



CASTLE HEDINGHAM VILLAGE HALL AGM

Date:	Wednesday 26 March 2025
Trustees present:	Helen Bateman (Chair), Trevor Hood (Treasurer), Trudi Cullum (Secretary), Clive Clark, John Fennelly, Janice Watkins
User Group Representatives:	Izzy Bateman (Castle Players) Maurice Jones (Filling Station)
Other attendees:	Julia Allen (PC Hall representative),
Apologies for absence:	Angie Jones (Filling Station), Jayne Laken (Tea Club), Michelle Brazier and Mike Pellarini (Caretaker)

AGM minutes March 2024

Distributed and approved as a true record. Proposed by John Fennelly and seconded by Clive Clark.

Trustees' report (delivered by Helen Bateman)

It has been another busy and successful year for the hall.

Personnel:

Rob Worley left the committee and thanks go to him for his hard work over the years. Helen Bateman took on the role of Chair with Trevor Hood remaining as Treasurer and Trudi Cullum as Secretary. Trevor and Trudi really do have the most time-consuming roles and the other trustees are very grateful for their efforts. Trustees Clive Clark, John Fennelly and Janice Watkins were also joined by Ferg

Ranson in January.

Andy Deeks, the representative from the Parish Council, left due to moving away from the area. Thanks to him for his input and support. Julia Allen has taken over as the council representative and a warm welcome to her.

Efforts have been made to work collaboratively with the Castle Club with Helen Bateman being the link from the hall and liaising with their Chair, Will Innes -Taylor.

After many years of service to the hall, caretaker Ray Hood retired in September. A massive thank you to Ray for his contribution and hard work. The new caretaker, Mike Pellarini, joined in October and has very quickly become an important part of the team. Ann Edney remains hall manager, who the board just couldn't do without! Thank you Ann.

Facilities:

The Hive heating system has been reinstalled so it can be operated remotely and set in advance. This is now being done by the hall manager as she has the most up to date diary of events. It is hoped this will make the heating more efficient and cost effective but it also relies on the support and cooperation of all users. Thank you. New fire alarms have been fitted throughout the hall and the board is considering replacing the control panel in the future.

A joint project was completed with the Castle Club with the redecorating of the entrance lobby by Helen Bateman, Will Innes -Taylor and Clive Clark. A thank you to Will Dover for painting the new signs.

Repairs were kindly undertaken to the flat roof by the Parish Council. After much discussion it was decided that it would take too long to recoup the costs of installing secondary glazing. Ways to fix heat leaking from the windows are being considered. The hall sound system has been moved from the kitchen to the corner of the hall to make it more accessible. A switch to allow the hearing loop system to be turned off has been installed as it was interfering with the sound system during concerts. In line with insurance requirements the key safe code is being changed six monthly.

Hall Users:

The hall has never been busier. Michelle Brazier now runs 9 HIIT classes across the week and the trustees thank her for significant contribution to the full timetable. Alongside regular long-term users such as the Art Club, Women's Group, Tea Club, Gardening Club, Pilates, the Hedingham Heritage Society and a dance group there has also been the welcome return of the Filling Station.

New groups and activities include mediation, a falls prevention exercise class, children's art group and folk concerts organised by Rod Stokes. There was an art exhibition, performances of Jack and the Beanstalk by the Castle Players and a bonanza sale weekend in aid of the Church. Julia Bond from the Castle Club organised a Christmas Day event for those in the area on their own or wanting company with mince pies, sausage rolls and mulled wine.

The hall is also regularly used for private hire.

This coming year there are plans for a VE Day celebration in collaboration with the Club and Parish Council and the return of the St James' Fair in July.

A big thank you to all users who help make the hall a thriving part of the community.

Trudi added the trustees' thanks to Helen for her excellent leadership.

Treasurer's report

The year saw a significant increase in turnover, with a 64% increase resulting in total income of £15,561. The vast majority of this increase was due to the establishment of Michelle Brazier's Fitness Class. Regular users of the Hall account for 75% of total income, so they all remain vitally important and their valued contribution is greatly appreciated.

Rod Stokes' new folk nights were also a welcome addition to the offering at the Hall. Two elections in the year provided an additional boost, and the Board of Trustees decision to put some of our reserves on deposit brought a further £429 of income. This increase in revenue resulted in what is probably a record surplus of income over expenditure of £5,379, and it was agreed to reward the regular users with a 5% rebate ;or to waive their 2025 affiliation fee, whichever was the higher.

