



## Minutes of the Annual General Meeting held on 31 October 2022 at Woodhouse Community Hall

<b>Present:</b>	
Rod Darby (Chair)	Sandra Sanderson (Administrator)
Jane Woodland (Secretary)	Sue Yaxley
Mark Woodland (Treasurer)	Ann Irving
Yvonne Starbuck (Management Committee)	Ann Cluskey
Manjit Darby (Management Committee)	
Simon Leese (Management Committee)	
Jo Helcke (Management Committee)	
<b>Apologies:</b> Alison Michalska (Vice Chair)	Jill Taylor (Management Committee)

<b>1.</b>	<b>Welcome and introductions</b> Rod Darby (RD), Chair of Woodhouse Community Hall Trust welcomed attendees to the 15th Annual General Meeting (AGM).
<b>2.</b>	<b>Minutes of meeting held on 4 October 2021</b> The minutes had been previously approved by Trustees and copies were available at the meeting.
<b>3.</b>	<b>The Constitution and Governance of Woodhouse Community Hall Trust</b> Jane Woodland, Trust Secretary, read out the main terms of the Deed of Trust

	<p>that had been executed on the 19 April 2007.</p> <p>The Deed of Trust is the Governing Document (The Constitution) of the Woodhouse Community Hall Trust. It is in the form of the Model Trust Deed for village halls published by ACRE (Action for Communities in Rural England) and approved by the Rural Communities Council and the Charities Commission. The key elements of the Trust deed are that:</p> <ul style="list-style-type: none"> <li>• the area of benefit is the village of Woodhouse</li> <li>• the Deed is a Charitable Trust</li> <li>• the objects of the Trust are that <i>'the property and the trust fund and its income shall be applied for the purposes of a village hall for the use of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or political religious or other opinions, including use of the property for meetings, lectures and classes and other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants'</i>.</li> <li>• the Charity, the Property and the Trust's funds must be administered by the Management Committee (the charity trustees).</li> <li>• the Management Committee shall consist of: <ul style="list-style-type: none"> <li>8 elected members (maximum)</li> <li>2 appointed members (1 Woodhouse Parish Council, 1 Parochial Church Council)</li> <li>2 co-opted members (from user groups)</li> </ul> </li> <li>• all members of the Management Committee retire from office at the AGM but may be re-elected or re-appointed.</li> <li>• the elected members are elected at the AGM.</li> <li>• the Officers of the Trust are the Chair, the Vice Chair (optional), the Secretary and the Treasurer. The officers are appointed from the membership of the Management Committee at the meeting following the AGM.</li> <li>• the Management Committee for the year commencing October 2021 was Rod Darby Chair, Alison Michalska Vice Chair, Mark Woodland Treasurer, Jane Woodland Secretary, Manjit Darby, Jo Helcke (user representative), Yvonne Starbuck appointee of the Parochial Church Council and Jill Taylor appointee of the Parish Council. The Committee for the next year was appointed later in the meeting.</li> </ul>
<p>4.</p> <p>4.1</p>	<p>Annual Report and Accounts</p> <p>Chairman's Annual Report</p> <p>Rod Darby's fifth report as chair covered the financial year 6 April 2021 to 5 April 2022 and the committee's activities since April 2022.</p> <p>He thanked Sandra (hall administrator), the trustees, hirers, contractors, and supporters whose commitment and hard work had contributed to another successful year despite unique challenges. He also thanked the trustees who had provided the evening's refreshments.</p>

