

**Stoke St. Gregory Village Hall Management Committee**  
**Annual General Meeting**  
**Tuesday, May 16<sup>th</sup>, 2023**

**Present:**

Peter House, Graham Gleed, Paul Fielding, Judy Blair, Chris Reah, Cheryl O'Carroll, John Hembrow, Tony McKenzie.

**Apologies:**

**Approval of the 2022 AGM Minutes**

The minutes were approved by all in attendance and signed by the Chairman.

**Chairman's Report**

**Williams Hall AGM. Chairman's Report for 2021**

Welcome everyone.

I'm chairing this meeting to allow Graham to concentrate on the finances later, as well as acting as secretary.

This situation has arisen after both Judith and Sandra decided to step down from their respective roles. On behalf of the trustees', I'd like to thank them for many years of diligent and conscientious service.

Getting back to the year just gone, with Covid restrictions lifted, bookings and use of the hall have returned to their old levels and while some regular users, such as the gymnastics club, have moved out new ones, like yoga, have started up. Weekend bookings from non-local groups such as Wessex 4x4 and Southwest Camping bring much needed funds into the village for both the Hall and other local businesses.

Having previously planted the hedge round the back of the Hall, the Stoke Environment Group have continued their work on the grounds by tackling the spinney, making it both visually attractive and beneficial to wildlife.

While our financial health remains strong, ongoing costs are rising so Hall charges were increased last winter, the first rise in five years. Significant expenditure has been made to keep the kitchen fit for purpose and more will be needed soon, particularly on the roof, to maintain the standards that users expect of a quality venue.

The Social Events Committee has been disbanded. It was formed to raise funds for the initial building of the Hall, evolved to run regular profitable events for a diverse local population to showcase the facilities here but changing social habits has made this more difficult so it's time to shut it

down. However, we will still run occasional events as the opportunity arises. I would like to thank past and present members, especially Louise and her family, for all their hard work over the years.

Finally, one of our longest serving trustees, Tony McKenzie, is retiring. He started way back in the nineties when we were still in the old hall, served as treasurer for many years and has been a fount of knowledge for a succession of office holders. I am sure all of us wish to express our gratitude for the contribution that Tony has made over the years. He will be missed.

The Hall Trustees are now a small group of active members, some representing user groups, others being elected, then there are the ones we rarely see. There need to be further discuss on this situation.

## **Treasurer's Report and Presentation of Accounts**

### **Treasurer's annual report for 2022 - Williams Hall, Stoke St Gregory**

Please see copy of Receipts & Payments, and Balance sheet for 2022

All figures have been checked by an independent examiner, and have been approved.

### **Receipts & Payments for 2022**

Total receipts in were £30318. This includes the sum of £3590 which was received for an insurance claim on repairing the hall roof after storm damage. If this figure is taken off, the total income for the year is a little higher than the previous year, £26728.

Hire charges totalled £17000 this year, which shows the hall is back to pre-pandemic levels of bookings. The solar panel receipts were higher than the previous year, £4644, a figure which has helped again, to bolster the bank accounts. Revenue was received from the Pod Point electric charging points for the first time of £537. After taking off the admin fees a clear £500 profit was received.

£3771 was raised from social events this year, and after costs of £2047, the very healthy net figure of £1724 was received.

Credit interest for the year totalled £324. The year saw interest rates rising, so the Virgin account benefited from this, but also the CAF Bank current account, as credit interest is now being paid on credit balances held in the bank account.

Total payments out were £23561, higher than 2021 by around £7000. £3840 was the payment out for the roof repair, but because we were able to claim on the insurance, only an excess of £250 was payable.

Electric was higher this year, as the hall was used a lot more, the previous year it was largely closed due to the pandemic. Water usage was also up and so the cost. The phone/internet was similar to the previous year. Licences were also similar, and the hall insurance premium increased a little.

