

**Minutes of Roydon Village Hall Management Committee
Annual General Meeting Monday 7th March 2022
Roydon Village Hall, Harlow Road, Roydon at 7.00pm**

Meeting was attended by: Ian Greig (Chairman), Richard d'Souza, Annalei Smith, Heather Nicholas, Jan Sparkes, Allan Storrar, Chris Brookes, Karina Brookes, Heather Oakes* and Jackie Clark (Secretary). (*arrived 7.20)

1. *Apologies for Absence:* Apologies received from Pat Greenhill, Andrew Whybrow, Helen Reynolds, Anne Bees, Lisa Rozee and Nicola Wilkinson.
2. *Minutes of 2021 AGM:* Ian Greig welcomed everyone to the 2022 AGM and confirmed those present last year had read the minutes of 7th June 2021.
3. *Acceptance and Adoption of Minutes 7th June 2021:* Agreed as a true reflection. Unanimous Proposed Allan Storrar, seconded Richard d'Souza.
4. *Chairman's Report:* Jackie Clark read Pat Greenhill's report - see attached. Chairman's report a true reflection. Unanimous proposed by Chris Brookes, seconded by Allan Storrar.
5. *Treasurer's Report:* Andrew Whybrow's report and accounts to 31st December 2021 were distributed by email - see attached. Ian Greig thanked Andrew and commented that moving into 2022 the hall was in a very good financial position to carry out the proposed work to the front and side of the hall. Committee felt Andrew had done a wonderful job obtaining grants which helped greatly during Covid 19. Ian Greig said that Andrew had fixed our electricity price for 3 years in 2021 but Gas prices were rising. Jackie Clark asked if there were any questions - none. Thank you Andrew the accounts are very easy to read and understand.
6. *Acceptance and adoption of Treasurer's Report:* Treasurer's report: Unanimous. Proposed by Richard d'Souza, seconded by Allan Storrar.
7. *Vote of Thanks to Geoff Mason for reviewing the accounts* – Unanimous. Proposed Ian Greig, Seconded Richard d'Souza.
8. *Election of Hon Treasurer:* Andrew Whybrow was proposed by Ian Greig, seconded by Chris Brookes. No other nominations - agreed unanimously. Andrew Whybrow re-elected as Treasurer.
9. *Election of committee members:* Jackie Clark said Lesley Jennings was standing down as a Village representative after serving the committee for 5 years and doing a fantastic job on the bread stall at the Village Market.
Andrew Whybrow, Richard d'Souza, Ian Greig, Anne Bees, Helen Reynolds, Annalei Smith and Jackie Clark elected en bloc. Proposed by Heather Nicholas, seconded Jan Sparkes.
10. *Vote of thanks:* Pat Greenhill sent her thanks all the committee as without them the Hall would not be able to operate and to Lesley Jennings for all she had done for the hall.
11. *Any other business:* a) As both Pat Greenhill and Andrew Whybrow were unable to attend the AGM due to covid, Jackie Clark suggested the committee meeting due to take place at 7.30 was postponed until 7.30 on Monday 4th April 2022. Committee agreed.
b) Chris Brookes reported bowls club had purchased 4 new jacks and 2 trophies from the donation in memory of Gwen and Ted Davis. Total cost was £216. If anyone has any suggestions for the remaining £184 please let Pat Greenhill or Jackie Clark know.
c) Jackie Clark said Pat Greenhill was looking into Solar Panels to try to reduce the amount the hall spent on fuel. Due to the likely weight on the main hall roof, Pat Greenhill was arranging for this to be checked. As an alternative Ian Greig suggested looking at the flat roof as it possibly had enough space for at least 5 runs of panels on an angle and could potentially take more weight than the main hall. If anyone has any other ideas for sustainability, please contact Pat Greenhill.
d) Jackie Clark reported Andrew Whybrow thought rental charges for all hall users would have to rise in January 2023 as fuel bills are rising.

e) Jackie Clark reported Helen Reynolds had been successful in getting Village Market refreshments covered for the rest of the year. This Saturday's market is full with 18 pitches inside and outside, customer numbers had increased to average over 100. Cheryl Lake was now helping with the hall set up and assisting Helen recruiting more food-based stalls.

Thank you to all who attended the meeting – closed at 7.25pm

Next AGM Monday 6th March 2023

Roydon Village Hall

(registered charity number 227643)

Annual General Meeting – 7 March 2022

Report of Chairman, Pat Greenhill

Roydon Village Hall is registered with the Charity Commission for England and Wales. The property, in Harlow Road, and sundry assets of the charity are held to the ownership of Roydon Parish Council which is the custodial trustee.

The Roydon Village Hall Management Committee is the managing trustee of the charity.

