



# LAYCOCK VILLAGE HALL

## MINUTES FOR THE ANNUAL GENERAL MEETING TO BE HELD ON TUESDAY 1<sup>ST</sup> FEBRUARY AT 7.00 P.M.

### 1. APOLOGIES FOR ABSENCE

Anne Medley, Hannah Whittaker

### 2. DECLARATIONS OF INTEREST

None

### 3. MINUTES OF THE LAST AGM

Approved

### 4. MATTERS ARISING

None

### 5. CHAIR'S REPORT

Chairman's Report to the Annual General Meeting 2022

The last year has seen the continuation of the stop, start impact of the covid pandemic, continued support from the council and a change to the Trustees but also developments in the hall activities.

Although the pandemic had the potential to have a major impact on the halls finances, support grants from the council offset the operating losses.

Since the Hall has reopened, after an initial slow start the previously established groups are back in place and a steady rise in the volume of additional bookings have been apparent. It is clear that the hall remains a popular venue for birthday and other special occasions. It has been good to welcome back the Exercise group, Tai chi, Dog Training and WI as regular users. It is great to welcome a new group of younger users in the form of the Wednesday morning playgroup ( thanks to Michelle Cass and all other helpers for this). The tie in with the now weekly coffee morning has been a great success. The Monthly drop in and the craft group continued to be enjoyed by many. It has been wonderful to see new friends among the familiar faces, in this group and across the events.

Despite the limitations of Covid 19 regulations, there was a very successful series of events before Xmas. The Dressing the Hall for Xmas, The Xmas table top Sale and the Xmas Sing-along were all enjoyed. The pandemic prevented any performance activity but it is hoped that this year will see a return of the Laycock Players whose Xmas cheer was sorely missed by many

This Year has also seen significant changes to the Village Hall Charities make-up, with the Long term Chair stepping down from the role and a number of other resignations within the trustees and the social committee. Although it is always sad to see the changing of the guard it does allow the charity to refocus and develop. As always we are very pleased to welcome anyone who would like to contribute their friendship, time and energy to continuing the work of the Village Hall.

I would like to thank all those, whether office holders or not, who have put in so much work to keep the Hall going and to keep it fit for the future.

In particular thanks to Jim Walker, Alison, Sharon and Steve, and Margaret for all their contributions.

In such a difficult period I would also make special mention of Ian who has worked so hard to keep the hall vibrant and to Michelle for her energy and enthusiasm and creativity in bringing new ideas and faces into the Hall.

Welcome all and remember its your hall. Use it, support it, enjoy it.

## **6. ACCOUNTS MANAGER'S REPORT**

The overall picture for the last 14 months has, as might be expected, been mixed.

a] The main source of income for the Village Hall is that received from hirings. Last year that amounted to **£6,500.36** [this includes hiring refunds of **£335.00**].

b] Other regular sources of income [including Coffee Mornings, Drop Inns, Parents & Toddlers, Virgin Account interest and various one-off events] came to **£1,715.60**.

c] The Village Hall accessed **£17,231.00** in Government Covid-19 grants via Bradford Council.

d] **£1,000.00** was also donated by the family of the late Roy Smart; this donation will, in part, purchase a clock to be placed at the front of the Village Hall.

e] Set against this income the Village Hall incurred expenses of almost **£12,000.00**. This for Cleaning & Gardening, Admin, Food & Bar for the Drop Inn, Hall Insurance, Utilities, Purchases and Repairs & Safety.

f] So, without Government Covid-19 grants, Village Hall funds would have been in deficit by **£3,431.00**. Clearly, this position, in the medium- to long-term is not sustainable.

g] There are signs, though, that bookings for the Hall and regular social functions are picking up, but Hall funds will not continue to be supported by the Government, so financial prudence must continue to guide trustees' spending decisions.

h] The Village Hall started this financial period with cash assets of **£43,491.65** and currently, has cash assets of **£61,499.27**.

## **7. ANY OTHER BUSINESS**

Maggie Marsden asked if the hall was planning any celebrations for the Queen's Jubilee; Yes, details to follow when plans are complete but there will probably be a tea room and a knees up with dance demonstrations. Sandra Parker asked about the Laycock players; talks are underway with the hope that there will be a performance in November. There was general interest in the singing group restarting. Julia Gillatt suggested a French style sale for household items/clothes after people have done sort outs. General interest shown. Will refer to social committee to organise. We were asked what the future vision is for the trustees. We explained that first and foremost the hall is about community, there are plans for building improvements underway and lots of new events being planned. We invited anyone interested to join the trustees. We were asked if we would be reviewing costs and prices with regards to increasing fuel costs; Yes, this will be discussed in our main meeting. Gary suggested the hall starts a monthly lottery to raise funds, some of the other local halls already do so. This will be investigated.

