

Hyde Heath Village Hall Management Committee

Charitable Incorporated Organisation No. 1153885

AGM
18th September 2025 @ 8pm

Agenda

- Apologies for absence
- Chairman's Address
- Approval of the Minutes for AGM held 17th October 2024
- Trustees During 2024-25
- Past
- Other Management Functions
- Objectives & responsibilities of the Committee
- Appointment of the Auditor
- Treasurers Report
- Report on Activities 2024 -25
- Works to Hall 2024-25
- Village Shop
- Website and on-line booking
- Hall users
- Hire Rates
- Licenses and Legal Documentation
- Proposed activities for 2025-26
- Proposed Works for 2025-26
- Fete 2026
- Trustees for 2025-26 – 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: Chris Sargent

Attendees: Kewal Shah, Carole North, Margaret Dunn, Linda North, John Thornton, Libby Piper, Erica Elson

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 2024-2025

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 2025/26.

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.

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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

Ian Hopkinson has been undertaking this role over the past year.

Treasurers Report See attached document. Accounts to 30th June 2025 were presented by the treasurer and approved.

Report on activities in 2024-25

In the last year our Hall hire receipts have fallen by 0.04% but overall total receipts up by 3.2% year on year.

We have a professional cleaner to ensure the Hall is maintained to a good standard.

Parking remains an issue.

May I thank Nikki Barton for doing such an excellent job as Booking Secretary and she is handing the role over to Carole North this year. The Website Manager role is being undertaken by Andy Piper.

Fund-raising activities.

- 200+Club – 2024/25 we saw a slightly higher 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 2024/25

- Repair parts of the hall
- Repaid exterior brick work
- Removed metal roller shutters
- Hall partially repainted
- General remedial works & repairs

Village Shop

During 2024/25 we continue to maintain support for our shop tenants Sid and Avani.

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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)

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
- Hall Hire Rates
- Booking Form
- New Lease with shop
- Trust Deed
- Risk assessment for hall
- Emergency plan in case of fire

Proposed Activities for 2025/26 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 with a provisional date of the 9th May 2026 and another Quiz night 2026.

Works for 2025-26

- Hall Floor 2 corners near stage

Trustees proposed for 2025/26

John Thornton	- Chairman
Libby Piper	- Secretary
Kewal Shah	- Treasurer
Erica Elson	- Theatre Group
Linda Drummond	- Committee Member – Line Dancing Rep
Margaret Dunn	- Committee Member – Shop & WI Rep
Carol North	- Booking Secretary
Christopher Sargeant	- Committee Member
Fire Officer	- Erica Elson
Parish Council Member – vacant	

Nominations for trustees named above to continue:

Proposed by John Thornton Seconded by **Libby Piper**

New Trustee: (none)

AOB The committee will try and recruit new and suitable trustee/volunteers.

The theatre group offered their thanks for the cooperation of the present committee. The committee reciprocated thanking the theatre company for their business, and improvements to the hall this last year.

The committee thank John for another year as chairman. We all appreciate how he efficiently gets tasks done, and creates a good atmosphere for the committee and the village hall affairs in general.

Meeting closed at: 20:27pm

Hyde Heath Village Hall

Receipts and Payments Statement for the year ended 30th June 2025

Contents:

Page 1	Summary Statement
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 2025

Summary of Receipts, Payments and Balances

	Notes	This Year 1 July 2024 to 30 June 25 £	Last Year 1 July 2023 to 30 June 24 £
Total Receipts (page 2)		27,675	26,807
Total Payments (page 3)		(15,570)	(24,410)
Excess of Receipts over Payments		<u>12,105</u>	<u>2,397</u>
Bank Balances and Deposits at previous year-end		116,171	113,774
Bank Balances and Deposits at year end (see below)		<u>128,276</u>	<u>116,171</u>

Assets and liabilities as at 30 June 2025

Composition of Bank Balances and Deposits

COIF Charities Deposit Fund		85,365	81,495
Scottish Widows Instant Access account		112	110
Lloyds Business Current account	1	36,919	29,486
Lloyds Hyde Heath 200 Club account	1	5,881	5,080
Closing balances at year-end		<u>128,276</u>	<u>116,171</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: 18 September 2025

Report to the Trustees
Receipts and Payments Statement for the year ended 30th June 2025

Receipts Summary

	This Year 1 July 2024 to 30 June 25 £	Previous Year 1 July 2023 to 30 June 24 £
Hall and equipment hire	9,160	9,199
Hall hire deposit (repayable)	200	200
Rent received from Hyde Heath Village Shop	300	290
Fund raising		
Carol concert	295	428
Quiz night	750	1,075
200 Club prize draw	1,772	1,620
Centenary 2024	474	-
Summer Fete income	8,258	7,805
Interest from savings accounts	3,871	3,989
Miscellaneous Income		
Electricity contribution from the Village shop	1,800	1,800
Donations - sundry	795	401
Total Receipts	27,675	26,807

Report to the Trustees
Receipts and Payments Statement for the year ended 30th June 2025

Payments Summary

	This Year 1 July 2024 to 30 June 25 £	Previous Year 1 July 2023 to 30 June 24 £
Operating Costs		
Cleaning and laundry	3,101	3,307
Heating and lighting	1,428	8,298
Waste disposal	1,232	1,146
Repairs and renewals	1,171	1,026
Insurance	1,178	1,141
Water	404	332
Rates	-	46
PRS and PPL music licence	99	163
Vermin inspection and control	250	275
Hedge cutting and gardening	225	260
Fire Risk assessment: inspection & report	441	1,275
Annual membership – Community Impact Bucks	70	70
Website and domain costs	256	108
Printing, postage and stationery	8	270
Sundry equipment for hall	25	556
Legal fees	-	1,250
Fund-raising expenditure:		
Carol Concert	216	105
Centenary 2024	432	-
Summer Fete costs	3,312	2,933
Prize money for the 200 Club draw	887	1,105
200 Club lottery licence	20	-
Quiz night	120	73
Donations made:		
Florence Nightingale Hospice	-	323
South Bucks Hospice	295	-
RAF Benevolent Fund	-	350
Hall hire deposit repaid	400	-
Total Payments	15,570	24,410

Report to the Trustees

Receipts and Payments Statement for the year ended 30th June 2025

Notes to the statements

1 Bank Account reconciliation

Bank reconciliation: Lloyds Business (Current) Account

	£
Balance as per bank statement at 30 June 2025	<u>36,918.51</u>
Balance as per the books at 30 June 2025	<u>36,918.51</u>

Bank reconciliation: Lloyds Business (200 Club) Account

	£
Balance as per bank statement at 30 June 2025	<u>5,881.00</u>
Balance as per the books at 30 June 2025	<u>5,881.00</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 hall

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.

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.

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 hall celebrated its centenary in 2024 with afternoon tea and nostalgic entertainment.

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 2025	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 2025.

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:** 18 September 2025

Name: Ian Hopkinson

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

ACA

Address:

1 Westfield, Hyde Heath, Amersham, HP6 5RE

Hyde Heath Village Hall

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Signed:  **Date:** 18 September 2025

Name: Ian Hopkinson

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

ACA

Address:

1 Westfield, Hyde Heath, Amersham, HP6 5RE