

# **Brede Village Hall Management Committee**

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**You are requested to attend the Annual General Meeting of the Brede Village Hall Management Committee to be held at 6.45pm on Wednesday the 25<sup>th</sup> March 2026 in the Committee Room at Brede Village Hall.**

## **Minutes**

Meeting opened by Mike Duffield at 6.45pm.

1. Welcome by Chairman. Present: Mike Duffield, Jacqueline Armstrong, Paul Masters, Mick Mercer, Jennie Drew, XXXX Margaret Sandra, Penny Williams plus visitor, Rod Came.
2. Apologies for absence – Sue Orchard. To be given a leave of absence due to personal circumstances.
3. To approve the minutes of last meeting. Proposed: XXXX Margaret Sandra. Seconded: Mick Mercer.
4. Matters arising – NIL.
5. Chairman's annual report – Mike reiterated we have had a good year building on the existing infrastructure started by Rod Came, the previous chairman, and the committee. Our diary is very full. We have done an enormous amount of work in the hall and Mike is often complimented on this. BPC complimented the hall yesterday at the meeting saying how nice it is looking. Everyone has worked hard and given up a lot of time, so thank you to everyone.
6. Treasurer's annual report and bookings report. Penny gave reports – no questions regarding the accounts or bookings. Thank you letter from Rachel from Rother Fitness was read out. Mick reiterated the amount of work that has been done in the hall regarding fire regulations.
7. Local user representatives.
  - Rod explained that the BPC Community Spirit Award was given to him, but he accepted it on behalf of the whole committee for their hard work.
  - XXXX Margaret Sandra wanted to formally thank Penny for her hard work with bookings. She also wanted to thank the committee on behalf of the Painting for Pleasure group for the new tables on the eve of their

40<sup>th</sup> birthday. The effect on the community of the Painting for Pleasure group has been extremely positive.

8. Election of committee members:

- Chairman – Mike Duffield proposed by XXXX Margaret Sandra and seconded by Jennie Drew
- Vice Chairman – Jacqueline Armstrong proposed by XXXX Margaret Sandra and seconded by Jennie Drew
- Secretary – Penny Williams has agreed to take on the role in the absence of anyone else.
- Treasurer – Mike Duffield proposed Penny Williams and XXXX Margaret Sandra seconded.
- Members – Mike Duffield proposed that everyone remain in their roles and Jacqueline Armstrong seconded. Everyone agreed.

9. AOB – XXXX Margaret Sandra told us that the village hall's previous Secretary (for almost 40 years), Sheila Bristow, has never been recognised for her hard work. She suggested that we acknowledge her in some way. A £50 M&S voucher was proposed by Mike Duffield and seconded by Jacqueline Armstrong. This will be purchased by Mick Mercer.

