

OSWESTRY MEMORIAL HALL

Annual General Meeting – 27/4/2026

Attendees:

Vivien Byrne, David Kynaston, Maddy Moore, Svitlana Shtakun, Paul Newman, Lucie Byrne,

MINUTES

Item	Agenda heading	Notes
	Introduction	Chair Vivien Byrne welcomed everyone to the meeting. There was acknowledgement that post-covid, the Trustees had struggled with maintaining robust governance and leadership of the Memorial Hall. A combination of factors, including ill-health, reduced capacity through age and family illness, resignations and other issues had resulted in minimal Trustee presence or activity, and at one point recently, only the Chair of Trustees remained in post. However, during the past 2 years, Paul Newman had stepped into an Acting Hall manager position, and he and a dedicated support team had filled many of the governance gaps. During this time the team had brought a range of new community projects and groups to the hall, recovered its financial performance, and re-established the hall as an important and valued community venue. Significant recent developments warranted Vivien to convene this extraordinary Annual General Meeting, as we set about a plan to recruit additional Trustees and re-launch a Management Committee of hall users and stakeholders.
1	Welcome new Trustees	Vivien welcomed Maddy Moore and David Kynaston as 2 new Trustees. David has been supporting the hall's financial reporting for 5 years, and Maddy has been supporting events and promotional work at the hall for 2 years. Vivien had asked both to join as Trustees in the short term, to help her build a stronger Trustee group and re-establish the Management Committee.
2	Trustee Resignation	Vivien confirmed that former Trustee Erica Moss had resigned from her position. Erica had served the hall as Trustee for many years, and offered great support to a variety of hall managers and fellow trustees; whilst also providing considerable support to the community as a whole. Erica's considerable contribution to the hall, and town in general, is noted and very much appreciated. To complete the administrative tasks, Vivien asked Paul to remove Erica from the Charity Commission register of trustees and from the bank signatory list. (Action 1 - Paul)
3	Interim Governance	Roles for Vivien, Maddy and David were discussed, along with the roles of key support, staff and volunteers. A summary of responsibilities is attached in App 1. It was confirmed by Paul that Maddy and David have been registered as Trustees and as bank signatories.
4	Review 2024-2025 Accounts	Accounts for 2024-2025 had been prepared in February by Svitlana, and reviewed and compiled by David. Vivien approved these accounts, and copies were shared with Trustees. The accounts showed income of c£72.9k in the year to 30 th June 2025, comprising: Lettings/hire: £55.5k Grants: £ 5.7k Donations: £ 6.2k Flat rent: £ 5.5k Costs were £66.3 k, providing a surplus of £6.6k. (Accounts see App

