

Minutes of Roydon Village Hall Management Committee
Annual General Meeting Monday 15th May 2023
Roydon Village Hall, Harlow Road, Roydon at 7.30pm

Meeting was attended by: Ian Greig, Helen Reynolds, Annalei Smith, Andrew Whybrow (Treasurer), Nicola Wilkinson, Jan Sparkes, Pat Greenhill (Chairman), Lisa Rozee, Chris Brookes, Karina Brookes, Allan Storrar, Heather Oakes and Jackie Clark (Secretary).

1. *Apologies for Absence*: Apologies received from Anne Bees, Richard d'Souza, Linda Doran and Heather Nicholas.
2. *Minutes of 2022 AGM*: Pat Greenhill welcomed everyone to the 2023 AGM and confirmed those present last year had read the minutes of 7th March 2022.
3. *Acceptance and Adoption of Minutes 7th March 2022*: Agreed as a true reflection. Unanimous Proposed Allan Storrar, seconded Chris Brookes.
4. *Chairman's Report*: Pat Greenhill read her report - see attached. Chairman's report a true reflection. Unanimous proposed by Nicola Wilkinson seconded by Allan Storrar.
5. *Treasurer's Report*: Andrew Whybrow's report and accounts to 31st December 2022 were distributed by email - see attached. Helen Reynolds asked if the hall hiring charge increase had put any hirers off. Andrew replied it was too early to say but definitely not major. There were 2 parties last weekend. Pat Greenhill asked Heather Oakes if other halls she used had put up their charges Heather replied they normally went up a £1 or so annually. Pat Greenhill asked if there were any other 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 Ian Greig, seconded by Jan Sparkes.
7. *Vote of Thanks to Geoff Mason for reviewing the accounts* – Unanimous. Proposed Ian Greig, Seconded Jan Sparkes.
8. *Election of Hon Treasurer*: Andrew Whybrow was proposed by Pat Greenhill, seconded by Allan Storrar. No other nominations or objections - agreed unanimously. Andrew Whybrow re-elected as Treasurer.
9. *Election of committee members*: Pat Greenhill said Anne Bees was not re standing and thanked her for all the work she has done for the hall in various capacities. Andrew Whybrow, Richard d'Souza, Ian Greig, Helen Reynolds, Annalei Smith and Jackie Clark elected en bloc. Proposed by Chris Brookes, seconded Lisa Rozee.
10. *Vote of thanks*: Pat Greenhill sent her thanks all the committee as without them the Hall would not be able to operate and unanimous vote of thanks to Anne Bees for all she had done for the hall.
11. *Any other business*: None

Thank you to all who attended the meeting – closed at 7.40pm

Next AGM Monday 4th March 2024

Roydon Village Hall

(registered charity number 227643)

Annual General Meeting – 14 May 2023

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 2022 AGM the following were elected:

- Andrew Whybrow
- Richard d'Souza
- Ian Greig
- Helen Reynolds
- Anne Bees (not restanding)
- 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)
- Linda Doran (Parish Council rep)
- Heather Oakes (Pilates)
- Kim Rogers (Dancing)

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

Following the Pandemic, most of our regulars are back with us.

I am very grateful to Andrew Whybrow who has kept us updated with all the grants and finances, and has applied to various bodies for extra Grants to help us at this time when we have had less income.

This year's Art Exhibition was more normal but still a lot of work from Geoff Preston, Ian Greig and all their helpers. And it was well-attended, and 276 paintings were hung and it raised £2000 for the hall. Thank you very much. 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.

This year all hiring fees have had to go up a small percentage because of the huge increase in the cost of gas and electricity.

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 and Sarah who have helped with assembling everything and Ian who has put up and taken down all the Market posters.

The Market has now become a monthly booking for the Hall, 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, run to support local charities and in the intervening time we have had The Coffee Man.

During this year, 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 end walls have been renewed making it smarter and warmer and it is with a new product 'Medite' which should last a lot longer.

We are now fund raising for a defibrillator, an additional one to the one on the wall of the pharmacy.

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

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 Vikki West who has taken over the cleaning.