10. Date of next meeting: 24<sup>th</sup> March 2027.

11. Close of meeting – 7.25pm.

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
<b>INS:</b>						
Grants	£ 507.50	£ 573.56	£ 12,387.00	£ -	£ -	£ -
Donations	£ -	£ -	£ 48.00	£ -	£ -	£ 48.00
Regular hall use	£ 1,542.10	£ 1,378.00	£ 1,701.50	£ 1,995.50	£ 794.50	£ 2,067.50
Event hall use	£ 832.00	£ 386.50	£ 273.00	£ 626.50	£ 795.00	£ 673.00
Fundraising	£ 5.00	£ 4.50	£ 4.50	£ 5.00	£ 4.50	£ 4.50
Bank interest	£ 44.63	£ 45.86	£ 43.23	£ 34.15	£ 24.73	£ 21.83
Other income	£ -	£ -	£ 5,000.00	£ 67.50	£ -	£ -
<b>Total in:</b>	<b>£ 2,931.23</b>	<b>£ 2,388.42</b>	<b>£ 19,457.23</b>	<b>£ 2,728.65</b>	<b>£ 1,618.73</b>	<b>£ 2,814.83</b>
<b>OUTS:</b>						
Hall maintenance	£ 1,943.56	£ 6,102.00	£ 12,390.39	£ 257.68	£ 1,302.55	£ 300.00
Equipment/furnishings	£ 124.64	£ 3.40	£ 55.94	£ -	£ 34.93	£ 31.98
Council tax	£ 94.00	£ 94.00	£ 94.00	£ 94.00	£ -	£ -
Water	£ -	£ -	£ 62.73	£ -	£ -	£ 36.23
Electricity	£ 87.57	£ 90.88	£ 105.42	£ 13.49	£ 164.66	£ 89.30
Gas	£ 40.47	£ 107.73	£ 404.02	£ 413.15	£ 511.36	£ 436.73
Telephone	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 10.00
Booking Clerk	£338.33	£ 313.33	£ 300.00	£ 203.33	£ 318.40	£ 574.80
Cleaning/caretaking	£285.00	£ -	£ 285.00	£ 257.96	£ 241.70	£ 240.00
Insurance	£ -	£ -	£ -	£ -	£ 2,076.01	£ -
Sundries	£ 10.19	£ 20.58	£ 1.10	£ 2.75	£ 1.80	£ 3.80
Advertisements	£ -	£ 83.92	£ -	£ -	£ -	£ -
Licenses/subscriptions/website	£ -	£ -	£ -	£ 140.93	£ -	£ -
Refunds/Deposit refunds	£ 21.00	£ 642.00	£ 264.00	£ 414.00	£ 265.00	£ -
Miscellaneous outgoings	£ -	£ -	£ -	£ 175.32	£ -	£ -
Money out from COIF account			£ 5,000.00			
<b>Total out:</b>	<b>£ 2,949.76</b>	<b>£ 7,462.84</b>	<b>£ 18,967.60</b>	<b>£ 1,977.61</b>	<b>£ 4,921.41</b>	<b>£ 1,722.84</b>
<b>Total profit:</b>	<b>-£ 83.16</b>	<b>-£ 5,120.28</b>	<b>£ 5,446.40</b>	<b>£ 716.89</b>	<b>-£ 3,327.41</b>	<b>£ 1,070.16</b>
Transfer to CCLA account	£ -	£ -	£ -	£ -	£ -	£ -
<b>Bank/cash balances:</b>						
Santander	£ 7,392.07	£ 2,271.79	£ 7,718.19	£ 8,435.08	£ 5,107.67	£ 6,177.83
COIF	UNKNOWN	UNKNOWN	£ 6,343.78	UNKNOWN	UNKNOWN	£ 6,424.49
Cash	£ 20.00	£ 47.00	£ 107.00	£ 107.00	£ 107.00	£ 107.00
<b>Total balance:</b>	UNKNOWN	UNKNOWN	£ 14,168.97	UNKNOWN	UNKNOWN	£ 12,709.32
<b>Regular bookings actual total (not incl Fmrs' Mkt):</b>	£ 1,262.00	£ 1,391.50	£ 1,022.00	£ 1,123.00	£ 1,399.00	£ 1,331.00
<b>Events actual total (-deposit):</b>	£ 397.00	£ 480.00	£ 208.00	£ 151.50	£ 463.00	£ 186.50
<b>Grand total:</b>	<b>£ 1,659.00</b>	<b>£ 1,871.50</b>	<b>£ 1,230.00</b>	<b>£ 1,274.50</b>	<b>£ 1,862.00</b>	<b>£ 1,517.50</b>

Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Year Totals
£ -	£ -	£ -	£ -	£ -	£ -	<b>£13,468.06</b>
£ -	£ -	£ 48.00	£ -	£ -	£ 70.00	<b>£214.00</b>
£ 1,768.00	£ 1,781.00	£ 1,652.00	£ 2,142.00	£ 2,205.00	£ 1,584.00	<b>£20,611.10</b>
£ 1,064.50	£ 368.50	£ 1,086.00	£ 1,042.50	£ 804.75	£ 1,030.00	<b>£8,982.25</b>
£ 5.00	£ 5.00	£ 7.50	£ 11.50	£ 8.50	£ 10.00	<b>£75.50</b>
£ 14.75	£ 12.35	£ 11.80	£ 11.80	£ 12.11	£ 11.79	<b>£289.03</b>
£3,000	£ -	£ -	£ -	£ -	£ -	<b>£8,067.50</b>
<b>£ 5,852.25</b>	<b>£ 2,166.85</b>	<b>£ 2,805.30</b>	<b>£ 3,207.80</b>	<b>£ 3,030.36</b>	<b>£ 2,705.79</b>	<b>£51,707.44</b>
£ 3,700.00	£ -	£ -	£ -	£ -	£ 27.04	<b>£26,023.22</b>
£ 1,352.99	£ 46.05	£ 4,046.76	£ 75.00	£ 30.00	£ 340.57	<b>£6,142.26</b>
£ 92.12	£ 94.00	£ 94.00	£ 94.00	£ 94.00	£ 94.00	<b>£938.12</b>
£ -	£ -	£ 20.30	£ -	£ -	£ 223.84	<b>£343.10</b>
£ 96.15	£ 104.79	£ 109.27	£ 124.97	£ 118.35	£ 118.54	<b>£1,223.39</b>
£ 267.74	£ 154.26	£ 13.53	£ 10.79	£ 10.31	£ 10.31	<b>£2,380.40</b>
£ -	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	<b>£60.00</b>
£ -	£ 313.33	£ 230.00	£ 233.33	£ 266.34	£ 394.68	<b>£3,485.87</b>
£ 282.18	£ 217.50	£ 279.54	£ 255.00	£ 247.50	£ 232.50	<b>£2,823.88</b>
£ -	£ -	£ -	£ -	£ -	£ -	<b>£2,076.01</b>
£ -	£ 5.19	£ 1.20	£ 0.90	£ 1.80	£ 1.05	<b>£50.36</b>
£ -	£ 152.81	£ -	£ -	£ -	£ -	<b>£236.73</b>
£ -	£ -	£ -	£ -	£ -	£ -	<b>£140.93</b>
£ -	£ 432.50	£ 300.00	£ 492.00	£ 300.00	£ 618.00	<b>£3,748.50</b>
£ -	£ -	£ -	£ 21.00	£ -	£ -	<b>£196.32</b>
£ 3,000.00						
<b>£ 8,791.18</b>	<b>£ 1,525.43</b>	<b>£ 5,099.60</b>	<b>£ 1,311.99</b>	<b>£ 1,073.30</b>	<b>£ 2,065.53</b>	<b>£57,869.09</b>
<b>£ 46.32</b>	<b>£ 629.07</b>	<b>-£ 2,306.10</b>	<b>£ 1,884.91</b>	<b>£ 1,944.95</b>	<b>£ 628.47</b>	<b>-£6,161.65</b>
£ -	£ -	£ -	£ -	£ -	£ -	
£ 6,224.15	£ 6,853.22	£ 4,547.12	£ 6,431.13	£ 8,376.08	£ 9,004.55	<b>£9,004.55</b>
UNKNOWN	UNKNOWN	£ 3,475.46	UNKNOWN	UNKNOWN	£ 3,511.16	<b>£3,511.16</b>
£ 107.00	£ 182.00	£ 182.00	£ 182.00	£ 182.00	£ 182.00	<b>£182.00</b>
UNKNOWN	UNKNOWN	£ 8,204.58	UNKNOWN	UNKNOWN	£ 12,697.71	<b>£ 12,697.71</b>
£ 1,572.00	£ 1,461.00	£ 1,522.00	£ 1,966.00	£ 1,500.00	£ 1,600.50	<b>£17,150.00</b>
£ 207.50	£ 393.00	£ 441.50	£ 551.50	£ 594.00	£ 450.00	<b>£4,523.50</b>
<b>£ 1,779.50</b>	<b>£ 1,854.00</b>	<b>£ 1,963.50</b>	<b>£ 2,517.50</b>	<b>£ 2,094.00</b>	<b>£ 2,050.50</b>	<b>£21,673.50</b>