Total costs remained within budget, with a new energy supplier from the start of the year, which has helped keep utility bills in check. Trevor asked all Hall users to do what they can to reduce energy consumption, even a small increase in usage can lead to a massive rise in costs as it will attract a higher rate of VAT and the Climate Change Levy.

All accounts are published on the Charity Commission's website, but if anyone would like to see the detailed report, Trevor will happily forward them a copy by email. He extended his thanks to his fellow trustees for their support, especially Helen and Trudi with whom he works closely throughout the year, and all the regular user groups for their consistent prompt payment. He also thanked Ann Edney for all the information she provides throughout the year; both Ann and Mike are tremendous assets to the Hall.

Appointment of trustees

Helen Bateman, Clive Clark, Trudi Cullum, Trevor Hood, John Fennelly, Ferg Ranson and Janice Watkins have all agreed to continue as trustees for 2025/26. The collective appointment was proposed by Izzy Bateman and seconded by Julian Allen

The trustees also welcome Julia Allen as the CHPC Hall representative.

Public forum

Angie Jones from Filling Station wished to record the group's thanks for the cleanliness of the Hall.

Izzy Bateman thanked the Hall committee for its ongoing support. Clive Clark added a request for the provision of stage risers to enhance audience visibility. He will investigate the cost.

Meeting closed at 19:15 hrs

Income and Expenditure		2024											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Income													
Regular Bookings	675.00	1,225.00	815.00	865.00	961.00	870.00	912.00	695.50	1,064.00	1,124.00	1,161.00	1,279.75	11,647.25
Misc. Bookings	530.00	20.00	349.75	125.00	240.00	120.00	80.00	160.00	255.00		160.00	100.00	2,139.75
Wedding	300.00												300.00
Applause						74.80							74.80
Rod Stokes										180.00	100.00	250.00	530.00
BDC Election					220.00		220.00						440.00
Interest			52.12		88.33	38.89		87.61	41.38	41.53	38.91	40.57	429.34
	1,505.00	1,245.00	1,216.87	990.00	1,509.33	1,103.69	1,212.00	943.11	1,360.38	1,345.53	1,459.91	1,670.32	15,561.14
Expenses													
Wages	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	360.00	375.00	675.00	375.00	4,665.00
Utilities (CH Club)	117.50		82.31	295.24	178.27			308.85	257.20	111.57	125.08	111.82	1,587.84
Gas	267.46	143.08	134.83	145.36		130.38	24.45	12.66	11.14	36.58	117.30		1,023.24
Electrical Work					468.00								468.00
Insurance									337.95				337.95
Expenses		30.68	31.99	21.97	32.77	27.78	7.47		29.44	49.59	33.37	26.37	291.43
Hand Basin													0.00
Maintenance			120.00		310.00					122.00		7.50	559.50
Window Cleaning				15.00			15.00		15.00	15.00		15.00	75.00
PRS/PPL									50.24				50.24
Flameguard					72.00				136.80	210.00			418.80
RCCE				80.40									80.40
Hygiene Consumables				34.80			91.74					37.80	164.34
Parish Magazine		460.00											460.00
	744.96	993.76	729.13	952.77	1,421.04	518.16	498.66	681.51	1,197.77	919.74	950.75	573.49	10,181.74
Net Income	760.04	251.24	487.74	37.23	88.29	585.53	713.34	261.60	162.61	425.79	509.16	1,096.83	5,379.40

Budget 2024		Actual 2024	
Revenue	9,600.00	15,561.14	
Expenses			
Wages	4,620.00	4,665.00	
Gas	2,000.00	1,023.24	
Utilities	1,000.00	1,587.84	
Maintenance	1,000.00	1,521.30	
Insurance	400.00	337.95	
Expenses	300.00	291.43	
PRS	300.00	50.24	
Miscellaneous	380.00	704.74	10,181.74
Profit/Loss for Year	-400.00	5,379.40	

Bank Balance as at 31st December 2023	21,811.86
Income (As Above)	5,379.40
Bank Balance as at 31st December 2024	27,191.26
Add hire deposits held	100.00
Actual Bank Balance as at 31st December 2024	27,291.26
<i>Includes £12,929.34 on deposit)</i>	