

**MINUTES OF THE ANNUAL TRUSTEE MEETING**  
**HELD AT STEEP VILLAGE HALL ON MONDAY 22<sup>nd</sup> April 2024 AT 7.30 P.M.**

**Present :** Jenny Martin (Outgoing Chair) Shannon Askew, Harriett Waley-Cohen, Alison Driver, Charlotte Duthie, Freddie Holmes, Robin Hollington (New Chair), Paul Garstin, Terry Cook.

**In Attendance:** Sandra Humphrey (Secretary / Clerk)

Meeting commenced at 7.38 pm

24/27 **APOLOGIES FOR ABSENCE** – There were none.

24/28 **DECLARATION OF INTERESTS** – The Parish Council is the Sole Managing Trustee of the Charity and for the purpose of the meeting all members were reminded of their duty to act solely on behalf of the Charity not the Parish Council. Members were also reminded of the Objects of the Charity, which are:

*By a declaration of trust dated the 31st of December 1920 and schemes of the 22nd of September 1936 and 17th October 1966, its charitable objects are: For the purposes of a club and place of physical and mental recreation, and for educational purposes for the benefit of the inhabitants of the parish of Steep, without distinction of sex or of political, religious, or other opinion.+*

**Declared:**

Robin Hollington declared an interest, as his company Inspired IS provides the Charity email and website.

24/29 **APPROVAL OF MINUTES**

The minutes from the AGM of 20<sup>th</sup> June 2022 were approved with all in favour.

24/30 **ELECTION OF NEW CHAIR**

The two nominees Alison and Robin were asked to leave the room whilst votes were cast. Result of vote were 4 for Robin, 3 for Alison, therefore Robin Hollington was voted in as Chair.

Robin proposed Jenny Martin as outgoing chair take the post of vice chair, Alison proposed Shannon who did not want to take the post, Terry seconded Jenny with all in favour, Charlotte abstained from voting.

Robin took over the chairing of the meeting at 7.50 pm.

Terry left the meeting at 7.51pm.

24/31 **FINANCIAL REGS**

These will need updating once internet banking in place therefore OMC were asked to look at these further and report back at next available opportunity. With all in favour.

24/32 **RISK ASSESSMENT**

Item 1.4 reference ICO the trust not aware that this has been done. OMC will take this on board. With all in favour.

24/33 TO AGREE APPOINTMENTS FOR EACH TEAM

It was agreed that the structure be given another year.

- (a) Oversight Management Committee – Robin, Jenny, Paul
- (b) Operations Team – Terry, Paul, Louise plus current 2 volunteers (John & Jeff)
- (c) Social Events – Robin will continue to organise events.
- (d) Fund Raising – this will be added to OPS team.
- (e) HR – Jenny, Harriett, Robin will continue team.

24/34 TO AGREE THE WORKING GROUPS

**Outside Space** – Purpose to improve the outside space – Robin, Charlotte, Terry, Paul will continue group.

**Website** – Robin asked for any structure/content to be sent over as soon as possible. Alison asked for copy of contract, Jenny informed no contract but agreement in place from 2019. Alison and Harriet happy to have meeting with Jenny to explain agreement and timescales. Jenny happy to explain at further meeting.

Harriett, Alison, Charlotte to continue Website Group.

**Small Meeting Room** – All in favour to put this aside for now as we cannot lose cupboard space, and cost too high so not a priority.

Charlotte left meeting at 8.37 pm.

24/35 TO RECEIVE A RECOMMENDATION FOR THE CLEANSERS PAY RISE FOLLOWING HER HR REVIEW

The cleaner's hourly rate is currently £12 and has been for some time, it was agreed to raise this to £15 per hour. Proposed by Robin and seconded by Freddie with all in favour.

24/36 FINANCE

- a) To review the latest bank reconciliation – agreed all in favour.
- b) To receive a list of payments and receipts to the end of March – agreed all in favour.
- c) Budget – agreed all in favour.

Robin asked for the skills questionnaire to be sent back to help with the business plan.

Alison will take up the setting up of Trustees account with Lloyds Bank with Jenny, Robin, Paul and herself as signatories. With all in favour. Secretary will assist Alison in this task.

24/37 DATE OF NEXT MEETING

Next meeting Monday 17<sup>th</sup> June at 7.30 pm

The meeting closed at 9.48 pm.