## **8. DATE OF NEXT AGM**

Tuesday 7<sup>TH</sup> FEBRUARY 2023 at 7:00 p.m. (TBC)

November	December	January	February	March	April	May	June	July	August	September	October
BALANCES AT THE START OF EACH MONTH						BALANCES AT THE START OF EACH MONTH					
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£8,835.58	£8,035.31	£7,621.60	£7,722.18	£5,612.96	£15,766.37	£23,375.79	£21,126.10	£20,767.52	£21,006.82	£21,293.62	£21,352.50
£740.34	£820.35	£900.36	£30.37	£110.37	£200.37	£290.37	£380.37	£470.37	£560.37	£650.37	£740.38
£34,020.99	£34,420.99	£34,620.99	£34,820.99	£35,220.99	£35,220.99	£35,220.99	£35,620.99	£35,820.99	£36,021.70	£36,421.70	£36,621.70
£15.00	£15.00	£15.00	£15.00	£15.00	£15.00	£15.00	£15.00	£15.00	£15.00	£15.00	£15.00
£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00	£200.00
INCOME FOR THE YEAR											
£90.00	£20.00	£120.00	£0.00	£125.00	£47.00	£80.00	£859.00	£1,046.00	£1,217.00	£777.70	£1,064.86
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£76.60	£72.00	£0.00	£119.25	£97.57
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£137.00	£25.50	£48.00	£97.95	£54.57
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£0.00	£35.18	£0.00	£0.00	£9,231.00	£8,000.00	£0.00	£0.00	£9.85	£0.00	£0.00	£0.00
£0.00	£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00	£5.00	£0.00	£0.00	£250.00	£0.00
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Dep Refunds
£0.01	£0.01	£0.01	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.01	£0.01
£0.00	£0.00	£0.00	£0.00	£230.00	£0.00	£0.00	£0.00	£200.71	£0.00	£0.00	£0.00
							-£0.32	-£0.44	-£0.80	-£0.13	-£2.04
EXPENDITURE FOR THE YEAR											
£221.95	£100.00	£71.90	£75.00	£75.00	£90.00	£98.50	£137.50	£268.72	£212.50	£283.80	£269.25
£36.98	£0.00	£0.00	£0.00	£0.00	£15.84	£18.36	£28.64	£11.42	£73.80	£7.92	£79.75
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£125.37	£208.96	£119.33	£101.95	£49.46	£169.72
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£0.00	£0.00	£0.00	£1,031.47	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£70.00	£0.00
£82.90	£88.89	£46.07	£376.77	£37.59	£16.32	£22.29	£111.39	£21.22	£3.99	£124.33	-£244.32
£31.00	£0.00	£81.44	£45.98	£0.00	£64.98	£1,383.18	£52.03	£0.00	£95.16	£178.97	£167.99
£17.44	£0.00	£690.01	£0.00	£0.00	£0.00	£142.99	£274.08	£225.07	£0.00	£131.41	£533.19
£20.00	£0.00	£0.00	£100.00	£0.00	£160.44	£49.00	£333.26	£177.85	£0.00	£50.00	£20.00
BALANCES AT THE END OF EACH MONTH											
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£8,035.31	£7,621.60	£7,722.18	£5,612.96	£15,766.37	£23,375.79	£21,126.10	£20,767.52	£21,006.82	£21,293.62	£21,352.50	£36,481.88
£820.35</											

