

Hyde Heath Village Hall Management Committee

Charitable Incorporated Organisation No. 1153885

AGM
20th October 2021 @ 8pm
Agenda

- Apologies for absence
- Chairman's Address
- Approval of the Minutes for AGM held 24th September 2020
- Trustees During 2020-21
- Past
- Other Management Functions
- Objectives & responsibilities of the Committee
- Appointment of the Auditor
- Treasurers Report
- Report on Activities 2020-21
- Works to Hall 2020-21
- Village Shop
- Website and on line booking
- Hall users
- Hire Rates
- Licences and Legal Documentation
- Proposed activities for 2021-22
- Proposed Works for 2021-22
- Fete
- Trustees for 2021-22 – new nominations?
- AOB

Chairman: Keith Jones, 7 The Green, Hyde Heath Amersham, Bucks, HP6 5RP
Telephone: 01494 773139 Email: kjones8@btinternet.com

Minutes of AGM

Apologies from committee members absent: Erica Elson

Other Attendees:

Alan and Yvonne Hitchcock, Pauline Richards, David and Ruth Coulton, Sheena Dooner, Chris Herring

Chairman's Address:

Hyde Heath Village Hall is registered with the Charity Commissioners as a Charitable Incorporated Organisation (1153885) and constituted by a Deed of Trust dated 12 December 2013.

The village hall land is vested with the Official Custodian who is a member of the Charity Commission's staff and is appointed by the Charity Commissioners to hold land on behalf of charities.

The Official Custodian does not take part in managing the land, which is the responsibility of the charity. A management committee, set out below, administers the charity and the members are the Trustees of the CIO.

Trustees during 2020-2021

Keith Jones	- Chairman
Libby Piper	- Secretary
Kewal Shah	- Treasurer
John Thornton	- Vice Chairman
Nikki Barton	- Booking Secretary, Website Manager
Erica Elson	- Theatre Group
Linda Drummond	- Committee Member
Margaret Dunn	- Committee Member – Shop & WI rep
Petra Gratton	- Committee Member and Fire Officer

All the above members gave their time and expertise voluntarily. The annual accounts are examined by Bill Newman who carries this out on a voluntary basis and we are grateful to him for this. The Village Hall Committee depends upon the continuing help of local volunteers particularly for the larger events and maintenance work.

Trustee indemnity insurance is in place.

I would like to welcome everyone to the AGM

The purpose of the AGM is to recap the past year, outline proposals for the future, report on the accounts, to make sure the Hall is being managed in accordance with the trust, take nominations and seconds for the new trustees and agreement of the hall hire rates proposed for 2021/22.

I would like to acknowledge all the hard work that everyone on the committee, their families and other members of our community put in to ensure that the hall functions and that we keep the hall in such excellent condition – we receive very positive feedback from hirers.

Other management functions

Risk assessments are undertaken to ensure the hall is safe for public use and implementing any actions identified as being necessary.

The Fire officer undertakes regular Fire Safety Inspections with a log maintained.

Objectives and responsibilities of the Village Hall Committee

- Provide first class hall facilities at an affordable hire cost
- Maintain and improve the facilities
- Manage the finances and keep good records
- Raise funds for the maintenance and improvement of the hall
- To ensure that all the appropriate licences are in place for the hall to function
- Look for opportunities to increase the hires of the Hall – particularly securing more daytime users and regular hirers

Appointment of Auditor

As previously mentioned, we thank Bill Newman for undertaking this role.

Treasurers Report See attached document

Report on activities in 2020-21

The Hall reopened on the 14th September 2020 only to have close again under further Government restrictions imposed later in the year. We reopened in May 2021. We continued to have in place a range of measures advised by local bodies to ensure we were Covid compliant.

