

## **Minutes – Annual General Meeting 13 June 2024**

Present: Sarah Hughes, Deb Roberts, Helen Lakin, Jennet Moutrie, Allister Moutrie, Ryan Jones, Ian Jones, Rosie MacDiarmid, Richard Thomas (WCBC), Julie Davies (WCBC), Sian (Scouts)

**Minutes of the previous meeting:** Approved

**Election of Officers:** All officers resigned their positions. Sarah Hughes was re-elected for Chair – proposed and seconded. Debra Roberts was re-elected as Treasurer – proposed and seconded. Helen Lakin was re-elected as Secretary – proposed and seconded.

**Matters Arising:** 1. Mark has not yet talked to Julie Williams regarding risk assessments 2. Ryan said that his friend will charge £20ph for a promotional video. We can also have pictures included, and could include a group if they agree.

**Bookings:** Free periods – agreed regular users to have 15 mins before and after, users only need to leave the hall as they found it. If this is not enough, they may have to extend the booking period. We can be more flexible with regular users, especially in the evenings. This is needed because costs have risen so much.

Waste - Youth have their own bins, Scouts use the containers provided. One off bookings to take their rubbish away with them. Deb to create booking form for regular users. T&Cs were updated.

**Grant:** CCTV is now in place recording the front door and sides of the building, not in the rooms. Deb is our Data Handler for GDPR and is registered with the ICO. We will need to put new policies in place for this and Health & Safety, Code of Conduct, Fire, Risk Assessments, Fixed Wires, Conflict of Interest.

Work is ongoing and hoped to be complete by the end of July. A number of events have been booked and meetings are being held weekly to monitor progress.

Youth will need to empty their storage area as a new wall is being put in for the new bar, and may need to find their own storage in future.

**Fire Door:** the fire door at the side of the stage was found locked, because a casual user had left it open. Allister said we need a Fire Officer to advise and for keys to be accessible at all times.

### **Date of Next Meeting**

The following dates were agreed:

18.7.24, 12.9.24, 10.10.24, 16.1.25, 13.3.25, 17.4.25 (AGM), all at 6.30 pm in the lounge.

# Bwlchgwyn Village Hall Association

## Year end account statement 2023/2024

### Income

Grants	£	6,322.63	Grants for Windows, Xmas Activities and Decorations and Warm Space.
Regular Hire	£	5,967.08	Increased by £2962.84 from last year
Casual Hire	£	2,274.50	Increased by £1792.50 from last year
Events	£	3,296.40	Increased by £2268.42 from last year
Other	£	357.75	
Donations	£	4,011.58	Donations from sold items and protected Party in the Park income.
<b>TOTAL INCOME (2023-2024)</b>	£	<b>22,229.94</b>	

### Expenditure

PAYMENTS TO WCBC	£	5,340.89	Increased by £1352.10 from last year due to rising energy costs.
BROADBAND	£	435.67	
MAINTENANCE / JANITORIAL COSTS	£	6,257.19	Includes the new windows in the main hall, electritrial costs, consumables etc
INSURANCE / MEMBERSHIPS	£	182.00	Insurance and AVOW
EVENT COSTS	£	3,358.00	
PURCHASES FOR HALL	£	3,238.42	Includes; new tables, stage curtains, blinds, clean up day, kitchen equipment, rugs, POS stand, sanitary bins etc..
REFUNDS	£	43.50	
PARTY IN THE PARK ACCOUNT	£	3,808.58	Protected income to run party in the park.
<b>TOTAL EXPENDITURE (2023/2024)</b>	£	<b>22,664.25</b>	

### 2023/2024 Balance of accounts

Total Income	£22,229.94	
Total Expenditure	£22,664.25	
BALANCE OF ACCOUNT FOR 2023/2024	<b>-£434.31</b>	After receipt of pending income should be +£425.69

		2023/2024	TOTALS
FUNDS @ 01/04/2023	£12,655.68	£22,229.94	£34,885.62
FUNDS @ 31/03/2024 (LLOYDS BANK £11813.59 + CIH £333.88)	£12,147.47	£22,664.25	£34,811.72

Total funds @ 01/04/2024	£12,147.47
Restricted reserve	£6,000.00

<b>AVAILABLE FUNDS @31/03/24</b>	<b>£6,147.47</b>
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PENDING INCOME JAN,FEB,MAR 2024	£860.00
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