

Minutes of Meeting of The Trustees of Ugley Village Hall held on Monday 28th September 2024

Present: Matthew Robinson, Susan Bone, Stephanie Burlison (SCB)

This is the third meeting under the new Charitable Incorporated (CIO)

Previous Minutes

Minutes dated 13/11/23 were agreed

Finance

MR to pay the peppercorn rent of £0.06 into the Trustees Account. This will bring the balance to £15.47.

New Trust Status

The new CIO document has not yet been accepted by the Charities Commission (CC). MR asked Ed Perkins at the meeting to chase Birketts our Solicitors, and this was done during the meeting. MR advised that a new person at the CC had taken over the file and was being more helpful. MR recently contacted the CC regarding where to submit the yearend report. He then advised the Trustees that the financial reports and Minutes are submitted under the CIO version of the Trust and this has been accepted by the CC. The Trustees have so far spent approximately £5200.00 in legal fees trying to get the new CIO document accepted by the CC. The assets of Ugley Village Hall are transferred to the new Trustees who are MR, SB and SCB and the liability is reduced to £1. The old Trustees, both of which wish to resign, are Margaret (Mary) McKean and Karen Crow and under the new document would no longer have any liability relating to Ugley Village Hall.

Meeting Closed

Ugley Village Hall

Profit & Loss Report (Cash Accounting Basis)

	Year Ended 31 March 2025	Year Ended 31 March 2024	Year Ended 31 March 2023	Year Ended 31 March 2022 £
Income				
Grant Received and other donations	5,108.50	331.41	2733.99	2,672.00
Other. (Refund/ Claim Insurance/ Barclays)				-
Fund Raising Coffee Mornings	928.80	1166.18	570.70	422.00
Refreshments Farmers market	306.00	331.00	265.50	171.00
Elections (Hall Hire)	458.50	165.00	0.00	150.00
Giving Machine Donations / Refund Brit Gas	93.80	130.98	0.00	537.97
Advertisers	-	0.00	0.00	-
Hall Rental income	15,040.02	14709.47	11477.70	11,580.00
Deposits Received	400.00		300.00	100.00
Interest	137.80	188.89	47.90	2.08
Total Income	22,473.42	17022.93	15395.79	15,635.05
<i>Deposits returned</i>	<i>(400.00)</i>			<i>(100.00)</i>
Total Costs	(25,030.05)	(22257.80)	(18969.85)	(14415.04)
Trading Profit/Loss	(2,956.63)	(5,234.87)	(3574.06)	1,120.01
Depreciation (10% reducing balance)	(374.54)	(416.15)	(462.39)	(513.77)
Cash Accounting Adjustment - removal of debtors				
Profit/Loss for year	(3,331.17)	(5651.02)	(4036.45)	606.24
Bank Balances				
Current Acc	3,963.91	658.34	232.10	658.34
Deposit Acc	8,113.10	14375.3	19936.41	14,375.30
	12,077.01	15033.64	20168.51	15,033.64
Trust Account	15.59	15.47	15.47	15.47
<u>Current Liabilities</u>				
PL Bfwd	(2,956.63)			
	(2,956.63)			

Ugley Village Hall Balance Sheet																																																																																																																																			
Assets				31 March 2023				Deposit				Changed				Days				31 March 2024				Deposit				Changed				Days				31 March 2025				Deposit				Changed				Days				31 March 2026				Deposit				Changed				Days				31 March 2027				Deposit				Changed				Days				31 March 2028				Deposit				Changed				Days				31 March 2029				Deposit				Changed				Days				31 March 2030				Deposit				Changed				Days			

Ugley Village Hall
2023/24 year - 18 months
on the 18th

Susan Bone collects														
Children's Parties	105	60	15	60			60				65			365.00
Ulla Mag. / Jan Herbst. YOGA	255.7		139.5		69.75			123.75			173.25			761.95
Baby Shower														-
Gen meetings														-
Adult Party											260			260.00
Newport Flower Club	108.5				162.75		173.25			115.5				560.00
Band Practice.														-
Friends Stansted Hall														-
N Weathburn Exercise class							39	54			60			153.00
Stanste scale railway club														-
Ugley WI		93		93				99				99		384.00
British Red Cross														-
Art Group														-
Stansted Model Flying Club														
Mums & Children	90													90.00
Weddings														-
Family parties														-
Deposits														
Return deposit														
Farmers Market (Nett rev)	88	106	104	124	126	104	114	104	106	106	94	122		1,298.00
Farmers Market Refreshments	33	32	20	21	26	22	24	20	24	22	32	30		306.00
Dance class														-
BS Royal Navy Ass														-
C Kemp. (Karate)														-
SW Trefoil Guild														-
Mandy Wyman. Home Education														-
Ugley Parish Council Yearly														-
Marta Roman. Meetings														-
Amplifier Test														-
Wake's														-
Pop Up Lunch. Paola VOTALE-MURPHY														-
Srabble Tournament														-
ECC Social Services														-
														-
Coffee Morning			23.5					440				465.3		928.80
Cash Donations	26.5	11				5.3	1		50					93.80
														-
Bank Pay in (S Bone exs to be deducted)	706.7	302	302	298	384.5	131.3	411.25	840.75	180	243.5	684.25	716.3	0	5,200.55