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		It was agreed that these accounts and this annual review can be uploaded to the charity commission website (Action 2 – Paul)
5	Plans for next AGM	In returning to a more robust governance of the charity, it was agreed that the next AGM should take place as soon as the 2025-2026 accounts were prepared (target end of July for the accounts). The absence of a Management Committee of hall users was a notable weakness of the charity and hall governance. Re-establishing this committee is a key priority, It was agreed that a Management Committee should be established by End of June, and participate in the next AGM (see agenda item 8). The intention will be to elect additional Trustees at the next AGM (the Scheme of Governance suggests a minimum of 4). All parties are keen to be compliant with the Scheme and if possible, recruit additional Trustees from the broad community of hall users.
6	Online Banking	Paul advised that the Natwest bank had a specific account with facilities (Bankline for Communities – See App 2) that would allow multiple signatories to approve online financial transactions (and therefore remove the dependency on paper cheques). It was agreed that this be investigated and implemented at the first opportunity (Action 3 – Paul)
7	2025-2026 Accounts	Svitlana and David agreed to aim for final accounts to be prepared by end of July 2026 (Action 4- Svitlana and David). It was agreed that the hall should utilise an online accounts system (Eg Xero, Sage or Quickbooks) to reduce reliance on spreadsheets. David will pull together a meeting to review options, with the aim of implementing a system prior to, and for use in, the 2026-27 financial year, starting July 1 st (Action 5 – David)
8	Re-establishing Management Committee	In line with the Hall's Scheme of governance, it was agreed that a list of regular hall users should be contacted with view to inviting them to become part of the re-established Management Committee. It was agreed that this Committee would: • be made up of key users of the hall (see App 3) • include invites to both Shropshire Council and Oswestry Town Council (as specified in the hall's scheme of governance. • Assemble on (in all likelihood) a quarterly basis, to consider and provide input/support on key strategic and operational matters • Include attendance of at least 2 current Trustees, and be chaired by the Hall Manager. Paul would send appropriate invites in order to convene the new Management Committee before the end of June, and in doing so, facilitate Management Committee representation at the next AGM (Action 6 – Paul).
9	AOB	(a) Trustees agreed to sign a Standing order increasing the salary of Simon Davies, the Hall Caretaker, in recognition of the recent rise in National living wage, and Simon's expanded responsibilities. (b) It was agreed that Vivien would sign a batch of cheques for Svitlana. Svitlana proposed that second signatures would be requested on a weekly basis from either Maddy or David, with copies of invoice and completed cheques being presented to either for signature. Svitlana's continued diligence and care in managing supplier payments was appreciated and noted.

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AGREED ACTIONS

	Action	Owner	Target date
1	to remove Erica Moss from the Charity Commission register of trustees and from the bank signatory list.	Paul	1 st May 2026
2	2024-2025 accounts and Apr 2026 AGM/Annual Review to be uploaded to the charity commission website	Paul	30 th April 2026
3	Online banking facilities that support multiple signatories (eg Bankline for Communities) to be investigated and implemented at the first opportunity	Paul	End May 2026
4	Prepare 2025-2026 final accounts (1 st July 2025 – 30 th June 2026)	Svitlana & David	31 st July 2026
5	Arrange kick-off meeting to review options for accounting system (eg Xero, Sage, etc) to replace spreadsheets (for system to be used throughout 26-27 financial year)	David	Mid May 2026
6	Invitations to be sent to key hall users (+ Oswestry and Shropshire Councils) to join a new Management Committee (steering group) at the hall.	Paul	Mid May 2026

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APPENDIX 1

CURRENT RESPONSIBILITIES

TRUSTEES:

Trustee: Vivien Byrne	Chair, overseeing governance responsibilities and compliance
Trustee: Madeline Moore	Communications and creativity
Trustee: David Kynaston	Financial governance and compliance

MANAGEMENT COMMITTEE:

TBA	To be re-instated after a period of absence
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MANAGEMENT & OPERATIONS

Acting Hall Manager: Paul Newman (Be a Better Fish)	Managing day-to-day operations and resources
Supported by:	
Svitlana Shtakun	Bookkeeping and hospitality
Maddy Moore	Website and social media
Caretaker: Simon Davies	Hall preparation, security and cleaning

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APPENDIX 2

Bankline for Communities and Online Banking comparison



NatWest

Digital Services Comparison Table

Features and benefits		Bankline for Communities	Online Banking
Security and Control	Dual approval security options for payments and administration	Yes ¹	No
	Ability to set different user access rights and privileges		
	Comprehensive audit trail of user activity		
Payment Limits	Payment limit per day ²	50k	£50k ³
	Per Faster Payment		£50k
	CHAPS Payment	No	N/A
Payment Features	Create bulk payment lists	No	No
	Import payment files from accounting systems		
	Number of payments authorised at the same time	75	15
	Manage currency accounts (view and make payments)	No ⁴	No
	Make international payments	No ⁵	Yes
Account management	Customise account information in a range of formats	Yes	No
	View images of cheques issued and most credits paid in		
	View statements/balances for accounts held with other banks	No	No
	Set up and amend standing orders	No	Yes
	Maximum number of accounts	999 ⁶	50 ⁷
Mobile applications	NatWest Mobile Banking	No	Yes
	NatWest Bankline Mobile	Yes	No

