

Catworth Village Hall Meeting and Annual General Meeting
Tuesday October 22nd, 2024

Attendees

Andrew Moore – Chair
Stephen Cawdell – Vice-Chair
Diana Warren – Treasurer
Angela Cawdell – Secretary
Judith Hurley
John Hurley
Mike Brazell
Claire Exton
Claire Millington
Fiona Caithness
Annabel Jones
Belinda Moore

Apologies for absence

Claire Exton
Claire Millington

Election of Committee and Officers

Chair: Andrew Moore. Proposed: Judith Hurley 2nd Diana Warren
Vice-Chair: Stephen Cawdell. Proposed: Judith Hurley. 2nd Diana Warren
Treasurer: Diana Warren. Proposed: Andrew Moore 2nd Judith Hurley
Secretary: Angela Cawdell. Proposed: Andrew Moore 2nd Mike Brazell

Committee members

Andrew Moore
Diana Warren
Claire Exton
Stephen Cawdell
Angela Cawdell
Judith Hurley
Mike Brazell
Fiona Caithness
Belinda Moore
Annabel Jones
All proposed by John Hurley and 2nd by Andrew Moore
Claire Millington has resigned from the committee due to reduced availability

Approval of minutes of previous Annual General meeting

First approval by Belinda Moore
Second approval by Stephen Cawdell

Approval of minutes of previous Village Hall Meeting

First approval by Andrew Moore
Second approval by Mike Brazell

Review of action tracker:

Completed by AM, all actions closed

Chairmans report

The Committee met four times in the year.

Nothing stays the same, New Years Eve 2023/4 saw another booking for a village New Years Eve party however with Jemma and Richards move to the Racehorse that could be the new venue for it in future. After a few years of Pop-up Pub that too has closed with the reopening of the Racehorse. We wish Jemma and Richard all the best with their new venture.

Aside from this, bookings continue healthily, and we welcome Sarah's entry level sign language course. Usage remains strong and whilst lower than last year is higher than 21/22, justifying our investment in this vital village facility.

The refurbishment of the west lobby was completed to budget earlier this year mostly funded by a Land Fill grant from Thalia (previously Amey). The PV project continues with exploration of grant funding via PECT, and resolution of some of the technical challenges. 2024 also saw the five year (actually six year) refresh of the paintwork inside and out returning the Hall to showroom condition.

I would like to thank the Committee for their support throughout the year, and particularly Diana Warren who continues with the roles of Treasurer and Bookings Secretary. Thanks also to Jeff Wardle for continuing with the stewardship of the Village Hall website.

Treasurers Report

Mary Matthews has passed the Accounts.

General Income

Regular users continue to provide a steady income. The Christian Group leads the Income List at £1,442, second is Palette and Brush at £1,385 and Coffee Mornings/Monthly Markets take third place at £1,022.50 (income minus costs) – all significant amounts. The cancellation of three Monthly Markets and lower attendance at them generally has contributed towards this year's lower figure.

Private Hires: three private parties (including New Year's Eve) plus two elections, two funeral wakes, two band practices and occasional use by book club/author groups. Plus model railway testing, Brington Beavers and a wedding in September!

Great Catworth Charity's annual donation £420.00 cheque was received in January.

Village Lunches brought in a total profit of £518 against the previous year's figure of £381 – an excellent result in spite of rising costs etc.

Post AGM Inclusion

It should be noted that I failed to acknowledge the Cinema Club's generous donations throughout the year amounting to £505.30. My sincere apologies for this omission and I am sure the Committee joins me in expressing our gratitude to the Club for these donations and its continued support.

General Costs

We continue to pay our insurance via Direct Debit. The annual contract with our insurers, Allied Westminster, commences at the end of June and the annual charge has decreased from £1,083 to £1,016, a discounted rate due to our taking up a Surveyor's Rebuild Cost Assessment last December. FYI £1,083 is only £91.00 more than we paid for our insurance with another company back in 2013.

Electricity – our four year contract in place with SSE expired at the end of July and we have now entered a new two year contract with higher costs per unit as follows:

Daytime at c.0.17 per unit has risen to c.0.36 per unit

Eves/weekends at c.0.14 per unit has risen to c.0.31 per unit

As before this contract was arranged by Utility Aid but from now on payments will be collected by Direct Debit on a quarterly basis.

