

Hyde Heath Village Hall Management Committee

Charitable Incorporated Organisation No. 1153885

AGM
17th October 2024 @ 8pm

Agenda

- Apologies for absence
- Chairman's Address
- Approval of the Minutes for AGM held 21st September 2023
- Trustees During 2023-24
- Past
- Other Management Functions
- Objectives & responsibilities of the Committee
- Auditor
- Treasurer's Report
- Report on Activities 2023 -24
- Works to Hall 2023-24
- Village Shop
- Website and on-line booking
- Hall users
- Hire Rates
- Licences and Legal Documentation
- Proposed activities for 2024-25
- Proposed Works for 2024-25
- Fete 2025
- Trustees for 2024-25 – 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: Libby Piper, Nikki Barton

Other Attendees: Ian Hopkinson Pam Ruff John Thornton Libby Piper
Kewal Shah Nikki Barton Erica Elson
Linda Drummond Margaret Dunn Carol North Christopher Sargent

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 2023-2024

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 – WI rep
Carol North	- Committee Member
Christopher Sargent	- Committee Member

All the above members gave their time and expertise voluntarily. The annual accounts are examined by Ian Hopkinson 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 2024/25.

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

We thank Ian Hopkinson for his first year as our new auditor since Bill Newman stood down.

Treasurers Report See attached document

Report on activities in 2023-24

In the last year our Hall hire receipts have risen by £1011 but overall total receipts up by 12.3% 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 – 2023/24 we saw a reduced membership. All surplus funds after prizes go to the Hall
- The Fete was better than previous years, Quiz Night and the Xmas carols all good.

Works during 2023/24

- Purchased a new cooker & microwave
- Install heater to rear toilet
- No smoking sign external near bins
- General remedial works to some internal doors and Kitchen window
- General repairs to external gate and external gate and gutters cleared

Village Shop

During 2023/24 we continue to support the new shop tenants Sid and Avani.

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

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 Aylesbury Fire
- Accident book held by booking secretary
- Fire log with inspection reports
- Committee members and contacts - 2 missing on website. Christopher Sargeant and Carole North
- Hall Hire Rates
- Booking Form
- New Lease with shop
- Trust Deed
- Risk assessment for hall
- Emergency plan in case of fire
- Alcohol licences?

Proposed Activities for 2024/25 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 10th May 2025. Quiz night 2025

Works for 2024-25

- Hall Floor 2 corners near stage. Structural engineer to look. Seek a grant
- Hall repaint. Get colour cards
- Clock repair

Trustees proposed for 2024/25

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
Carol North	- Committee Member
Christopher Sargeant	- Committee Member
Fire Officer– vacant	
Parish Council Member – vacant	

Nominations for trustees named above to continue:

Proposed by John Thornton Seconded by Kewal Shah

New Trustee: (none)

AOB (none)

Meeting closed at 20:23hrs

Hyde Heath Village Hall

Receipts and Payments Statement for the year ended 30th June 2024

Contents:

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Page 2	Receipts summary
Page 3	Payments summary
Page 4	Notes to the Statements
Page 5 - 6	Independent Examiner's Report

Report to the Trustees
Receipts and Payments Statement for the year ended 30th June 2024

Summary of Receipts, Payments and Balances

	Notes	This Year 1 July 2023 to 30 June 24 £	Last Year 1 July 2022 to 30 June 23 £
Total Receipts (page 2)		26,807	22,386
Total Payments (page 3)		(24,410)	(29,632)
Excess of Receipts over Payments		<u>2,397</u>	<u>(7,246)</u>
Bank Balances and Deposits at previous year-end		113,774	121,020
Bank Balances and Deposits at year end (see below)		<u>116,171</u>	<u>113,774</u>

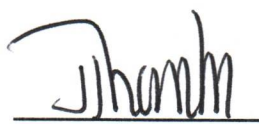
Assets and liabilities as at 30 June 2024

Composition of Bank Balances and Deposits

COIF Charities Deposit Fund		81,495	77,508
Scottish Widows Instant Access account		110	109
Lloyds Business Current account	1	29,486	31,597
Lloyds Hyde Heath 200 Club account	1	5,080	4,560
Closing balances at year-end		<u>116,171</u>	<u>113,774</u>