<u>Overheads</u>	<u>24/25</u>	<u>23/24</u>	<u>22/23</u>	<u>21/22</u>	<u>20/21</u>
Marketing	591.19	742.16	436.72	275.00	0.00
Web Design/ Set up/ Hosting	230.00	90.00	275.00	695.02	77.88
Employee Wages & Salaries	800.00	800.00	800.00	800.00	1430.00
Premises Insurance	1317.38	0.00	1074.95	1032.80	981.08
Queens Jubilee	0.00	0.00	286.37	0.00	537.97
Electricity	867.55	983.35	1329.97	786.56	708.13
Gas	1976.30	2826.23	1753.95	1841.24	1244.01
Water	14.78	268.79	0.00	237.90	94.17
Entertainment					
Stationery	61.44	347.74	136.59	35.82	33.41
Maintenance	7040.85	9210.04	3640.61	4433.34	3857.30
Cleaning	4841.11	4485.78	4900.14	3309.72	1522.66
General Exs. (inc Susan)	231.29	45.39	423.90	368.40	315.38
Uttlesford Council- Bins	517.36	508.56	462.28	122.04	435.24
Solicitors	6370.20	1810.80	2818.76		
PPL / PRS	170.48	138.96	205.55	177.14	0.00
Refunds Hall hire.	400.00	100.00	425.00	0.00	300.00
Trustee Peppercorn Rent	0.12	0.00	0.06	0.06	15.35
Depreciation					
	<u>25430.05</u>	<u>22357.80</u>	<u>18969.85</u>	<u>14115.04</u>	<u>11852.58</u>
Deposit returns	(400.00)			300.00	300.00
Total	25030.05			14415.04	

	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	£
Allied building ins	1,193.65		123.73										1,317.38
Susan Salary						400.00						400.00	800.00
Bland Cleaning	440.00	429.00	440.00	264.00	429.00	352.00	352.00	429.00	402.00	374.00	352.00	341.00	4,604.00
Bland Cleaning NEW HOOVER													-
Bland Cleaning Mats	34.77	12.30	32.41		19.48		26.61	11.65	44.43	12.91		42.55	237.11
DD British Gas	184.10	238.59	67.29	98.03	30.17		98.28	156.71	188.83	371.50	313.09	229.71	1,976.30
Castle Water												14.78	14.78
Utt Council Refuse	517.36												517.36
Window cleaner													-
Brit Gas Elec	86.48	79.25	47.09	39.39	47.68	53.56	53.50	74.01	70.80	108.12	114.90	92.77	867.55
Susan Exs										88.00			88.00
Home & Office Fire Ext								250.00	226.64				476.64
The Link Magazine Advert	235.20					200.00							435.20
Building Renovations	2,976.00												2,976.00
RX Elec PAT Test etc													-
Web design etc. BPC	190.00		40.00										230.00
Rob Rudd. (Hedges etc)					280.00								280.00
M Robinson (Web)								155.99					155.99
M Robinson (Gen)				100.00							43.29		143.29
M Robinson (Maintenance)		95.01		5.40		14.00	36.38		60.93		71.59	109.57	392.88
M Robinson (Stationery)	61.44												61.44
Solicitors	999.60		171.00		2,312.40							2,887.20	6,370.20
PRS / PPL	170.48												170.48
Harpers Heating					2,765.33							150.00	2,915.33
Refund hall hire	100.00						200.00		100.00				400.00
Trustee Peppercorn Rent						0.12							0.12
	7,189.08	854.15	921.52	506.82	5,884.06	1,019.68	766.77	1,077.36	1,093.63	954.53	894.87	4,267.58	25,430.05
													-
Trans to DA		750.00	500.00	500.00	500.00	500.00		1,750.00	600.00	400.00		750.00	6,250.00
													-
													-
	7,189.08	1,604.15	1,421.52	1,006.82	6,384.06	1,519.68	766.77	2,827.36	1,693.63	1,354.53	894.87	5,017.58	57,110.10