	C/F	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Year Totals
<b>IN:</b>														
Rents		£ 507.50	£ 573.56	£ 12,387.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£13,468.06
Donations		£ -	£ -	£ 48.00	£ -	£ -	£ 48.00	£ -	£ -	£ 48.00	£ -	£ -	£ -	£214.00
Regular hall use		£ 1,332.50	£ 1,378.00	£ 1,701.50	£ 1,995.50	£ 794.50	£ 2,067.50	£ 1,768.00	£ 1,781.00	£ 1,652.00	£ 2,142.00	£ 2,205.00	£ 1,584.00	£20,401.50
Event hall use		£ 832.00	£ 386.50	£ 300.00	£ 626.50	£ 795.00	£ 673.00	£ 1,064.50	£ 368.50	£ 1,086.00	£ 1,042.50	£ 804.75	£ 1,030.00	£9,009.25
Undraining		£ 5.00	£ 4.50	£ 4.50	£ 5.00	£ 4.50	£ 4.50	£ 5.00	£ 5.00	£ 7.50	£ 11.50	£ 8.50	£ 10.00	£75.50
Bank Interest		£ 44.63	£ 45.86	£ 43.23	£ 34.15	£ 24.73	£ 21.83	£ 23.87	£ 14.75	£ 12.35	£ 11.80	£ 12.11	£ 11.79	£301.30
Other Income		£ 209.60	£ -	£ -	£ 67.50	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£277.30
COF Transfers				£ 5,000.00				£3,000						
Cash		£ 20.00		£ 27.00	£ 60.00				£ 75.00					£182.00
<b>Total In:</b>		<b>£ 2,931.23</b>	<b>£ 2,388.42</b>	<b>£ 14,484.23</b>	<b>£ 2,788.65</b>	<b>£ 1,618.73</b>	<b>£ 2,814.83</b>	<b>£ 2,861.37</b>	<b>£ 2,244.25</b>	<b>£ 2,805.85</b>	<b>£ 3,207.80</b>	<b>£ 3,030.36</b>	<b>£ 2,705.79</b>	<b>£43,881.51</b>
<b>OUTS:</b>														
Hall maintenance		£ 1,943.56	£ 6,302.00	£ 12,390.39	£ 257.68	£ 1,302.55	£ 300.00	£ 3,700.00	£ -	£ -	£ -	£ -	£ 27.04	£26,023.22
Equipment/furnishings		£ 124.64	£ 3.40	£ 55.94	£ -	£ 34.93	£ 31.98	£ 1,352.99	£ 46.05	£ 4,046.76	£ 75.00	£ 30.00	£ 340.57	£6,142.26
Council tax		£ 94.00	£ 94.00	£ 94.00	£ 94.00	£ -	£ -	£ 92.12	£ 94.00	£ 94.00	£ 94.00	£ 94.00	£ 94.00	£938.12
Water		£ -	£ -	£ 62.73	£ -	£ -	£ 36.23	£ -	£ -	£ 20.30	£ -	£ -	£ 223.84	£343.10
Electricity		£ 87.57	£ 90.88	£ 105.42	£ 13.49	£ 164.66	£ 89.30	£ 96.15	£ 104.79	£ 109.27	£ 124.97	£ 118.35	£ 118.54	£1,223.39
Gas		£ 40.47	£ 107.73	£ 404.02	£ 413.15	£ 511.36	£ 436.73	£ 267.74	£ 154.26	£ 13.53	£ 10.79	£ 10.31	£ 10.31	£2,380.40
Telephone		£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 10.00	£ -	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£ 5.00	£60.00
Booking Clerk		£338.33	£ 313.33	£ 300.00	£ 203.33	£ 318.40	£ -	£ 313.33	£ 230.00	£ 233.33	£ 266.34	£ 394.68	£ 394.68	£3,485.87
Cleaning/caretaking		£285.00	£ -	£ 285.00	£ 257.96	£ 241.70	£ 240.00	£ 282.18	£ 217.50	£ 279.54	£ 255.00	£ 247.50	£ 232.50	£2,823.88
Insurance		£ -	£ -	£ -	£ -	£ 2,076.01	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£2,076.01
Sundries		£ 10.19	£ 20.58	£ 1.10	£ 2.75	£ 1.80	£ 3.80	£ -	£ 5.19	£ 1.20	£ 0.90	£ 1.80	£ 1.05	£50.36