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. J Thornton (chairman)

Date of approval: 17 October 2024

Report to the Trustees
Receipts and Payments Statement for the year ended 30th June 2024

Receipts Summary

	This Year 1 July 2023 to 30 June 24 £	Previous Year 1 July 2022 to 30 June 23 £
Hall and equipment hire	9,199	8,188
Hall hire deposit (repayable)	200	400
Rent received from Hyde Heath Village Shop	290	780
Fund raising		
Carol concert	428	-
Quiz night	1,075	-
200 Club prize draw	1,620	1,995
Summer Fete income	7,805	6,957
Interest from savings accounts	3,989	1,176
Miscellaneous Income		
Electricity contribution from the Village shop	1,800	2,000
Donation - Old Time Music Hall Society	-	850
Donations - sundry	120	40
Unknown receipt (potentially repayable)	281	-
Total Receipts	26,807	22,386

Report to the Trustees
Receipts and Payments Statement for the year ended 30th June 2024

Payments Summary

	This Year 1 July 2023 to 30 June 24 £	Previous Year 1 July 2022 to 30 June 23 £
Operating Costs		
Cleaning and laundry	3,307	2,534
Heating and lighting	8,298	4,610
Waste disposal	1,146	1,067
Repairs and renewals	1,026	15,264
Insurance	1,141	1,025
Water	332	295
Rates	46	109
PRS and PPL music licence	163	139
Vermin inspection and control	275	250
Hedge cutting and gardening	260	-
Fire alarm, lighting & extinguisher inspection & report	1,275	-
Annual membership – Community Impact Bucks	70	65
Website and domain costs	108	94
Printing, postage and stationery	270	306
Sundry equipment for hall	556	-
Legal fees	1,250	-
Christmas tree	-	61
Fund-raising expenditure:		
Carol Concert	105	
Summer Fete costs	2,933	2,392
Prize money for the 200 Club draw	1,105	1,120
Quiz night	73	
Donations made:		
Florence Nightingale Hospice	323	-
RAF Benevolent Fund	350	300
Total Payments	24,410	29,632

Report to the Trustees

Receipts and Payments Statement for the year ended 30th June 2024

Notes to the statements

1 Bank Account Reconciliation

Bank Reconciliation: Lloyds Business (Current) Account

	£
Balance as per bank statement at 30 June 2024	29,835.74
Less cheque no. 376 dated 03/06/24 cleared on 05/07/24	(350)
Balance as per the books at 30 June 2024	<u>29,485.74</u>

Bank Reconciliation: Lloyds Business (200 Club) Account

	£
Balance as per bank statement at 30 June 2024	5,085.00
Payment dated 30/06/24 cleared the bank on 01/07/24	(5)
Balance as per the books at 30 June 2024	<u>5,080.00</u>

2. 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.

3. The village hall provides an affordable space for various local organisations to provide communal activities that contribute to the wellbeing of the community.

4. Hyde Heath Village Shop (supporting the community)

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.

During the year there was a change of tenant as the shop had new owners. A new tenancy agreement had to be drawn up.

The trading conditions for the shop continue to be challenging and the Village Hall continues to support the shop by accepting reduced rents and contributions towards electricity costs.

The Village Hall and the 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.

5. Fund raising activities

The fund raising activities during the year were as follows:

The annual village fete in May was well attended and a successful fund raiser. The Christmas carol concert and the Quiz night were both also well attended.

The Hyde Heath 200+ Club raises funds 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**

Charity Name
Hyde Heath Village Hall

**On accounts for the year
ended**

30 June 2024

**Charity no
(if any)**

1153885

Set out on pages

1 to 4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 June 2024.

**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 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.

Signed:

Date:

17 October 2024

Name:

Ian Hopkinson

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

ACA

Address:

1 Westfield, Hyde Heath, Amersham, HP6 5RE

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.

None

Hyde Heath Village Hall

Receipts and Payments Statement for the year ended 30th June 2024

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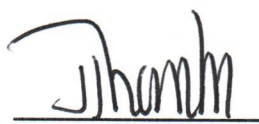
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Date:

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Name:

Ian Hopkinson

**Relevant professional
qualification(s) or body
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Address:

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