Cleaning etc, totalled £5144. £4164 was the cost of the monthly clean by Cheryl. £724 was cleaning supplies, £135 for extra floor cleaning & £120 for the windows. Grass & grounds maintenance totalled £2624. £871 for the grass contract, £1752 for fence repairs & other ground works. Building maintenance was £6872. £3840 was the roof payout & £2635 was external building works.

Bank charges dropped this year, as the monthly fee reduced from £8 to £5. £300 hall hire refund relates to the 2 events held early in the year when a deposit of £150 each was taken upfront & refunded after. There were one or two sundry expenses, one of which was a new Xmas tree plus lights.

With receipts of £30318, and payments out of £23561, the hall was left in a net credit position of £6757.

## **Balance Sheet as at 31.12.2022**

### CAF Bank Current a/c

The account started the year with a credit balance of £14318, and ended the year with £10473.

### Virgin Money deposit account

£30379 was in the account at the start of the year. Interest was added & also the sum of £42000, leaving the yearend balance of £72473.

### CAF 1year fixed account

£31492 was invested in the account at the start of the year & interest of £220 was added on maturity. The capital & interest was not reinvested, as the interest offered was poor in comparison to others now available on the market. £31713.31 was therefore, transferred out to the CAF Bank current a/c. £42000 was then transferred from the CAF Bank current a/c to the Virgin a/c.

So, the total balances as at 31.12.2022 were £82946.66, an increase on the previous year of £6756.33. Also showing on the balance sheet is the £5000 in shares in HOTV.

Total value of assets on the Balance sheet as at 31.12.2022 is £87946.66

## Summary

This report shows that the Williams Hall is in a sound financial position, covering its running costs, and building up reserves to cover one off costs and any potential costly repairs.

### WILLIAMS HALL, STOKE ST GREGORY

#### RECEIPTS & PAYMENTS ACCOUNT Y/E 31.12.2022

<b>RECEIPTS</b>	<b>2021</b>	<b>2022</b>
HALL HIRE	6642	17047
FUND RAISING	1144	3771
REGULAR DONATIONS	332	262
SUPPORTERS CLUB	351	143
FITS RECEIPTS	4358	4644
POD POINT REVENUE	0	537
GRANTS	12193	0
INSURANCE CLAIM	0	3590
CAF BANK CURRENT A/C INTEREST	0	10
VIRGIN MONEY DEPOSIT A/C INTEREST	29	94
CAF BANK 12MTH FIX A/C INTEREST	140	220
<b>TOTAL</b>	<b>25189</b>	<b>30318</b>
<b>PAYMENTS</b>		
ELECTRICITY	1907	2767
WATER RATES	163	313
TELEPHONE/INTERNET	571	578
INSURANCE	1683	1800
LICENCES	448	466
CLEANING/FLOOR MAINTENANCE	4413	5145
GRASS CUTTING/GROUNDS MAINTENANCE	1350	2624
BUILDING MAINTENANCE/REPAIR	615	6872
FUND RAISING EXPENSES	514	2047
BANK CHARGES	96	82
OTHER		
Pod Point fees	0	29
Auditor	12	15
Hall hire refund		300

Sundry expenses 2022

Baby changer purchase	160
light bulbs, door lock & toilet roll dispenser	142
chopping boards	42
new Christmas tree & lights	179

Sundry expenses 2021

Replacement Dishwasher	1150
Installation & purchase of 2 Pod Points	3381

<b>TOTAL</b>	<b>16303</b>	<b>23561</b>
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**BALANCE SHEET AS AT 31.12.2022****CAF BANK CURRENT A/C**

	£
	<b>14317</b>
balance b/fwd 1.1.2022	<b>.99</b>
Uncleared items at end of 2021	0.00
	61153.
<b>Receipts</b>	49
	64998.
<b>Payments</b>	19
Uncleared items at end of 2022	0.00
Uncleared cheques/BACS	0.00
	<b>10473</b>
<b>Balance as at 31.12.2022</b>	<b>.29</b>