Cash Flow	3,963.91	HFT	132.00
		Rachel James	65.00

Water (14.78)

<u><u>3,949.13</u></u>	<u>197.00</u>
------------------------	---------------

Bland

<u>Inv no</u>	<u>Date inv</u>	<u>Work dates</u>	<u>hours</u>	<u>Amount</u>	<u>Mats</u>
1	11/08/18	1/7 to 28/7/18	4.00	320.00	
2	29/08/18	29/7/18 to 1/9/18	5.00	400.00	
3	27/09/18	2/9/18 to 29/9/18	4.00	320.00	26.30
4	31/10/18	30/9/18 to 30/10/18	5.00	400.00	35.74
5	02/12/18	4/11/18 to 1/12/18	4.00	320.00	19.30
6	28/12/18	2/12/18 to 29/12/18	4.00	320.00	
7	03/02/19	30/12/18 to 2/2/19	5.00	400.00	21.50
8	02/03/19	3/2/19 to 2/3/19	4.00	320.00	16.80
9	01/04/19	3/3/19 to 30/3/19	4.00	320.00	
10	05/05/19	31/3/19 to 4/5/19	5.00	400.00	33.19
11	03/06/19	5/5/19 to 1/6/19	4.00	320.00	105.60
12	01/07/19	2/6/19 to 29/6/19	4.00	320.00	
13	03/08/19	30/6/19 to 3/8/19	5.00	400.00	20.70
14	03/09/19	4/8/19 to 31/8/19	4 + Xmas Bonus	370.00	
15	30/09/19	1/9/19 to 28/9/19	4.00	320.00	22.77
16	02/11/19	29/9/19 to 2/11/19	5.00	400.00	
17	03/12/19	3/11/19 to 30/11/19	4 + 1.5 hours breac	335.00	34.19
18	03/01/20	1/12/19 to 4/1/20	5 plus Xmas bonu	450.00	12.00
19	02/02/20	5/1/20 to 1/2/20	4.00	320.00	23.85
20	18/02/20	2/2/20 to 29/2/20	4.00	320.00	
21	29/03/20	1/3/20 to 29/3/20	4.00	320.00	
22	03/05/20		6.50	65.00	
23	01/06/20		4.00	40.00	
24	30/06/20		4.00	40.00	
25	02/08/20	28/6/20 to 1/8/20	15.00	150.00	53.92
26	02/09/20	2/8/20 to 29/8/20	6.00	60.00	4.75
27	04/10/20	30/8/20 to 3/10/20	16.50	165.00	
28	05/11/20	4/10/20 to 31/10/20	23.00	230.00	35.05
29	30/11/20	1/11/20 to 30/11/20	17.00	170.00	
		Xmas Bonus		60.00	
30	04/01/21	29/11/20 to 26/12/20	20.50	205.00	15.99
31	02/02/21	27/12/20 to 30/1/21	7.50	75.00	
32	01/03/21	31/1/21 to 27/2/21	5.50	55.00	7.95
33	06/05/21	4/4/21 to 1/5/21	6.50	65.00	
34	30/05/21	2/5/21 to 29/5/21	13.00	130.00	
35	06/07/21	30/5/21 to 3/7/21	16.50	181.50	11.53
36	03/08/21	4/7/21 to 31/7/21	15.00	165.00	
37	03/09/21	1/8/21 to 4/9/21	24.50	269.50	26.90
38	09/10/21	5/9/21 to 2/10/21	32.00	352.00	
39	07/11/21	3/10/21 to 30/10/21	32.00	352.00	31.48

40	11/12/31	31/10/21 to 27/11/21	32.00	352.00	30.33
		xmas Bonus		60.00	
41	05/01/22	28/11/21 to 31/12/21		240.00	
42	01/02/22	2/1/22 to 29/1/22	32.00	352.00	27.98
43	28/02/22	30/1/22 to 26/2/22	30.50	335.50	
	15/12/22	xmas Bonus		60.00	

Inc new cleaner £79

Increase to £11 ph

Bit extra re bank hols

CASHBOOK

Date	Description	Income		
		Memorandum	Regular	Occasional
b/f				

[illegible]

Expense:

Premises Insurance	Boiler Insurance	Electricity	Gas	Water	Entertainment
--------------------	------------------	-------------	-----	-------	---------------

S

Stationery	Maintenance	Cleaning	General Exs	Uttlesford Council	Deposit returns
------------	-------------	----------	-------------	-----------------------	--------------------

[illegible]