Up to eight residents of Roydon Parish who are over 18 years are elected at the annual general meeting to serve on the committee. At the 2021 AGM the following were elected:

- Andrew Whybrow
- Richard d'Souza
- Ian Greig
- Lesley Jennings (retired during the year)
- Helen Reynolds
- Anne Bees
- Annalei Smith
- Jackie Clark. (Village rep)

Nominated representatives of the user groups and organisations to serve on the committee were:

- Miss Nicola Wilkinson (The Roydon Society)
- Mrs Lisa Rozee (Roydon Pre-School)
- Mrs Janice Sparkes (Evening Badminton)
- Mrs Pat Greenhill (St Peter's Church)
- Allan Storar (West Essex Model Trucks) formerly RIMFC
- Chris Brookes (Short Mat Bowls)
- Heather Nicholas (Parish Council rep)

Andrew Whybrow was elected as Treasurer and Jackie Clark as Secretary.

- My thanks go to them for taking on these posts.
- I was re-elected as Chairman.
- During this year we have elected a Bookings Secretary Anne Bees.
- And a new cleaner Vicki as Anne has had to retire from that post

The committee meets bimonthly on the first Monday of January, March, May, July, September and November

We are now on Epping Forest Council's list as an emergency hall

Up until May many of our regular bookings have been unable to meet because of the Covid 19 Pandemic, but we have been fortunate that we have received Grants from Epping Forest and RCCE., and this has meant that financially we are solvent.

I am very grateful to Andrew Whybrow who has kept us updated with all the closures, grants and finances, and has applied to various bodies for Grants to help us at this time when we have had less income. This has caused a lot of extra work for him. Anne has still had to cope with many emails with people hoping to get bookings.

Ian Greig and Geoff Preston put in a lot of work to allow us to have a Virtual Art Exhibition and this gave us extra income, I convey my thanks to them.

(2022 we will be able to have a normal Art Show over the May Bank Holiday)

Our regular bookings are still Preschool, Short mat Bowls, Badminton, Ukelele and Guitar tuition, and West Essex model trucks, various exercise and dance classes, and the Village Market, all of which could do with more

helpers/members. Thanks to all those who run and attend them. Helen is continuing to take on a major role for the running and advertising of the Village market and it has proved successful, my thanks go to Helen, Jackie and Andrew who have helped with assembling everything to make it Covid safe and Ian who has put up and taken down all the Market posters.

The market has now become a monthly booking for the Hall (and outside), with regular stallholders who now have regular village customers. This year the times for the Market have changed slightly to opening at 9.30 and finishing at 13.00. we are now able to have refreshments again and in the intervening time we have had The Coffee Man

During this time we have been able to organise and start doing the extra work to make the Hall more Covid safe namely the canopy (so there is no congregating in the lobby) and the toilet extractor fans, during the summer holidays the side and end of the Hall walls are booked in to be replaced (this will take about 4 weeks).

The finances of the Hall can be seen on another report and Andrew will explain them.

We were also given a donation of £400 in memory of Gwen and Ted Davis and we felt it suitable that it was spent by the Bowls club and they are buying new jacks and 2 trophies.

I would like to say a big thank you to Andrew Whybrow for dealing with our finances and to Jackie Clark, for both admin and practical help. And indeed to all committee members for their support, and lastly a big thank you to Mieke de Ronde who has continued to clean the hall excellently for 8 years until November when she retired on health grounds, and now we have Vicki West to clean for us.

In 2020 we welcomed Andrew Whybrow as our Treasurer and with a change of Bank we are now able to do on-line banking, and Anne Bees who has a taking over hall Bookings.

We must not forget that the Village Hall is a registered Charity and we must abide by the Charity Commission rules.

Pat Greenhill 3 March 2022

ROYDON VILLAGE HALL - Treasurer's Report for the Year 2021

2021 started with another "lockdown" & we were unable to operate fully until May 2021. This obviously has had an affect on our income for 2021 & I will comment more about this later.

It was decided that it would be prudent to prepare a financial ojection to where our finances would be at the end of 2021 to ascertain what flexibility there would be for completing repairs/improvements whilst we were closed in the early part of 2021.

Income for 2021

1. Total income for 2021 was £33586.48 compared to £31587.42 in 2020 that represents an increase of 6.3%.
2. Revenue from Group/Private hires increased along with the Village Market this can be put down to that we opened again in May 2021 compared to July/August 2020.
3. The amounts received from Grants/Donations was £2561 lower in 2021. We received a total of £4000 from the Government via Epping Forest District Council as assistance because of COVID. We applied & were successful in obtaining a Grant of £8903 from RCCE to spend on COVID related improvements. Lastly the daughter of Roydon residents gave us £400 in memory of her parents who were great supporters of the Hall (the majority of this will be used by the Bowls Group on equipment & trophies.
4. The value of our investments with CCLA was £23615.68 which was an increase of £2945.06 which represents a growth of 14% in a year. As this is a stock market investment I must add the usual caveat of " the value of the investment can go down as well as up".