**VIRGIN MONEY DEPOSIT A/C**

	<b>30379</b>
Balance b/fwd 1.1.2022	<b>.48</b>
<b>Receipts</b>	
Interest added 31.05.22	18.79
interest added 30.11.22	75.10
	42000.
Transfers in	00
<b>Payments</b>	
Transfer out	
	<b>72473</b>
<b>Balance as at 31.12.2022</b>	<b>.37</b>

**CAF Bank 1 yr fixed rate saver  
Issue 5**

	<b>31492</b>
Balance b/fwd 1.1.2022	<b>.86</b>
<b>Receipts</b>	
Interest added 8.12.22	220.45
<b>Payments</b>	
A/c closed & remaining balance transferred to	
	31713.
CAF Bank current a/c	31
<b>Balance as at 31.12.2022</b>	<b>0.00</b>
<b>Total of balances held at banks as at 31.12.2022</b>	<b>82946</b>
<b>Overall 31.12.2022</b>	<b>.66</b>

	CAF VM	CAF FIX	Combin ed
<b>CAF C/A</b>			
<b>Balances b/fwd 1.1.22</b>	<b>30379</b>	<b>31492</b>	<b>76190.</b>
<b>14317.99</b>	<b>.48</b>	<b>.86</b>	<b>33</b>
uncleared items at end of 2021			
0.00	0.00	0.00	0.00
Receipts	42093.		103467.
61153.49	89	220.45	83
Payments/Withdrawals	0.00	31713.	96711.5

64998.19		31	0
uncleared items at end of 2022			
0.00	0.00	0.00	0.00
Unsubmitted cheques/uncleared BACS			
0.00	0.00	0.00	0.00
<b>Total of Balances held as at end</b>	<b>72473</b>		<b>82946.</b>
<b>2022 10473.29</b>	<b>.37</b>	<b>0.00</b>	<b>66</b>
200 £25 Shares purchased costing £5000, in Heart Of The Village (HOTV)			

**Total value of assets on Balance Sheet as at  
31.12.2022 £87946.66**

## **Election of Officers and members of the Management Committee**

The election of officers was preceded by a discussion around the structure of the Board of Trustees. As defined in the original Deed of Trust members of the Boar were elected officers and a specifically defined group. In a subsequent amendment contributing groups could be amended at an AGM by a 2/3 majority. As an interim measure pending this approval contributing representatives can be co-opted pending approval at a subsequent AGM,

The current Board of Trustees consists of six members representing but four village organisations, the PC, the school, Stoke Players, and the WI. It was agreed to contact the village organisations that use the Hall to invite nomination of representatives to stand on the Board of Trustees initially as co-opted members to be formally elected at the next AGM. A concern was noted that an extended list of non-contributing representatives could give issue in reaching a quorum.

### **Election of Officers**

Chairman: Peter House

Proposed by: Graham Gleed

Seconded by: John Hembrow

Vice Chairman: Chris Reah

Proposed by: Graham Gleed

Seconded by: Cheryl O''Carroll

Treasurer: Graham Gleed

Proposed by: Peter House

Seconded by: Judy Blair

Secretary: Open Position

Proposed by:

Seconded by:

Booking Secretary: Paul Fielding

Proposed by: Cheryl O'Carroll

Seconded by: Judith Roche

Facilities Manager: Cheryl O'Carroll

Proposed by: Peter House

Seconded by: John Hembrow

### **Additional Comments**

- The need to file our financial status with the Charity Commission was noted
- The status of the Financial Steering Committee was queried. It was explained that this was an initiative of a previous chairman to explore opportunities to realise a better return on our cash assets. Within the constraints of being a charity it was discovered that there was little opportunity. The group had subsequently been disbanded.
- The Chairman requested that he be set up as a user of the CAF banking system. For information but also as a back-up second approver.

### **The meeting closed at 8.10 pm.**

The next Trustees meeting will be held on Monday 19<sup>th</sup> September at 7.30pm in The Williams Hall.



## **Treasurer's Report - Williams Hall - 16<sup>th</sup> May 2022**

Please see copy of Receipts & Payments, and Balance Sheet for 2021.

Just to confirm, all figures have been checked by an independent examiner, and have been approved.