TOMORROW BEGINS TODAY

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APPENDIX 3

Proposed Management Committee invitees

(use hall multiple times each month):

U3a	Oddfellows	Bridge Club
Well Church	Country Markets	Oswestry BID
Soma Space	With Love From	Oswestry Spiritualist
Cygnets Art	Young at Art	Drama Forge
Dance HQ	Trebletones	Tom Barnes Vocal Acad.
Stuart Thomas	Ruth Clarke	Ukrainian Community
SBC	Crafternoon/Sketch club	Boogie with Benny
Design & Shine	Teens with Tots	Shropshire Council *
Oswestry Town Council *		

(* specified in constitution)

Proposed format and purpose:

To meet quarterly as a steering group to support Trustees and Management, providing:

- Feedback on events, hall operations and Trustee plans
- Input and review of plans for upcoming quarter
- Ideas and suggestions for improvements and developments
- Offers of support, resources, fundraising opportunities to help ensure sustainability of the hall

Proposed to be chaired by Hall Manager, with minimum of 2 Trustees present

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APPENDIX 4

Accounts Financial year July 1st 2024

To

June 30th 2025

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THE MEMORIAL HALL OSWESTRY
REGISTERED CHARITY NUMBER 1069385
ACCOUNTS
FOR THE YEAR ENDED 30TH JUNE 2025

OSWESTRY MEMORIAL HALL

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THE MEMORIAL HALL OSWESTRY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 30TH JUNE 2025

The Trustees of the charity present their report and financial statement for the financial year ended 30th June 2025.

TRUSTEES

The Trustees who served during the past twelve months were as follows:

Erica Moss
Vivian Byrne

PRINCIPLE ACTIVITY

The principle activity of the charity is that of hiring The Memorial Hall.

ACCOUNTANTS:

Pathways Accountancy Services
Pathways
Blodwell Bank
Oswestry
Shropshire
SY10 8LY

REPORTING ACCOUNTANTS

Mr. David Kynaston of Pathways Accountancy Services will continue in office as reporting accountant for the next accounting period subject to the passing of the necessary resolution at the Annual General Meeting

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THE MEMORIAL HALL OSWESTRY

Registered Charity Number 1069385

RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 30TH JUNE 2025

	<u>£</u>	<u>£</u>
<u>Receipts</u>		
HALL LETTINGS		55,527
GRANTS		5,715
DONATIONS		6,275
RENT OF FLAT		<u>5,460</u>
		72,977
<u>Payments</u>		
WAGES	9,802	
CLEANING AND SUNDRIES	989	
MARKETING	1,661	
REPAIRS & MAINTENANCE	5,717	
DEVELOPMENT SUPPORT	9,398	
HALL MANAGEMENT	15,400	
INSURANCE	2,074	
ACCOUNTANCY	348	
LIGHT & HEAT	18,844	
WATER	838	
TELEPHONE & INTERNET	1,279	
TOTAL PAYMENTS		66,347
SURPLUS FOR YEAR		6,630

SIGNED

Vivian Byrne
VIVIAN BYRNE

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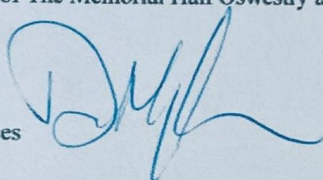
THE MEMORIAL HALL OSWESTRY

ACCOUNTANTS CERTIFICATE

FO THE YEAR ENDED 30TH JUNE 2025

In accordance with instructions given to us we have prepared, without carrying out an audit the accounts from the records of The Memorial Hall Oswestry and from information and explanation supplied to us.

Pathways Accountancy Services
Pathways
Blodwell Bank
Oswestry
Shropshire
SY10 8LY



15th February 2026