Large Expenses:

Building work/Electrics/Lobby relates to all expenses incurred in the upgrade of the lobby, wifi cupboard and electrics for the defibrillator installation. Breakdown as follows:

Electrician £582. Builders £12,213.60. The Chairman applied for and we received a grant of £10,336 from CCF Thalia after making a CTP payment of £1,135.86 to them.

Higher miscellaneous costs include the purchase and installation of a new fridge (£584), the defibrillator (£2,802) and bin collection (£244).

Maintenance costs include Aircon/Heating maintenance and a further repair call-out (£439), replacement of a kitchen tap and fixing the disabled toilet (£127), electrical portable appliance testing (£200) and decorating the hall (£5,975). Repairs to the slate roof cost £168 and grounds vegetation clearance cost £60.

Comments: MB queried the bequest from Nancy. AM has not heard anything for several weeks. Expected when her house sale has been finalised. AM noted the grateful thanks of the Committee to the executors.

Events and activities

Quilters – no changes

Coffee mornings – no changes

Christian Group – no changes

Games Night – no changes

Yoga – no changes

Palette and Brush – Chirria continues to run this group

Strength and Balance – Groups have been booked for the next six months

Indoor Market– no changes

Cinema Club – Variable attendance is noted, a meeting is due to be held to discuss future showings.

Bowls Club – no changes

Village lunch – Christmas lunch is booked for November 26th.

Introduction to sign language – this course has started and is going well. Next plan is for the advanced level, however the tutor is not qualified to deliver this, although is considering it.

Murder Mystery – all agreed that this was an excellent event. Discussion was held about food allergies and ingredients; all attendees were asked to provide details of any dietary needs.

One person was allergic to sesame seeds but had not informed anyone and also had not booked their place in advance.

Future events:

Craft Fayre: JH updated that 19 stalls were booked, and volunteers were needed for support. Payment methods were discussed, JH will give DW the details of a person who has a card payment machine to discuss this method further. SC has an old mobile phone that he will install the Square App onto.

Pantomime – booked for March 27 – 29, with the stage being set up on March 16th.

Village Lunch - Bookings planned for 2025: March 11th, July 15th and November 25th

Quiz Night – All agreed that another Quiz Night would be positive, AM agreed to ask Pam and Geoff Wardle.