## Laycock Village Hall Annual Account Summary Income & Expenditure Nov 2020 - Dec 2021

November	December	
<b>Balance November 20</b>		
£0.00	£0.00 Cash in hand	£0.00
£36,481.88	£35,192.40 Current A/c	£8,835.58
£830.39	£1,520.40 Deposit A/c	£740.34
£21,621.70	£21,821.70 Virgin Money	£34,020.99
£15.00	£15.00 Coffee Money	£15.00
£200.00	£200.00 Bar Cash	£200.00
<b>Income for Financial Year</b>		
<b>£857.00</b>	£532.00 Hirings	<b>£6,835.56</b>
£238.95	£53.80 Coffee Mornings	£658.17
<b>£206.20</b>	£0.00 Bar Takings	<b>£569.22</b>
Floats	£15.00 Floats	£15.00
£0.00	£30.50 Tea Room/Events	£30.50
£0.00	£0.00 Misc [incl Grants]	£17,276.03
£0.00	£0.00 Donations	£1,255.00
-£140.00	-£195.00 Dep Refunds	-£335.00
£0.01	£0.01 Deposit A/c Int	£0.07
£0.00	£0.00 Virgin A/c Int	£430.71
£23.00	£0.00 Par/Toddlers	£23.00
-£1.48	-£1.41 SumUp Fees	-£6.62
		<b>£26,751.64</b>
<b>Expenditure for Financial Year</b>		
£126.25	£272.50 Cleaning/Gardening	£2,302.87
£10.17	£0.00 Admin	£282.88
£177.75	£42.58 Food & Bar	£995.12
£0.00	£0.00 Publicity	£0.00
£0.00	£0.00 Laycock Players	£0.00
£0.00	£0.00 Licences/Insurance	£1,101.47
£158.71	£170.70 Utilities	£1,016.85
£904.36	£116.85 Purchases	£3,121.94
£107.88	£0.00 Repairs & Safety	£2,122.07
£98.03	£0.00 Miscellaneous	£1,008.58
		<b>£11,951.78</b>
<b>Balance December 2021</b>		
£0.00	£0.00 Cash in hand	£0.00
£35,192.40	£34,919.66 Current A/c	£34,919.66
£1,520.40	£1,610.41 Deposit A/c	£1,610.41
£21,821.70	£21,821.70 Virgin Money	£21,821.70
£15.00	£20.00 Coffee Money	£20.00
£200.00	£200.00 Bar Cash	£200.00
	£10.00 Par & Todd Float	£10.00
<b>Surplus for Year</b>		<b>£14,799.86</b>
<b>Grants &amp; Don</b>		<b>£18,231.00</b>
Without Grants		
and Donations		-£3,431.14

## Laycock Village Hall Annual Account Summary Utilities Nov 20 - Dec 21

	Gas	Water	Electricity	Phone	WiFi	Total
<b>Nov.</b>	£78.91	£0.00	£0.00	£3.99		<b>£82.90</b>
<b>Dec.</b>	£7.54	£0.00	£77.36	£3.99		<b>£88.89</b>
<b>Jan.</b>	£20.82	£21.26	£0.00	£3.99		<b>£46.07</b>
<b>Feb.</b>	£325.69	£0.00	£47.09	£3.99		<b>£376.77</b>
<b>Mar.</b>	£33.60	£0.00	£0.00	£3.99		<b>£37.59</b>
<b>Apl.</b>	£12.33	£0.00	£0.00	£3.99		<b>£16.32</b>
<b>May</b>	£6.14	£12.16	£0.00	£3.99		<b>£22.29</b>
<b>June</b>	£32.17	£0.00	£75.23	£3.99		<b>£111.39</b>
<b>July</b>	£1.90	£15.33	£0.00	£3.99		<b>£21.22</b>
<b>Aug.</b>	£0.00	£0.00	£0.00	£3.99		<b>£3.99</b>
<b>Sept.</b>	£0.00	£0.00	£120.34	£3.99		<b>£124.33</b>
<b>Oct.</b>	£248.31	£0.00	£0.00	£3.99		<b>£252.30</b>
<b>Nov.</b>	£68.29	£76.43	£0.00	£3.99	£10.00	£158.71
<b>Dec.</b>	£96.76	£0.00	£69.95	£3.99		<b>£170.70</b>
<b>Total</b>	<b>£932.46</b>	<b>£125.18</b>	<b>£389.97</b>	<b>£55.86</b>	<b>£10.00</b>	<b>£1,513.47</b>



## *Bookkeeping and Accountancy Services*

29 Waterside, Silsden, Keighley, West Yorkshire, BD20 0LQ

Tele/Fax: 01535 607965 Mobile: 07876 227022

**30 January 2022**

### **INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF**

### **LAYCOCK VILLAGE HALL**

### **FOR THE FINANCIAL YEAR ENDED DECEMBER 2021**

#### **Auditor's opinion on the financial papers provided**

From our audit of the paperwork provided for the year, 1<sup>st</sup> November 2020 to 31<sup>st</sup> December 2021, we can report that, in our opinion, the financial papers:

- give a true and fair representation of the financial activity of Laycock Village Hall for the year; and
- have been prepared with a high level of detail and to an extent to which we are happy to confirm that there are no irregularities in the provided documents.

#### **Certificate**

We can confirm that the audit, as of today's date (28<sup>th</sup> January 2022), is complete and there are no matters arising following on from the audit.

We certify that we have completed the audit of the financial papers provided by Laycock Village Hall under instruction from Tom Smith and have done so in line with auditing regulations.

A handwritten signature in blue ink, appearing to read 'Shirley Kendrick'.

Shirley Kendrick  
Director

for and on behalf of;  
M & M Office Services Ltd  
29 Waterside  
Silsden  
Keighley  
West Yorkshire  
BD20 0LQ