

Hyde Heath Village Hall Management Committee

Charitable Incorporated Organisation No. 1153885

**AGM
21st September 2023 @ 8pm**

Agenda

- Apologies for absence
- Chairman's Address
- Approval of the Minutes for AGM held 22nd September 2022
- Trustees During 2022-23
- Past
- Other Management Functions
- Objectives & responsibilities of the Committee
- Appointment of the Auditor
- Treasurers Report
- Report on Activities 2022-23
- Works to Hall 2022-23
- Village Shop
- Website and on-line booking
- Hall users
- Hire Rates
- Licenses and Legal Documentation
- Proposed activities for 2023-24
- Proposed Works for 2023-24
- Fete 2024
- Trustees for 2023-24 – new nominations?
- AOB

Chairman: John Thornton, 42 Walnut Way, Hyde Heath Amersham, Bucks, HP6 5SD
Telephone: 01494 773242 Email: johngmthornton@gmail.com

Minutes of AGM

Apologies from the committee members absent: Kewal Shah, Nikki Barton

Other Attendees:

Alan and Yvonne Hitchcock, Pam Ruff, Chris Sargeant, Andy and Rosie Chater

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 2022-2023

John Thornton	- Chairman
Libby Piper	- Secretary
Kewal Shah	- Treasurer
Nikki Barton	- Booking Secretary, Website Manager
Erica Elson	- Theatre Group
Linda Drummond	- Committee Member
Margaret Dunn	- Committee Member – Shop & WI rep
Carole North	- Committee Member

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 2023/24.

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

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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 over the past years but sadly Bill is standing down. We need to seek and appoint a new auditor for 23/24

Treasurers Report See attached document

Report on activities in 2022-23

In the last year our Hall hire receipts have risen by 54% but overall total receipts up by 6.8% year on year.

We have now engaged a professional cleaner to ensure the Hall is maintained to a good standard and is why the operating cost for cleaning and laundry has risen

Parking remains an issue.

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

Fund-raising activities.

- 200+Club – 2022/23 we saw a reduced membership. All surplus funds after prizes go to the Hall
- The Fete was better than previous years but did not run Quiz Night and the Xmas carols.

Works during 2022/23

- Work on the replacing the Stage curtains was completed. Thanks to Erica & Carole
- We had to carry out remedial works to the trees on the road side of the hall due to the unsafe nature and damage to traffic and people in general
- General repairs including fire door, stage door, fire sign, steps and heaters

Village Shop

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During 2022/23 we endeavoured to support the shop as they found difficult trading conditions, compounded by rising staff costs due to minimum wage becoming difficult to bear on the cash flow. Sadly, it was decided to close the shop under its current structure and Sid and Avani came forward with a plan to rescue and continue the Village shop albeit under new ownership. A new lease has been drawn up with the aim of supporting the new owners in their undertaking.

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 to maintain a surplus for larger projects in the future.

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

- 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
- New Lease with shop
- Trust Deed
- Risk assessment for hall
- Emergency plan in case of fire

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Proposed Activities for 2023/24 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 11th May 2024.

Works for 2023-24

- Front fence to be painted
- Large Oak to be checked

Trustees proposed for 2023/24

John Thornton	- Chairman
Libby Piper	- Secretary
Kewal Shah	- Treasurer
Nikki Barton	- Booking Secretary, Website Manager
Erica Elson	- Theatre Group
Linda Drummond	- Committee Member
Margaret Dunn	- Committee Member – Shop & WI rep
Carole North	- Committee Member
Fire Officer– vacant	
Parish Council Member – vacant	

Nominations for trustees named above to continue:

Proposed by John Thornton Seconded by Margaret Dunn

New Trustee: Chris Sargeant

Proposed by Libby Piper Seconded by Erica Elson

AOB

Thanks were expressed to Chris Sargeant, Ruth Coulton and Margaret Dunn for their many faithful years of service to the village shop.

Erica Elson expressed concern that if the hall hire rates were raised, she would have to take the HHTC somewhere more affordable to rehearse.

John stood in for Kewal to note the major expenses on the year end accounts. This was for repairs and renewals:

Floor cleaning £2,320

Tree work £4,150

Curtains £5,453.98

He pointed out that quotes are always obtained and voted on for works to the hall.