These included the following:

- the issuing of special terms and conditions of usage to users together with our risk assessment
- installation of a hand sanitiser station at the entrance
- the marking out of a one-way system inside the hall
- signage such as mandatory wearing of face masks, social distancing, hygiene, etc
- tape to increase awareness of social distancing at the main pinch point from the lobby into the main hall

In September 2020 there remained significant restrictions in place from the government that meant that whilst the village hall was open for use it was restricted to certain groups that could fulfil government criteria.

This meant that the hall was only being used on a Monday and Tuesday for Yoga classes and dance classes. But as we headed into November 2020 full restrictions were back in place and the hall was once again vacant as the country went through another period of lockdown.

Restrictions continued throughout the first quarter of 2021. At the back end of April 2021 the rules for children's activities changed and a child's dance group was allowed to begin meeting again.

This was soon followed by the Monday and Tuesday dance and yoga classes in May 2021. These classes have since been joined by the WI, a sewing group, Hyde Heath Village School and the Hyde Heath Theatre Company, all of which are past users of the hall that have now returned to continue their bookings. We have also had an additional regular booking on a Wednesday of children's dance classes. Unfortunately, partly due to the pandemic and some other factors (for instance lack of user interest), we now no longer are host to the pilates group, the orchestral group and the baby sensory group.

By the summer of 2021 we began to receive bookings again for private use. These numbers remain small but are increasing. By the end of September 2021 we have had 3 private bookings as well as the bookings made by our 9 regular users. Local elections took place in the hall in May as did a by-election in June.

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Parking remains an issue.

May I thank Nikki Barton for doing such an excellent job as Booking Secretary and Website Manager.

Fund-raising activities were curtailed.

- 200+Club – 2020/21 was another good year for memberships. Numbers were similar to last year. All surplus funds after prizes go to the Hall
- The Fete was cancelled as was the Quiz Night and the Xmas carols.

Works during 2020/21

- Work on the new lighting was completed.
- We installed WiFi. With the huge uptake in Wi-Fi usage during the lockdown period we had requests from users who wanted to continue classes both face to face and online and felt it had become an expected feature when booking a hall.

Village Shop

The shop was very supportive to us installing Wi-Fi and extended their existing connection. We had to purchase our own router. The shop very generously funded this cost. We now pay a monthly rental to the shop to cover our usage.

Village Hall Hiring Rates

The hall's running costs and expenditure on simple maintenance are thereabouts covered by hire and rental income.

Our fund raising enables us to undertake major projects such as the regular redecoration and work to the floor.

Clearly, we do also need to keep our hire rates competitive when compared to other local halls such as Ballinger and Little Missenden. Comparisons are monitored by Committee members.

Our current hire rates are:

Weekdays & Sundays	£14.00 per hour (one-off)
Saturdays	£14.00 per hour (one-off)
Whole Day	£180
Whole Day - Saturday	£220
Weekdays & Sundays	£10.00 per hour (regular)
Saturdays	£10.00 per hour (regular)

This has been another extraordinary year regarding our finances. I refer you to the Treasurer's report for more information. Inflationary price rises are very likely. We will need to keep an eye on this as we barely break even on our monthly hirings.

Given the current circumstances and our strong financial position, I am not proposing any change to the hire rates for the forthcoming year but will ask our Treasurer to review this going forward. This is the third consecutive year the hiring rates have not been increased.

Licences and Legal Documents

Chairman: Keith Jones, 7 The Green, Hyde Heath Amersham, Bucks, HP6 5RP
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- Electrical certificate including diary of tests and inspections
- Premises licence issued by Chiltern District Council
- PRS now includes PPL (Phonographic Performance Ltd)
- ELTP Insurance
- Trustee Indemnity Insurance
- Fire equipment testing by Chubb
- Accident book held by booking secretary
- Fire log with inspection reports
- Committee members and contacts
- Hall Hire Rates
- Booking Form
- Lease with shop
- Trust Deed
- Risk assessment for hall
- Emergency plan in case of fire

Proposed Activities for 2021/22 year

- 200+ Club – new membership year starts November
The majority of members are contacted via email.