	<p>The hall had opened up successfully following covid lockdowns benefitting from the health expertise of Manjit and Jane. Government covid grants secured by Mark had enabled the Committee to compensate regular hirers for operating on reduced numbers. The hall had acquired 4 additional regular bookings from other halls that were slower to reopen or seen as less value for money. Regular activities included adult art classes, country dancing, flower club, Earthdance, crystal healing and community remapping. These sat alongside community, church, charity events and one-off private hires.</p> <p>Since the ending of restrictions, committee meetings had been held in person every couple of months. Sharing food and wine after meetings with partners had helped build a team approach to sharing the work of managing the hall. He reflected on the changes in trustees with Steve Hicks and Bob Evans replaced by Simon Leese and Jo Helcke, with Jo providing a user perspective.</p> <p>Routine maintenance, previously done by Steve and Bob, was now carried out by Rachel Zair with the outdoor space maintained by Ray and Ken Wilshaw. The hall grounds contrasted with the 'rewilded' verge outside, with this close to the World War 2 air crash memorial bench. He reflected on participating in the recent meeting to salute the 80<sup>th</sup> anniversary of the 'Woodhouse three'.</p> <p>He thanked the hall employees for their commitment and hard work over the year. The caretaker vacancy had been filled temporarily and ably by Amelia Darby, now at university. While efforts to recruit to the vacancy continued, duties were now being carried out by the trustees, with Dana providing some cleaning support.</p> <p>Sandra continued to provide the administration function, with this now enhanced by an electronic booking system from Lemon Bookings and a modernised website. Bookers have a real-time availability calendar, a user-friendly enquiry system, automated electronic communication and easy payment/deposit return facilities. prospective hirers provisionally book a free slot pending administrator approval. On 31 October 14 parties were booked for November with several booked in 2023.</p> <p>Regular hirers are able to secure regular slots into the future and there is greater flexibility with invoicing. The Chair thanked Sandra for working with trustees to make the most of the new software. She reported to each trustee meeting so that there was a good understanding of hall use. A new reporting template is being introduced.</p> <p>With the hall fully open after the pandemic, it is now available to celebrate weddings where there is a strong family connection to the village. There had been 2 weddings in the year, photos were on display and compliments about the hall were read out.</p> <p>Keeping the hall well-presented was due to the work of the Committee supported by the local contractors. Activities have included mending the roof after the storms in March, replacing the mat in the foyer, putting up new signs</p>
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	<p>on the outside gate and the toilets, fitting new toilet paper dispensers and an external key-safe. Jo had procured an A-Board to signpost events and a display board is now available for customer use in the main hall. The wooden floor has been refurbished and rebuffed, and annual inspection/clean is planned. The installation of broadband had been a universally welcomed modernisation. Thanks to Manjit, new or updated policies were in place covering equality, health and safety, safeguarding, complaints and accidents. They are held together, timetabled for annual review, and are issued automatically to bookers.</p> <p>Trustees were committed to listen to users and seek to improve the facilities wherever possible. A sub-group was looking at renovating the bathrooms and grants were being sought to improve access for the disabled and the carpark. To minimise the disruption to regular customers, repainting the hall had been deferred to the Summer holidays. A hall notice board was being purchased to sit alongside the parish notice board. This would be used to advertise hall activities and should reduce confusion with other local village halls. In response to some village lobbying, the committee was exploring having a permanent outdoor children's play facility in the grounds.</p> <p>The charity, at this 15<sup>th</sup> AGM was as viable as ever not least thanks to Mark's excellent work as treasurer. During the year plans to change banking provider had been aborted but new online banking arrangements with Nat West were working well. Due to rising prices the committee had decided to increase hiring charges for the first time for many years. To maintain the simple charging structure the increase would be £2 per hour across the board. Alongside this, there is the commitment to keeping energy and overhead costs to a minimum. The hall now had a new central heating boiler with app-controlled thermostat, energy efficient bulbs and fridges are now turned off when not in use.</p> <p>The hall was an excellent, inclusive and accessible village resource and volunteers to get involved in its management would be welcomed. He thanked the audience for coming to the meeting and for their attention.</p>
<p><b>4.2</b></p>	<p><b><u>Treasurer's Report</u></b></p> <p>Mark Woodland gave the 15th annual Treasurer's Report. The report covered the period 6 April 2021 to 5 April 2022.</p> <p>The Trust continues to hold a current and reserve bank account with the National Westminster Bank, with this linked to a 95-day notice deposit account with Redwood Bank. The banking mandate with National Westminster had been changed with Rod Darby, Alison Michalska and Mark Woodland being the authorised signatories. None of the authorised signatories could make payments to themselves. Rod Darby and Mark Woodland had online access. There was no longer a need to use or keep a chequebook. National Westminster had acknowledged its poor service changing the mandates and had paid £200 compensation.</p>