Advertisements		£ -	£ 83.92	£ -	£ -	£ -	£ -	£ -	£ 152.81	£ -	£ -	£ -	£ -	£236.73
Licenses/subscriptions/website		£ -	£ -	£ -	£ 140.93	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£140.93
Refunds/Deposit refunds		£ 21.00	£ 642.00	£ 264.00	£ 414.00	£ 265.00	£ -	£ -	£ 432.50	£ 300.00	£ 492.00	£ 300.00	£ 618.00	£3,748.50
Miscellaneous outgoings		£ -	£ -	£ -	£ 175.32	£ -	£ -	£ -	£ -	£ -	£ 21.00	£ -	£ -	£196.32
COF Transfers				£ 5,000.00				£ 3,000.00						
<b>Total out:</b>		<b>£ 2,949.76</b>	<b>£ 7,462.84</b>	<b>£ 13,967.60</b>	<b>£ 1,977.61</b>	<b>£ 4,921.41</b>	<b>£ 1,722.84</b>	<b>£ 5,791.18</b>	<b>£ 1,525.43</b>	<b>£ 5,099.60</b>	<b>£ 1,311.99</b>	<b>£ 1,073.30</b>	<b>£ 2,065.53</b>	<b>£49,869.09</b>
<b>Total loss/profit: INS - OUTS</b>		<b>-£ 18.53</b>	<b>-£ 5,074.42</b>	<b>£ 516.63</b>	<b>£ 811.04</b>	<b>£ 3,802.68</b>	<b>£ 1,091.99</b>	<b>-£ 2,929.81</b>	<b>£ 718.82</b>	<b>-£ 2,293.75</b>	<b>£ 1,895.81</b>	<b>£ 1,957.06</b>	<b>£ 640.26</b>	<b>-£5,987.58</b>
<b>Bank Increase/Decrease</b>		<b>£ 83.16</b>	<b>£ 5,120.28</b>	<b>-£ 5,446.40</b>	<b>-£ 716.89</b>	<b>£ 3,827.41</b>	<b>-£ 1,070.16</b>	<b>-£ 46.32</b>	<b>-£ 629.07</b>	<b>£ 2,306.10</b>	<b>-£ 1,884.01</b>	<b>-£ 1,944.95</b>	<b>-£ 628.47</b>	<b>-£1,529.32</b>
<b>Transfer to CCLA account</b>		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
<b>Bank/cash balances:</b>														
Santander	7475.23	£ 7,392.07	£ 2,271.79	£ 7,718.19	£ 8,435.08	£ 5,107.67	£ 6,177.83	£ 6,224.15	£ 6,853.22	£ 4,547.12	£ 6,431.13	£ 8,376.08	£ 9,004.55	£1,529.32
COF	11210.06	UNKNOWN	UNKNOWN	£ 6,343.78	UNKNOWN	UNKNOWN	£ 6,424.49	UNKNOWN	UNKNOWN	£ 3,475.46	UNKNOWN	UNKNOWN	£ 3,511.16	-£7,698.90
Cash	209.60	£ 20.00	£ 20.00	£ 27.00	£ 107.00	£ 107.00	£ 107.00	£ 107.00	£ 182.00	£ 182.00	£ 182.00	£ 182.00	£ 182.00	£182.00
<b>Total balance:</b>		UNKNOWN	UNKNOWN	£ 14,088.97	UNKNOWN	UNKNOWN	£ 12,709.32	UNKNOWN	UNKNOWN	£ 8,204.58	UNKNOWN	UNKNOWN	£ 12,697.71	-£5,987.58
<b>Regular bookings actual total (not incl Fairs' Mkts):</b>		£ 1,262.00	£ 1,391.50	£ 1,022.00	£ 1,123.00	£ 1,399.00	£ 1,331.00	£ 1,572.00	£ 1,461.00	£ 1,522.00	£ 1,966.00	£ 1,500.00	£ 1,600.50	£17,150.00
<b>Events actual total (-deposit):</b>		£ 997.00	£ 480.00	£ 208.00	£ 151.50	£ 463.00	£ 186.50	£ 207.50	£ 393.00	£ 441.50	£ 551.50	£ 594.00	£ 450.00	£4,523.50
<b>Grand total:</b>		<b>£ 1,659.00</b>	<b>£ 1,871.50</b>	<b>£ 1,230.00</b>	<b>£ 1,274.50</b>	<b>£ 1,862.00</b>	<b>£ 1,517.50</b>	<b>£ 1,779.50</b>	<b>£ 1,854.00</b>	<b>£ 1,963.50</b>	<b>£ 2,517.50</b>	<b>£ 2,094.00</b>	<b>£ 2,050.50</b>	<b>£21,673.50</b>

Audited by: P. Whittington  
Date: 18/3/26