Other activities include the Christmas Carol concert and next year's Fete. A provisional date is 14th May 2022.

Works for 2021-22

- Front fence to be painted

Trustees proposed for 2021/22

Keith Jones	- Chairman
Libby Piper	- Secretary
John Thornton	- Vice Chairman
Kewal Shah	- Treasurer
Nikki Barton	- Booking Secretary, Website Manager
Erica Elson	- Theatre Group
Linda Drummond	- Committee Member
Margaret Dunn	- Committee Member – Shop & WI rep
Petra Gratton	- Committee Member and Fire Officer
Cub's representative	– vacant
Parish Council Member	– vacant

Nominations for trustees named above to continue:

Proposed by Keith Jones Seconded by John Thornton

New Trustee: (none)

AOB

David Coulton strongly objected to Village Hall funds being donated towards the new speeding sign on Weedon Hill.

Meeting closed at 8.40pm

Chairman: Keith Jones, 7 The Green, Hyde Heath Amersham, Bucks, HP6 5RP
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Report to Trustees**Receipts and Payments Statement for the year ended 30th June 2021****Contents:**

Page 1	Summary Statement
Page 2	Receipts
Page 3	Payments
Page 4 - 5	Notes to the Statements
Page 6 - 7	Independent Examiner's Report

Summary of Receipts, Payments and Balances

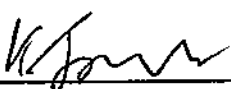
	This Year 1 July 2020 to 30 June 21 £	Last Year 1 July 2019 to 30 June 20 £
Total Receipts (page 2)	28,344	28,942
Total Payments (page 3)	(18,599)	(15,760)
Excess of Receipts over Payments	9,744	13,182
Bank Balances and Deposits at previous year-end	104,654	91,472
Bank balance re Hyde Heath 200 Club at 1 July 20	375	
Bank Balances and Deposits at year end (see below)	114,773	104,654

Composition of Bank Balances and Deposits

COIF Charities Deposit Fund	21,312	21,304
Scottish Widows Instant Access account	13,901	13,887
Scottish Widows 7 day notice account	534	533
Lloyds Business (Current) account - note 1	76,721	68,929
Lloyds Hyde Heath 200 Club	2,305	0
Closing Balances at year-end	114,773	104,654

The Notes on page 4 are an integral part of these Statements

This report was approved by the trustees and signed on their behalf by:


 Mr. K Jones (chairman)

Date: 20/10/21

Report to Trustees
Receipts and Payments Statement for the year ended 30th June 2021

Receipts Summary

	Notes	This Year 1 July 2020 to 30 June 21 £	Previous Year 1 July 2019 to 30 June 20 £
Hall and equipment hire		2,338	9,349
Rent received from Hyde Heath Village Shop		1,200	2,800
Fund raising	8		
200 Club prize draw		3,120	1,365
Quiz Night		-	1,505
Carol Concert		-	356
Summer Fete 2020		-	-
Defibrillator		-	-
Donation from Old Time Music Hall Society		-	1,000
Interest from Bank Accounts		23	127
Miscellaneous Income			
Contribution from Hyde Heath Village shop towards electricity		2,400	2,400
Business Continuity Grants	2	19,099	10,000
Sales of Hyde Heath Village book		-	40
Rates refund		164	-
Total Receipts		28,344	28,942

Report to Trustees
Receipts and Payments Statement for the year ended 30th June 2021

