers report**

Last year's financial figures are to be collated and audited and will be completed in the next couple of weeks. These will be produced by the treasurer and sent to the Charities commission.

5. **Bookings.** Discussed current and future arrangements for bookings. The terms and conditions were to be reviewed by the Chair to include finishing times of 23.59 plus 30 minutes to clear up and car park vacating times of 9.00 weekdays and 10.30 for weekends. All the existing Covid policies are to be reviewed or removed. All fire doors must be closed this will be added to the terms and conditions. The present booking system is to be reviewed and streamlined for ease of use

6. **Media.** To discuss future arrangements for advertising/social media. It was agreed that a more proactive approach was needed with advertising the Village Hall and Pantry with a

poster, Facebook sites, the Village magazine, The Village Hall website and Nextdoor advertising. It was also thought by the chair that the defibulator information should be made more available and added to the website.

7. **Key Arrangement.** To discuss the current Masterlock key system. It was agreed that the present system needs revising to ensure better security and the existing key lock to be investigated with regular number entry changes introduced and another lock fitted for one of hirers
8. **Accounts.** To read, consider and agree for 2022/23. The unaudited accounts were agreed.
9. **Budget.** To discuss and agree budget for 2022/23.  
It was agreed to review the budget at September's meeting after the summer period. Things to consider, emptying of septic tank, water bill variations, and a PA/Media system for the hall
10. **Letting Fees.** To discuss and agree any new letting rates and discounts including charges for kitchen facilities. It was suggested that a deposit of £50 should be obtained for one off bookings for damage and breakages. The letting fees were agreed to remain and to be reviewed after the summer period and when the present figures are collated and more up to date.
11. **Banking.** Update on any Bank Mandate changes or signatories. Steve Williams was asked and agreed to stay on as treasurer and asked if a change of bank was possible as our present bank will be closing its branch in Sudbury. It was agreed to change banks to one that would have an available branch in Sudbury for the foreseeable future
12. **Hall Maintenance.** To discuss and agree any maintenance issues. The floor resurfacing is going ahead in October and some new bins and toilet seat fixtures will be required along with some disabled fittings and signage. Also to enquire about getting the septic tank emptied and the intruder alarm investigated, for insurance purposes.

13. **Cycle Rack**. Has now been moved to its new location
14. **Biodiversity**. Trees and purchase of Lavender bushes. Any plants and bush planting was delayed until the September meeting where it was thought the weather may be more favourable
15. **Dates for future meetings**. To agree meeting dates. Next Meetings are September 27<sup>th</sup> 18.30, January 31<sup>st</sup> 2024 18.30 and next AGM in May 22<sup>nd</sup> 18.30 2024.
16. **Any Other Business**. Some more baking trays, plates and cutlery were thought to be needed and to advertise the village hall assets to a greater degree.

Great Waldingfield Village hall Management Committee Statement of Accounts									
Annual Accounts					Year Ending 31st March 2023				
Receipts					Receipts				
2021/2022					YTD				
£ 8,792.00	Lettings				£ 10,863.00	Lettings:			
£ -	Bank Interest				£ 2.97	Outstanding Receipts overdue:		£ -	
£ 10,667.00	Grants				£ 36,462.60				
£ -	Insurance Claim Receipts				£ -				
£ 2,679.58	Solar FIT				£ 2,877.46	Outstanding Receipts not yet overdue:		£ 66.00	
£ -	Donations				£ -				
£ 81.65	Misc				£ 637.68	Total Overdue:		£ 66.00	
£ 22,220.23	Total Income:				£ 50,206.03				
11,553.23					£ 13,743.43				
Payments					Payments				
2021/2022					YTD				
£ 2,657.24	Cleaning				£ 3,091.39				
£ 280.80	Mileage				£ 448.20	Unpresented Cheques at year end:		£ -	
£ 394.45	Admin				£ 1,691.77				
£ 1,317.80	Electricity				£ 1,650.51	Cash		£ -	
£ 140.00	Water				£ 230.84				
£ 2,607.01	Maintenance				£ 9,451.61	Balance b/fwd 31/3/22		£ 55,157.03	
£ 1,375.32	Insurance				£ 1,762.73				
£ 714.00	Ground Maintenance				£ 43,849.14	Current Account Balances at 31/03/23		£ 37,981.10	
£ 39.21	Rates				£ 76.80	Business Premium ME A/c		£ 1,865.29	
£ -	Advertising & Media				£ -	Balance c/fwd 31/3/23		£ 39,846.39	
£ -	Refunds				£ 126.00				
£ -	Covid19				£ -	£ 62,378.99	Balance b/f + Income - Payments =	£ 39,846.39	
£ -	Donations /Grants				£ 2,500.00				
£ -	Bank Charges				£ -			+/-	£ -
£ -	Deposits Returned				£ -				
£ -	Septic Tank <sup>6</sup>				£ -	Change since start of Financial year:		-£ 15,310.64	
£ -	Premium A/c				£ 1,865.29	£ 637.68			
£ 9,525.83	Total Payments:				£ 64,878.99				

**Financial Year Performance:**

£ 12,694.40	Income less Payments		-£ 12,807.67
£ 2,027.40	Less Grants	£ 36,463	-£ 49,270.27
£ 2,063.40	Plus owing	£ 66.00	-£ 49,204.27

Special Costs	Ext & Int Decorations	£ 4,140.00
	Car Park Ext	£ 11,174.12
	Heat Pump Flush & Repairs	£ 4,167.41
		£ 19,481.53

Payments less Trsf & Special Cost      £ 42,897.46      £ 7,308.57

Mrs Denise K Hastings  
80 Bantocks Road  
Great Waldingfield  
Sudbury  
Suffolk CO100XT

Great Waldingfield Village Hall

Accounts 2022-23

I have examined the accounts as presented to me for  
Great Waldingfield Village Hall 2022-23  
and find them to be correct.

*Denise K Hastings*

Denise K Hastings  
July 26, 2024