	<p>Financial reporting to the Management Committee takes place at every meeting and the accounts are circulated in advance so that trustees can ask questions.</p> <p><u>Financial Statement</u></p> <p>The Trust's annual statement of accounts for the financial year 2021-2022 had been audited and given independent approval by Richard Rees on the 25 October 2022. Copies of the accounts (inserted below) were available at the meeting. They would be submitted to the Charities Commission after the AGM.</p> <p>The accounts showed that the finances continue to be in excellent shape with good control of costs. Hall expenditure including contractors had reduced from £7,441 in 2020-21 to £4,158 in 2021-22.</p> <p>The broadband had been installed in January 2021. The phone line installation was at no extra cost and bills from Plusnet are £17.62 including VAT for the first 24 months.</p> <p>The Trust had benefited from government support during the covid crisis with a generous level of grants. Applications were made for the first and final grant with the rest granted automatically. The final grant was for £2667.</p> <div data-bbox="384 1048 432 1106" data-label="Image"> </div> <p>Audit form R Rees Signed 21-22 account</p> <p>The net current cash balance on 5 April 2022 was a total of £47,765.93 compared with £35, 212.58 on 5 April 2021.</p>
<p><b>4.3</b></p>	<p><b>Questions relating to the Report and Accounts</b></p> <p>There were questions on the approach to teenage parties and weddings. The Chair explained that in both cases, potential hirers needed to have local links with this being consistent with the objectives of the Trust. Most teenage parties were declined due to the risk of damage and lack of supervision.</p> <p>The Committee's role was discussed in relation to running local events. Although it had organised events in the past there were governance implications should an event run at a loss and it was a huge amount of work on top of managing the hall. The Committee's role was to facilitate the use of the hall by the Community rather than to organise events. There were discounted rates for locals and the Committee exercised discretion re charging for certain charitable events.</p> <p>It was explained that it was the responsibility of organisers to promote their activities such as advertising in Roundabout, but the acquisition of an external notice board should improve the visibility of the time-table of hall activities.</p>

	The proposal to develop an outdoor play area was discussed and there were differing views. Holding a survey to gauge views of villagers was suggested.
<b>5.</b>	<p><b>Election of Committee Members (Managing Trustees) and appointed members of the Committee</b></p> <p>Jane Woodland reported that no new nominees had been notified to her prior to the meeting and invited nominees from the audience for election to the Committee.</p> <p>The Committee Members standing for re-election to the Management Committee were Rod Darby, Alison Michalska, Manjit Darby, Simon Leese, Jane Woodland and Mark Woodland. As there could be a maximum of 8 elected committee members, she invited the meeting to nominate and approve election of the non-appointed Committee Members. Unanimous support was given, and the election of the aforesaid Committee Members was noted. Jo Helcke was thanked for continuing as the user representative.</p> <p>Yvonne Starbuck and Jill Taylor were continuing as Trustees appointed by the Parochial Church Council and the Parish Council. Jane Woodland thanked both and the PCC and PC for continuing to support the Trust.</p> <p>The chair, vice chair, secretary and treasurer would be appointed from within the Management Committee at its next meeting on 12 December 2022.</p>
<b>6.</b>	<p><b>Any other business</b></p> <p>As there was no further business, Rod Darby closed the meeting.</p>
<b>7.</b>	The next AGM would take place in the Autumn 2023, date to be agreed.

**The Woodhouse Community Hall Trust**

	2021-22	2020-21		2021-22	2020-21
<b>Receipts</b>		£	<b>Payments</b>		£
Booking Fees	14,421.80	2,168.60	Water	299.52	480.24
Less: Deposits refunded	-1,614.00	-350.00	Gas & Electricity	876.00	816.13
Less: Booking fee refunds	-395.00	-1,200.90	Mobile phone	103.91	171.63
Covid grants	12,667.00	24,836.00	Caretaker monthly pay	3,871.81	2,612.20
Other income	791.91	1,392.50	PAYE	431.8	598.60
Bank interest	366.28	292.78	S Sanderson monthly fees	2,594.05	2,502.72
			Hall Expenses	3,175.34	4,196.85
			Furniture/Contents	0.00	0.00
			Contractors	983.00	3,245.20
			Lease	250.00	250.00
			Insurance	632.21	569.37
			PRS	66.00	183.35
			Internet	401.00	76.79
<b>Total</b>	<b>26,237.99</b>	<b>27,138.98</b>	<b>Totals</b>	<b>13,684.64</b>	<b>15,703.08</b>
			<b>Net Income / (Expenditure) for Financial Year</b>	<b>12,553.35</b>	<b>11,435.90</b>

Bank balances at 5 April 2021		Bank balances at 5 April 2022	
Current Account	£5,918.91	Current Account	£10,105.98
Reserve Account	£0.89	Reserve Account	£0.89
Redwood deposit	£29,292.78	Redwood deposit	£37,659.06
Total bank balances	35,212.58	Total bank balances	£47,765.93
Add: Surplus for year	12,553.35	Representing:	
		Current reserve	10,106.87
		Long-term refurbishment fund	37,659.06
Total reserves	47,765.93	Total reserves	47,765.93

Signed

Date \_\_\_\_\_

30/10/22

I have examined the accounts of The Woodhouse Community Hall Trust and I am satisfied that the financial records of the charity have been maintained in a satisfactory manner and reflect accurately the affairs of the Charity during the year ended 5 April 2022.

Richard Rees - Independent Examiner

Signed

Date \_\_\_\_\_

28 October 2022

**The Woodhouse Community Hall Trust**

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28 October 2022