Payments Summary

	Notes	This Year 1 July 2020 to 30 June 21 £	Previous Year 1 July 2019 to 30 June 20 £
Operating Costs			
Cleaning and laundry		687	2,051
Heating and lighting		3,605	5,903
Waste disposal		942	839
Repairs and renewals		9,475	3,112
Insurance		932	927
Water		-	233
Rates		-	164
Chubb Fire		-	267
PRS and PPL Music Licence		244	278
Vermin inspection and control		175	225
Hedge cutting and gardening		155	90
Fire Risk assessment: inspection & report		-	-
Annual membership – Community Impact Bucks		90	30
Web Computer Program / Domain		74	74
Printing, postage, stationery and telephone costs		-	-
Sundry equipment for hall		-	-
Contribution towards speeding control	3	750	-
Fund-raising expenditure:			
Carol Concert		-	61
Summer Fete 2019		-	-
Summer Fete 2020		-	50
Quiz night		-	703
Prize money for the 200 Club draw	4	1,460	-
Donations made:			
Florence Nightingale Hospice		-	-
RAF Benevolent Fund		-	300
Hyde Heath Pre-School		-	150
Royal British Legion		-	-
Rennie Grove Hospice		-	300
Hyde Heath Infant School		-	-
Miscellaneous expenditure		11	4
Total Payments		18,599	15,760

Report to Trustees
Receipts and Payments Statement for the year ended 30th June 2021

Notes to the Statements

1 Bank Account Reconciliation

Bank Reconciliation: Lloyds Business (Current) Account

	£
Balance as per the books at 30 June 2021	<u>76,721</u>
Balance as per bank statement at 30 th June 2021	<u>76,721</u>

2 Business Continuity Grants

These grants were received from the local council in response to the Covid-19 crises.

3 Speeding control (supporting the community)

A contribution was made towards the cost of a road-side display showing a vehicle's speed.

4 Prize money for the 200 Club draw

£90 of the prize money was reimbursed after 30 June 2020 making the total prize money paid out £1,550. The total funds raised by the 200 Club draw was £1,570.

5 Fixed Assets

The legal title to the land on which the Hall is built is vested in the Official Custodian who is a member of the Charity Commissions staff and is appointed by the Charity Commissioners to hold land. The official Custodian does not take part in managing the land which is the responsibility of the Trustees of the Charity.

No value is attributed in these accounts to the building, nor to its fixtures, fittings and contents.

6 Defibrillator Fund (supporting the community)

A major initiative during the year to 30th June 2016 was the provision of a Defibrillator for the benefit of all the residents of Hyde Heath. The purchase and running costs of the defibrillator has been funded as follows:

	£
Brought forward at 1st July 2020	147
Donations	-
Running costs	
Electricity	60
Insurance	18
Carried forward at 30th June 2021	<u>68</u>

The amounts relating to the defibrillator are managed within the Lloyds Bank current account.

Report to Trustees

Receipts and Payments Statement for the year ended 30th June 2021

Notes to the Statements

7 Hyde Heath Village Shop (supporting the community)

Hyde Heath Village Hall exists for the benefit of the residents of Hyde Heath and the surrounding area. One of the key community facilities in the village is the village shop which occupies part of the overall village hall building. The shop provides a valuable service and has been particularly useful to the community during the pandemic.

The Village Hall continues to support the shop by accepting reduced rent and contributions towards the electricity costs.

The Village Hall and Hyde Heath Village shop continue to work together to ensure the continued existence of the shop without having a long term negative impact on the Village Hall funds.

8 Fund raising activity

During the year the regular fund raising activities have been curtailed due to the Covid-19 restrictions.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Hyde Heath Village Hall

On accounts for the year
ended

30 June 2021

Charity no
(if any)

115385

Set out on pages

1 to 5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2021.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

13 October 2021

Name:

William Newman

Relevant professional
qualification(s) or body
(if any):

ACIS

Address:

3 Harvest Bank, Hyde Heath, Amersham, Bucks HP6 5RD

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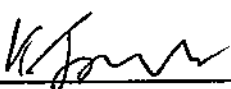
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Section A

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Hyde Heath Village Hall

**On accounts for the year
ended**

30 June 2021

**Charity no
(if any)**

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Signed:

W. Newman

Date:

13 October 2021

Name:

William Newman

**Relevant professional
qualification(s) or body
(if any):**

ACIS

Address:

3 Harvest Bank, Hyde Heath, Amersham, Bucks HP6 5RD