### **Receipts & Payments for 2021**

Total Receipts in were £25189 similar to the previous year. Hire income of £6642 is also similar to 2020, but with the income being received mainly in the later 6 months of the year. The hall was largely shut for business the first 6 months of the year due to Covid restrictions & lockdowns. To help we again received Covid grants. The amount we got this year was £9753, making the total the hall received over the 2 years of the pandemic £21654. Without this government assistance, our reserves would have been seriously depleted.

We also received grants of £2440 last year, towards the purchase & installation of 2 Pod Point electric chargers at the hall. £1500 was from SWT, & £940 from the Parish Council. The gross cost of the chargers was £3381, but after receipt of the grants, the net cost to us was £941.32.

FITS Receipts this year were £4358, slightly less than the previous year but still a very good amount. This makes the approximate total of receipts since installation £49000.

£1144 was received in fund raising, which didn't start till the Autumn. Coffee & Books were back & the Village Breakfast, and a George Michael Tribute act took place in November, which brought in substantial income through the bar!

Credit interest earned this year was a lot lower, due to the reduction in interest rates.

Total Payments out were £16303, a lot lower than the previous year.

Electricity was £1907, due to the closure of the hall for the 1<sup>st</sup> half of the year. Water Rates are also down, I think due to hall closure. The Telephone bill of £571 & Hall Insurance of £1683 are roughly the same as the previous year. The licence fee figure £448 is less as the Music licence cost was reduced because of less events held.

Cleaning etc is £4413 this time. Broken down, £3870 covers the monthly cleaning bill. £120 for the windows for the year, £240 in cleaning products & £180 in specialist cleaning. Grass cutting & grounds maintenance £1350, most is grass cutting costs for the year. Building maintenance & repairs, this figure is mainly our Fire extinguisher & Alarm Maintenance contracts for the year. There were no significant building works done this year.

Fund raising expenses for the year were £514. Bank charges have increased from £5 per month fee to £8 per month. One off costs in the year, were a

replacement dishwasher £1150, & the purchase of the Pod Point chargers, mentioned earlier.

So with receipts in of £25189 & payments out of £16303, we find ourselves in a net credit position at the end of the year by £8886.

## **Balance Sheet as at 31.12.2021**

### CAF Bank current a/c

This year started with a healthy balance of £13601.54 and ended with a balance of £14317.99. Due to lockdowns, and the poor rate of return of savings, currently, I have kept a healthy balance in the account to cover any costs which may arise.

### Virgin Money deposit a/c

The starting balance for the year was £22350.70, and we see interest earned of £15.82 & £12.96. Interest rates are still very low, indeed the rate reduced part way through the year from .15% to .10% on this account. At the end of the year I transferred £8000 from the current account into this account, to make the balance a round £30k. The end of year balance was £30379.48.

### CAF Bank 1 year fixed rate saver

The CAF Bank fixed rate saver started the year with £31352.08 and earned interest at 0.45% giving us interest of £140.78 for the year. When the account matured in December, the capital & interest was reinvested in a new Fixed rate account for the total of £31492.86 at an interest rate of 0.70%.

So the total balances as at 31.12.2021 were £76190.33 more than the previous year by £8886.01.

Also showing on the balance sheet is the £5000 in shares in HOTV.

Total value of assets on the Balance Sheet as at 31.12.2021 is £81190.33

## **Summary**

This report shows, that the Williams Hall is in a sound financial position, covering its running costs, and building up reserves to cover one off costs and any potential substantial repairs.

Judith Roche

16.5.2022





# CHARITY COMMISSION FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

*(Draft, None)*

WILLIAMS MEMORIAL HALL

On accounts for the year  
ended

31.12.2022

Charity no  
(if any)

266528

Set out on pages

*(Number of pages or pages 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 31.12.2022.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

*MARCUS*

Date:

02/02/23

Name:

MARCUS HOLDER

Relevant professional  
qualification(s) or body  
(if any):

ASSOCIATION OF CHARTERED CERTIFIED  
ACCOUNTANTS

Address:

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