## Steep War Memorial Village Club

Prepared by: Louise Knight.  
Name and Role (Clerk/RFO etc)

Date: 14<sup>th</sup> Jan 2025

Approved by: [Signature] CHAIR.  
Name and Role (RFO/Chair of Finance etc)

Date: 14 JAN 25

[Signature] RFO.

14/01/25.

<b>Bank Reconciliation at 31/03/2024</b>			
A	Cash in Hand 01/04/2023		15,094.91
	ADD		
	Receipts 01/04/2023 - 31/03/2024		28,556.86
			43,651.77
	SUBTRACT		
	Payments 01/04/2023 - 31/03/2024		20,992.54
			22,659.23
	<b>Cash in Hand 31/03/2024</b> (per Cash Book)		
B	Cash in hand per Bank Statements		
	Petty Cash 18/09/2023	0.00	
	Current AC HSBC 31/03/2024	18,528.65	
	Deposit COIF Charity 31/03/2024	4,130.58	
	Investment COIF Fund 18/09/2023	0.00	
			22,659.23
	Less unrepresented payments		
			22,659.23
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>22,659.23</b>
<b>A = B Checks out OK</b>			

# Fair Account

Fair Account

1 Roker Way  
Fair Oak  
Eastleigh  
Hants  
SO50 7LD

Mobile > 07815 435 380

18 March 2024

Steep Village Hall  
28 Church Road  
Steep  
Petersfield  
HANTS  
GU32 1AY

## **Steep War Memorial Hall Accounts 2023/24 (11/23 to 1/24)**

Dear Sandra,

I have now completed the second Independent Examination of the above Charity's accounts for 2023/24 (11/23 to 1/24) and I'm pleased to report that after the addition of the newly notified Interest for the CCLA COIF account, these give a true & fair statement of the financial position of the Hall at 31/1/24. The Charity Commission return will be signed off at Year-end.

I have discussed & advised Louise Knight on the Scribe system reports, coding structure & processes available. I have made a few recommendations (see next page) which will enhance the various processes & procedures currently operating, ready for 2023/24 year-end.

I would like to thank Louise & yourself for your co-operation on this review.  
Kind regards,

Paul Reynolds FMAAT

**AAT**  
ASSOCIATION  
OF ACCOUNTING  
TECHNICIANS

### Audit comments & recommendations

1. Current a/c confirmed as **£18,507.93** at 31/1/24.
2. COIF Charity a/c (CCLA) agreed as **£4,371.27** at 31/1/24.
3. Thus, overall Bank holdings at 31/1/24 are **£22,879.20**. *22976.93*
4. There were 230 COIF Investment units held at 31/1/24, with Bid Market value totalling **£57,131.19** as at 30/1/24. **Recommend these are included in the Asset Register as Long-term investments, at this value for 2023/24 year-end.**
5. Village Hall is insured for £940,381 & contents for £13,523 within the current Zurich policy (XAO 1220741243) covering to 23/12/24.
6. **Recommend** that Financial Regulations for the Village Hall should be reviewed annually & updated, if necessary, then re-ratified & minuted to meet Charity Commission (CC) requirements.
7. **Recommend** that all applicable Risk assessments (esp. Health & Safety aspects) are undertaken & properly recorded annually with any relevant action undertaken, then minuted to meet CC & insurance requirements.
8. **Recommend** that Asset register is updated annually for any additions / deletions, along with the relevant COIF Investment units value. Solar panels can be added when fully fitted.
9. **Recommend** that checks are made on any equipment within the Hall owned by others (eg. film projector & looped hearing system), to ensure that those Groups have current, full insurance cover for these items. This will avoid any problems for the Village Hall funds, in the event of loss or damage to these items.
10. **Recommend** that monthly Bank reconciliations are performed in Scribe & then signed / dated by Chair, along with the relevant Bank statements and monthly Payment schedules, thus proving internal controls are regularly undertaken during the financial year.
11. **Recommend** that any Budget revisions, earmarking, virements & Investment unit sales need full minuting at monthly meetings, before implementation, ensuring proper transparency of any changes to the financial records.
12. All minutes for 2023/24 were correctly signed / dated by the Chair conforming to CC requirements.