

Clymping Village Hall & Playing Fields Committee

AGM Minutes – Thursday 31st August 2023 at 7:30pm - CVH Bar

Present: Paul Challen (Chair), Wesley McCullough (Secretary), Treasurer to be appointed, Hannah Tomlinson, Anne Miller, Keith Wannell, Don Tandy, Chris Dearnley, Gavin Weller.

Apologies: Rachel Doyle

Minutes previous AGM 2021 – accepted as a true record – already signed by Chair in Oct '21

Report from Chair:

Thanks to everyone involving in running the Village Hall and Playing Fields 2022 to 2023.
Special thanks to Don for his hard work in day to day running.

Report from Secretary:

I was co-opted into this post and have attended only one meeting. I was provided with Minutes going back to October 2022, which analysis concludes, was the last time the outgoing Secretary (Julie Croucher - who was also Bookings Secretary) attended. However, I find no consistently applied record of Officers of the Committee except for the Chair even in the AGM minutes for 2021. Henceforth it will be assumed that all Committee members are invited to all meetings and the minutes will show those present and apologies. Committee members are asked to notify me if not able to attend.

The most concerning aspect of previous minutes is the lack of clarity about action points many being unattributed or without record of completion.

Report from Treasurer

Acting Treasurer, Keith Rutter, resigned two months ago. He was unable to access bank accounts and was not signatory for cheques, making the role impossible to fulfil. He has prepared year end accounts. Funds available £48,315.38 at 31st March 2023.

Accounts could not be adopted as not up to date and several anomalies. It was resolved that complete audit of accounts is necessary and should be commissioned as soon as possible. Discuss further at next CVH&PF meeting 21st September 2023. CD offered to arrange access to bank accounts.

CD

Adoption of the Constitutions – no changes planned.

Election/Re-appointment of Committee/Trustees

Chair was proposed, seconded and re-appointed for a further year.

Secretary (WM) was proposed, seconded and appointed till the next AGM.

Acting Treasurer (HT) was proposed within the meeting and discussed additional Bookings Secretary post. Appointed to Treasurer.

RD proposed for Treasurer, resiled from this and agreed post meeting to be appointed as Booking Secretary.

Committee Members without Portfolio:

Don Tandy – proposed, seconded and re-appointed.

Anne Miller - proposed, seconded and appointed.

Chris Dearnley - proposed, seconded and re-appointed.

Keith Wannell - proposed, seconded and re-appointed.

Gavin Weller – proposed, seconded and re-appointed.

Any other business.

The meeting was suspended while the Committee tested the Fire exit signage as there were reports of power failure without the expected emergency lighting activation. This demonstrated the defects and a discussion was held about mitigation to continue use of the Hall and Bar. The Committee resolved to purchase a CO monitor for the boiler, smoke alarms, a heat detector (for the kitchen) and torches for the Hall – until the emergency lighting is reliable. WM

CVH&PF was registered twice with the Charities' Commission and we still get requests for the former version. The list of Trustees was thought not to be complete but has post meeting checked correct. Post meeting Julie Croucher was asked if she wished to remain a Trustee and she agreed with certain conditions, which are met.

The Keysafe was discussed and review planned within the security upgrade currently being undertaken. The possibility of a unique entry code to an electronic door lock for each hirer avoiding the risk of key copies and the need for lock changes in future. KW

Next AGM – no date planned.

Meeting closed 2142hrs.

CLYMPING VILLAGE HALL

Accounts for the year ended 31st March 2023

INCOME

	2023	2022
Inside activities	£	
Puppy Training Classes	360.00	150.00
Bridge Class	2,115.00	1,147.50
Danni - Zumba	660.00	530.00
Dee's Yoga Class	756.00	948.00
Foina's - Dance Class	2,167.50	7,101.32
Laura - Cardio	390.00	395.62
Le Rance Line Dancing	792.00	588.00
Panto	395.00	900.00
Pilates Class	1,296.00	1,098.00
Private Hire - Weddings etc.	7,899.50	3,715.00
Tai Chi		450.00
Other		910.00
Refunds	(1,867.50)	(1,070.00)
	14,963.50	16,903.44
Field Sports (Football, Stoolball & Pétanque)	2,440.00	965.00
Grants		
Clymping Parish Council	0.00	400.00
Arun District Council - various	0.00	9,907.50
Sussex Rural Community	0.00	0.00
	0.00	
Miscellaneous -		
Donations in memory of Lin	818.75	
Amazon charity donation	6.53	
Other		290.57
Contribution from Sports & Social towards utility bills	0.00	1,876.98
TOTALS	18,228.78	30,343.49
EXCESS (LOSS)/INCOME OVER EXPENDITURE	0.00	0.00
	18,228.78	30,343.49

EXPENDITURE

	2023	2022
Labour		
Booking Secretary	0.00	200.00
Accounts - Independent Review	125.00	125.00
Cleaning	2,211.55	2,765.94
Accounts	36.00	0.00
	2,372.55	3,090.94
Utilities		
Veolia waste	1,185.30	1,148.38
SSE - Electric charges	2,961.20	871.68
Insurance	2,334.22	2,293.39
General & Rates and Water Rates	402.23	589.96
Oil	807.57	1,252.87
Waste Disposal	840.00	1,050.00
	8,530.52	7,206.28
Other		
Additional Skips	548.00	
Subscriptions	164.00	164.00
Building Repairs & maintenance	1,644.22	3,432.95
Music Licence	294.08	294.08
Booking Software	120.00	120.00
Broadband/Wifi	596.59	317.74
CCTV Purchase	0.00	2,490.00
Grounds Maintenance (contractor)	3,095.00	
Fencing repairs	715.66	
Trustee Wake	0.00	100.00
Sundry Expenses	34.60	570.47
Gift	150.00	
TV Licence	159.00	
	7,521.15	7,489.24
Miscellaneous	- Lin's BENCH	835.00
	19,259.22	17,786.46
EXCESS (LOSS)/INCOME OVER EXPENDITURE	(1,030.44)	12,557.03
	18,228.78	30,343.49

Capital Account :

Bank balance brought forward as at 01.04.22

49,345.82

PLUS: Excess income over expenditure as above for the year

(1,030.44)

Bank balance carried forward as at 31.03.22

48,315.38

Represented by :

The Co-operative Bank - Community Directplus Account

47,595.14

Plus: Debtors Carried Forward

720.24

48,315.38

We have made available all the books and records to the accountants and agree to its presentation to the members.

Approved

Chairman

Approved

Acting Treasurer

We have examined the books and records produced to us by the club for the year ended 31st March 2023 and confirm that the accounts are in accordance therewith.

PKR Accounting Techniques
Accountants
17th August 2023