Expenditure for 2021

1. Our total expenditure in 2021 was £19879.75 compared to £62118.38 in 2020. If you strip out the costs of the extension in 2020 (£52782) our costs increased by £10543. This principally due to funds being spent on repairs/improvements namely Canopy above the main entrance £4560, repairs to the main hall floor £3774 & additionally we commissioned Ian Dowsett to complete a list of maintenance work in the Spring costing £1982.
2. As we all know Energy prices have increased alarmingly over the recent months. We have a fixed rate deal with EDF for electricity until the summer of 2024. Our

Gas Provider CNG Energy went into administration from November 2021 & we were moved by OFGEM to a company by the name of Pozitive Energy & we have a fixed rate deal until November 2022.

3. Business Rates commenced again in July 2021 & we will pay £16 per month until March 2022. As I see it we will pay full Business Rates from April 2022 & I anticipate that will be in the region of £55 to £60 per month.
4. We have fixed the Broadband contract at the same rate for a further 12 months from February 2022.

Summary for 2021

We closed the HSBC Bank Account in the late summer, they have recently introduced charges for Charities. So our Bankers remain Unity Trust Bank plc giving us full internet access with dual control.

There was a surplus of £13706.73 on our activities for 2021. Can I thank Mieke who coordinates all of our private hire bookings & Steve Clark who completes many small repair tasks free of charge for us.

So overall I believe 2021 was a successful financial year for the Hall.

What does 2022 bring?


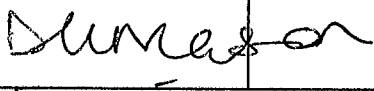
We have major expenditure planned for 2022 which includes substantial repairs to the front & side walls with cost being in the region of £25000. Ventilation to the toilets & replacement website with cost being in the region of £3500. Provide acoustics to the preschool room at a cost of £1716 & a further £500 to cover painting. Hopefully that will end the major expenses for a period.

I have applied for Grants to The Garfield Weston Foundation & Essex Community Trust totalling £12000. It could take several months before we know if these applications are successful.

It is essential that we then build up our reserves to fund future projects.

Annual Accounts 1st January 2021 to 31st December 2021

		2021	2020
Income			
	Hall Hire Groups	13866.38	11389.50
	Hall Hire Private	796.00	700.00
	Market	2719.00	1807.47
	Fund Raising	150.00	320.25
	Grants & Donations	12500.49	15061.00
	Investments Income	3554.61	2309.20
	Total Income	33586.48	31587.42
Expenditure			
	Cleaning	1863.90	2554.46
	Utilities	2211.90	3256.75
	Insurance	1390.69	1342.41
	Internet/Website	372.15	0.00
	Business Rates	93.13	135.00
	Repairs/Improvements	13087.93	1393.97
	Subscriptions	66.00	66.00
	Reopening Costs - Covid - 19	0.00	319.44
	Extension Costs	0.00	52782.00
	Market Costs	130.00	69.00
	Fundraising Costs	100.00	0.00
	Miscellaneous Costs	492.05	199.35
	Bank Charges	72.00	
	Total Expenditure	19879.75	62118.38
Net Income/Expenditure		13706.73	-30530.96
Net Funds Brought Forward		45326.18	75857.14
Net Funds Brought Forward		13706.73	-30530.96
Net Funds Carried Forward		59032.91	45326.18

Assets		31st December 2021		31st December 2020
	Unity Trust Bank	35368.97		23450.15
	HSBC	0		1187.04
	Cash	48.26		18.37
	CCLA Units	23615.68		20670.62
	Total	59032.91		45326.18
Treasurer	Andrew Whybrow			
Independent Examiner	Geoff Mason			
The Village Hall has some fixed assets of nominal value, comprising tables, chairs, kitchen equipment etc				
The Hall building & land are held by Roydon Parish Council as Custodian Trustee of the Charity				
Reserves Policy - Much of the building is of pre war timber construction. It is therefore prudent to keep in reserve a reasonable sum of money to ensure that there are adequate funds immediately available to enable repair & restoration work to be undertaken as rapidly as possible & therefore safeguard the continuity of income & provision of service				



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Roydon Village Hall

On accounts for the year
ended

31st December 2021

Charity no
(if any)

227643

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

DMason

Date:

21/2/2022

Name:

DAVID GEOFFREY MASON

Relevant professional
qualification(s) or body

MBIM

(if any):

Address:

Ivy Cottage, Tylers Rd
Raydon, Harlow
Essex CM19 5LJ

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