Erica noted that the hall contributed £500 towards the new stage lighting.

Meeting closed at 8.30pm

Hyde Heath Village Hall

Receipts and Payments Statement for the year ended 30th June 2023

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Report to Trustees
Receipts and Payments Statement for the year ended 30th June 2023

Summary of Receipts, Payments and Balances

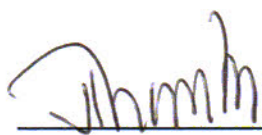
	This Year 1 July 2022 to 30 June 23 £	Last Year 1 July 2021 to 30 June 22 £
Total Receipts (page 2)	22,386	20,955
Total Payments (page 3)	(29,632)	(14,708)
Excess of Receipts over Payments	<u>(7,246)</u>	<u>6,247</u>
Bank Balances and Deposits at previous year-end	121,020	114,773
Bank Balances and Deposits at year end (see below)	<u>113,774</u>	<u>121,020</u>

Composition of Bank Balances and Deposits

COIF Charities Deposit Fund	77,508	21,351
Scottish Widows Instant Access account	109	13,915
Scottish Widows 7 day notice account (closed 20/02/23)	-	534
Lloyds Business Current account	31,597	81,534
Lloyds Hyde Heath 200 Club account	4,560	3,685
Closing balances at year-end	<u>113,774</u>	<u>121,020</u>

The notes on page 4 are an integral part of these statements

This report was approved by the trustees on 21/09/2023 and signed on their behalf by:



Mr. J Thornton (chairman)

Report to Trustees
Receipts and Payments Statement for the year ended 30th June 2023

Receipts Summary

	This Year 1 July 2022 to 30 June 23 £	Previous Year 1 July 2021 to 30 June 22 £
Hall and equipment hire	8,188	5,326
Hall hire deposit (repayable)	400	-
Rent received from Hyde Heath Village Shop	780	1,550
Fund raising		
200 Club prize draw	1,995	2,910
Summer Fete income	6,957	6,194
Interest from savings accounts	1,176	54
Miscellaneous Income		
Electricity contribution from the Village shop	2,000	2,025
Business Continuity Grants	-	2,897
Donation - Old Time Music Hall Society	850	-
Donation - sundry	40	-
Total Receipts	22,386	20,955

Report to Trustees**Receipts and Payments Statement for the year ended 30th June 2023****Payments Summary**

	This Year 1 July 2022 to 30 June 23 £	Previous Year 1 July 2021 to 30 June 22 £
Operating Costs		
Cleaning and laundry	2,534	1,253
Heating and lighting	4,610	5,096
Waste disposal	1,067	967
Repairs and renewals	15,264	1,870
Insurance	1,025	955
Water	295	264
Rates	109	60
PRS and PPL music licence	139	132
Vermin inspection and control	250	225
Hedge cutting and gardening	-	230
Annual membership – Community Impact Bucks	65	65
Website and domain costs	94	94
Printing, postage and stationery	306	-
Christmas tree	61	-
Fund-raising expenditure:		
Summer Fete costs	2,392	1,717
Prize money for the 200 Club draw	1,120	1,530
Donations made:		
RAF Benevolent Fund	300	250
Total Payments	29,632	14,708

Report to Trustees

Receipts and Payments Statement for the year ended 30th June 2023

Notes to the statements

1 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 the accounts to the building, nor to its fixtures, fittings and contents.

2. 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 to the village.

The Village Hall continues to support the shop by accepting reduced rents and contributions towards 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.

3. Fund raising activity

The fund raising activities during the year were as follows:

The annual village fete was held in May, which was well attended and a successful fund raiser.

The Hyde Heath 200+ Club. Funds are raised annually from individual subscriptions to the 200+ club lottery. Cash prizes are paid out to the subscribers who are successful in the monthly draw.



Section A

Independent Examiner's Report

Report to the trustees/
members of

Hyde Heath Village Hall

On accounts for the year
ended

30 June 2023

Charity no
(if any)

1153885

Set out on pages

1 - 4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 / 09 / 2023

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:

William A Newman

Date:

08 / 09 / 2023

Name:

William A Newman

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

Address:

3 Harvest Bank, Hyde Heath

Amersham

HP6 5RD

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.