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 carried on with Hall Bookings. (she has now resigned from this post but at the moment Andrew and Jackie are taking on the responsibility of keeping our bookings up to date)

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

Pat Greenhill 14 May 2023

ROYDON VILLAGE HALL - Treasurer's Report for 2022

We saw the resumption of “normal” activities after two years of various Covid restrictions. It was good that the various groups, the village market could return & private hires could recommence.

In the school summer holidays we embarked on the replacement/repair of the front & side main walls, this meant the hall was virtually closed for a period whilst the contractor could work uninterrupted. The project cost £25500 of which we obtained a grant amounting to £3500 from The Garfield Weston Foundation & in addition we received a grant from the Dept of Business, Energy & Industrial Strategy amounting to £2667 in respect of the last grant in relation to Covid.

Financial Highlights

1. Income in 2022 was £1759 higher than in 2021. You will see from the accounts where it came from.
2. It was great to have the Art Show back in 2021 & that contributed a total of £3076 (£1000 was from the Art Show held in the autumn of 2021).
3. The cost of operating the Hall in 2022 was obviously greater as we were open all year.
4. The value of our Stock Market investments 31st December 2022 reduced by £1948 compared with the value at 31st December 2021. We all will be aware of the effect the conflict in the Ukraine had on Stock Markets across the world.
5. We ended up making a deficit of £7705 in 2022.

Fortunately we were not too exposed to the massive increase in energy prices in 2022 (our electricity tariff was fixed in the summer of 2021 for three years & we managed to fix our gas tariff following the collapse of the previous provider.

What does 2023 have in store?

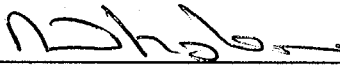

We had to increase the hire charges effective from January 2023 to reflect the additional cost of gas & inflation generally. Hopefully energy prices appear to have stabilised & there will be no nasty shocks later in the year.

Andrew Whybrow
Treasurer - 1st May 2023

Roydon Village Hall - Annual Accounts for 2022

Income	2022	2021
	£	£
Hall Hire - Groups	18412.75	13866.38
Hall Hire - Private	3719.00	796.00
Market	2882.50	2719.00
Fundraising	4150.78	150.00
Grants & Donations	8129.51	12500.49
Interest & Dividends	-1948.57	3554.61
Total	35345.97	33586.48
Expenditure	2022	2021
	£	£
Cleaning	3454.31	1863.90
Gas/Electricity	4518.07	1926.41
Internet/Website	374.97	372.15
Business Rates	255.48	93.13
Water Rates	358.54	285.49
Repairs & Maintenance	31172.93	13087.93
Insurance	1474.00	1390.69
Market Costs	7.65	130.00
Fundraising Costs	984.60	100.00
Membership Fees/Subs	66.00	0.00
Bank Charges	72.00	72.00
Miscellaneous Costs (inc Membership/ subs for 2021)	312.71	558.05
Total	43051.26	19879.75
Surplus/Deficit for the year	-7705.29	13706.73

	2022	2021
	£	£
Balance at 1st January 2022	59032.91	45326.18
Plus/less surplus/deficit for the year	- 7705.29	13706.73
Total funds as 31st December 2022	51327.62	59032.91
Funds held as 31st December 2022	£	£
Unity Bank - Current A/C	5641.28	11249.43
Unity Bank - Savings A/C	24762.91	24119.54
Petty Cash	23.75	48.26
Total Cash	30427.94	35417.23
CCLA Units (valuation as at 31/12/2022)	20899.68	23615.68
Total	51327.62	59032.91

	Signed
Treasurer - Andrew Whybrow	
Independent Examiner - Geoff Mason	

Roydon Village Hall has some fixed assets of nominal value, comprising of 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 pre war construction. It is therefore prudent to keep in reserve a reasonable amount of money to ensure there is adequate liquid funds to enable repair & restoration work to be undertaken as rapidly as possible & therefore safeguard the continuity of income & provision of service

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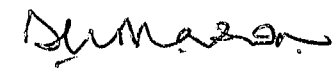
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