Maintenance and development

Solar panels and battery storage – nil raised

Grant possibilities – nil raised

Net Zero Strategy – nil raised

AOB

Nil raised

Meetings for 2025

January 14th

April 8th

July 8th

October 14th

CATWORTH VILLAGE HALL ACCOUNTS 2023/2024

Accounts 1st October to 30th September

INCOME			COSTS		
	2023/24 ytd	2022/23	2023/24 ytd	2022/23	
General Income			General Costs		
General Lettings (regular bookings)	<i>£10,797.06</i>	<i>£10,474.47</i>	Service/Maintenance/Window Clean	£6,970.00	£3,276.81
Quilters	£500.00	£588.00	Licenses (Music/Drinks/TV) & Memberships	£324.92	£474.85
Bowls Club	£658.00	£652.00	Advertising	£22.00	£0.00
Parish Council	£379.00	£480.00	Electricity	£855.23	£1,179.67
PCC / Healthy Church / Benefice	£276.00	£35.00	Council Tax	£64.84	£61.15
CATS	£952.00	£810.50	Anglian Water	£234.25	£152.69
Yoga Friday	£899.50	£754.50	Insurance	£1,091.00	£957.86
Games Club	£77.00	£75.00	Hall Cleaning	£886.60	£636.00
Coffee Mornings/Indoor Market	£1,413.52	£2,174.85	Coffee Mornings/Indoor Market	£391.01	£368.96
Pop-up Pub	£306.00	£612.00	Fire Safety	£0.00	£86.95
Catworth in Stitches	£68.00	£191.50	Bank Account Maintenance Charge	£64.00	£60.80
Palette and Brush Oil Painting	£1,385.00	£940.00	Website Domain + Hallmaster	£289.87	£222.38
HDC Right Start	£630.00	£550.00	Miscellaneous	£3,845.56	£2,538.04
Christian Group	£1,442.00	£1,279.00	Village Lunches	£787.86	£746.26
Village Lunches	£1,305.74	£1,127.02	Building Work / Electrics / Lobby	£12,795.60	£0.00
Cinema Club	£505.30	£205.10			
Sign Language Classes	£48.00	£0.00			
Private Hire (one off bookings)	£1,765.50	£1,293.50			
Catworth Charity Grant	£420.00	£420.00			
Re -Cycling credits	£0.00	£0.00			
Hire of Tables, Chairs, Glasses etc.	£20.00	£30.00			
Interest on Deposit account	£417.64	£213.22			
Miscellaneous	£34.79	£0.00			
<i>Sub Total</i>	<i>£13,502.99</i>	<i>£12,431.19</i>	<i>Sub Total</i>	<i>£28,622.74</i>	<i>£10,762.42</i>
Fundraising Income			Fundraising Costs		
Banquet	£0.00	£0.00	Banquet	£0.00	£0.00
Craft Fayre	£0.00	£0.00	Christmas Craft Fayre	£0.00	£0.00
Murder Mystery	£0.00	£0.00	Murder Mystery	£0.00	£0.00
Tea Party / Bake Off	£0.00	£0.00	Tea Party / Bake Off	£0.00	£0.00
Wine Tasting	£630.20	£0.00	Wine Tasting	£420.14	£0.00
Quiz Night	£538.77	£0.00	Quiz Night	£164.46	£0.00
Bridge Afternoon	£0.00	£0.00	Bridge Afternoon	£0.00	£0.00
Produce Show	£0.00	£0.00	Produce Show	£0.00	£0.00
			Grant - Contributing Third Party	£1,135.86	
<i>Sub Total</i>	<i>£1,168.97</i>	<i>£0.00</i>	<i>Sub Total</i>	<i>£1,720.46</i>	<i>£0.00</i>
Donations			Annual Maintenance		
Buy a Brick	£0.00	£0.00	Electrical	£0.00	£0.00
Corporate Buy a Brick	£0.00	£0.00	£0.00	£0.00
Donations/Legacies	£1,400.00	£0.00	£0.00	£0.00
GiftAid Repayment	£0.00	£0.00	£0.00	£0.00
Grants/Pledges	£10,326.00	£0.00			
<i>Sub Total</i>	<i>£11,726.00</i>	<i>£0.00</i>	<i>Sub Total</i>	<i>£0.00</i>	<i>£0.00</i>
Summary			Location of funds		
Balance as at 30.9.23 **	<i>£31,659.47</i>		Deposit held by Media Bank (for Film Shows)	£150.00	
General Income	£13,502.99		Cash (held by Cinema Club)	£200.00	
General Costs	<i>-£28,622.74</i>		Cash in Coffee Money kitty as at 30.9.24	£63.75	
Fundraising Income	£1,168.97		Current account	£4,116.66	at 30.9.24
Fundraising Costs/Grant CTP	<i>-£1,720.46</i>		Deposit Account	£23,183.82	
Donations/Legacies	£11,726.00		<i>Total</i>	<i>£27,714.23</i>	
New Loans	£0.00				
<i>Balance c/f</i>	<i>£27,714.23</i>		Allocation of funds		
			Annual Maintenance	£ 5,000.00	
Cheques not banked at end of Year	£0.00		General funds	£22,714.23	
Cash not banked at end of Year	£0.00		<i>Total</i>	<i>£27,714.23</i>	
Paid out cheques not banked at end of Year	£0.00				
Bank Statement at 30.9.24 - balance as per Current Account	£4,116.66				
Current Account Balance at 30.9.24	£4,116.66				

INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE OF CATWORTH VILLAGE HALL

I report on the accounts of Catworth Village Hall for the year ended 30 September 2024.

Respective responsibilities of trustees and examiner

The Hall's Committee is responsible for the preparation of the accounts. The Hall's Committee consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Name: *Mary Matthews*

Relevant professional qualification or body:

Address: *The Old Chapel, High Street, Catworth, Huntingdon, Cambs*
PE28 0PF

Date: *30/6/25*