



## **Minutes of AGM – Monday 13<sup>th</sup> September 2021**

Present: Kate Green Leigh Butler Jen Berridge Nick Marsh  
James Roberson Amanda Lott Beth Annandale

Apologies: Caroline Bach Gerald O'Boyle Ian Bateman

Public Members: No members of the public attended the meeting or forwarded any questions for clarification

1. The Chairman welcomed everyone to the AGM and thanked them for coming.

2. The minutes from the AGM held on 09/11/2020 were previously approved.

### **3. Chairman's Report**

The Chair's report was circulated. All agreed that it was a good comprehensive report and thanked NM for his service as Chairman. The report was accepted, proposed by James Robertson and seconded by Beth Annandale.

### **4. Treasurer's Report**

The Treasurer's report was circulated. This has also been sent to the Parish Council, as Custodian Trustees. The report was accepted, proposed by Nick Marsh and seconded by James Robertson.

### **5. Appointment of Trustees**

The Trust consists of 6 elected members (Trustees) and representative members from each user group, and may include not more than 4 co-opted members (appointed at a duly constituted meeting of the Committee). Elected trustees have to retire at the end of their three year term. Nominations and elections were as follows:

<b>Nomination</b>	<b>Proposed</b>	<b>Seconded</b>
Beth Annandale	Nick Marsh	Leigh Butler
Ian Bateman	Kate Green	Amanda Lott

No other nominations received.

#### Representative from Custodian Trustees (Parish Council)

James Robertson will be continuing for the next 12 months.

#### Representative from other User Groups

Caroline Bach has now resigned as representative for Pilates. Jen Berridge will take over this role. Caroline has served since the beginning and put in a lot of effort over a significant length of time. It was agreed to send flowers, which LB will organise.

### **Appointment of Officers**

Officers are appointed from within the committee by the committee. Each needs to be proposed and seconded

# MISTERTON WITH WALCOTE COMMUNITY TRUST

Reg'd charity nr: 1063620 <http://www.walcotevillagehall.com>



## Secretary of Trustees

Mrs Kate Green  
5 Chapel Lane, Walcote  
Lutterworth, Leics LE17 4JS  
Tel: 01455 556672  
[kategreen390@btinternet.com](mailto:kategreen390@btinternet.com)

A discussion was held on the term of the Chairman and Vice-Chair and agreed that this would be on a revolving basis annually. The role gives a different view of things and he felt that this would be a sensible move. JR advised that the Parish Council work on this basis annually.

	<b>Nomination</b>	<b>Proposed</b>	<b>Seconded</b>
Chairman	Beth Annandale	Nick Marsh	Jen Berridge
Vice Chair	Jen Berridge	Nick Marsh	Leigh Butler
Treasurer	Leigh Butler	Nick Marsh	Kate Green
Secretary	Kate Green	James Robertson	Jen Berridge.

Nominated officers advised they would be happy to stand for 12 months

## 7.Any Other Business

- None

Meeting closed 1950 hrs

# Misterton With Walcote Community Trust

Charity Number: 1063620

**For period 1 April 2020 to 31 March 2021**

Reconciliation	Account Summary	check
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## Walcote Old School Project (Monthly Draw Account)

Opening Bank Balance	£7,530.76	£19,161.63	total opening balance	
Total Receipts	£3,270.00	£30,503.65	total income (excluding WOSP to MWCT transfer)	
Total Payments	£1,698.09	£16,996.40	total spend (excluding WOSP to MWCT transfer)	
		£32,668.88	total available cash 1/4/2021	
Closing Bank Balance	£9,102.67			£9,102.67
Less Unpresented Cheques				£8,982.67 in bank
		£25,636.13	84% fund raising & grants	£120.00 adj
		£615.00	2% bookings	£9,102.67
		£3,270.00	11% monthly draw	
		982.52	3% other (refunds)	
Less Unpaid Invoices			% of spend	£27,233.65
		£9,993.82	59% maintenance & improvements	£15,298.31
		£1,698.09	10% monthly draw	
Closing Balance	£9,102.67	£5,304.49	31% operating costs	
		£0.00	0% fund raising and community activities	

## Misterton with Walcote Community Trust (General Account)

Opening Bank Balance	£11,630.87	£1,571.91	monthly draw profit ( - loss)	
Total Receipts	£27,233.65	£13,507.25	total profit ( - loss)	
Total Payments	£15,298.31	-£35.00	operating income (bookings + refunds)	
			operating costs	
Closing Bank Balance	£23,566.21	£75.80	Admin consumables	£23,566.21
Less Unpresented Cheques		£200.00	Licences	£23,686.21 in bank
		£1,599.37	Utilities	-£120.00 adj
		£775.00	Cleaning & Consumables	£23,566.21
		£1,021.80	Insurance	
Less Unpaid Invoices		-£3,706.97	operating profit ( - loss)	
Closing Balance	£23,566.21			



## **Independent examiner's report to the trustees of Misterton with Walcote Community Trust**

Reporting Period: 01 April 2020 to 31 March 2021

I have completed my examination of the accounts of Misterton with Walcote Community Trust (the Trust) for the year ended 31 March 2021.

I confirm that no material matters have come to my attention (other than those disclosed below) in connection with the examination giving me cause to believe that in any material respect the accounting records were not kept in respect of the Trust as required by section 130 of the Charities Act 2011.

I am satisfied that the Trust's financial reporting is robust and a number of internal controls are in place to ensure the charity's financial affairs are well managed. However, due to the matters identified, I would recommend implementing more stringent internal controls to improve accuracy.

I draw the Trust's attention to the following matters;

1. The reporting period for the Trust's accounts should be 01 April 2020 to 31 March 2021. However, due to an error in reporting the previous year's accounts, the accounts presented are for 01 May 2020 to 31 March 2021.

Assurance was given from the Treasurer that financial data for April 2020 was reported in the accounts for year ending 31 March 2020, the Charity Commission has been informed and the accounts will be back in alignment with correct reporting periods from now on.

2. The opening balance must be balance in the accounts on the first day of the reporting period. Data on the Bank Reconciliation reported the opening balance at 30 April 2020 for the Community account and 02 May 2020 for Walcote Old School Projects Account.
3. For a thorough audit trail it is best practice to include the full date on all cheque stubs (the majority of bank stubs are undated) and introduce a system to cross-reference invoices to cash book entries, if one is not already in place.
4. Data reported by the Trust to the Charity Commission for government grants received is not accurate and will be amended to reflect the correct figure in due course.

I would like to conclude by taking the opportunity to thank the Treasurer and members of the Trust for their co-operation and assistance in delivering the examination.

Cathy Walsh  
21 January 2022