

MINUTES OF LANGFORD VILLAGE HALL MANAGEMENT COMMITTEE ANNUAL GENERAL MEETING

Held on Thursday 12 June 2025

- 1 **Present:** John Shipman, Chairman, Joan Rutt, Vice Chairman, Sarah Gallagher, Treasurer, Gill Clarke, Facilities Manager, Debra Vince, Langford Youth Football, Alan Hough, Langford Bowls Club, Andy Watson, Langford Cricket Club, Maureen Deflereos, WI, Jenny Godwin, Scouts, Colin Carroll, Village Hall Committee, M Payne, Zoe Stacey, Langford Fete, Rowena Wolf, Langford History Society, Bob Vidler, St Andrew's Church, Mick Beazley, Barb Hammond, Jane Wright, Dave Williams and Lorraine Kalagher, Langford Parish Council, Christine Carroll.
- 2 **Apologies were received from** Caroline Bowers, Tennis Club, Drew Richardson, Langford Parish Council, Martin Littlehales, Langford Friends.

3 **Minute of the previous Annual General Meeting**

The minutes of the meeting held on 8 June 2024 were approved as a correct record.

4 **Chairman's report**

Langford Village Hall has had another successful year. The main hall has been in constant use and has seen some quite elaborate functions taking place during 2024. The new hall area was completed one year ago and has seen a steady increase in bookings. It has been well received by all users.

The floor in the main hall, which had been showing signs of wear in the most-used areas, has been refinished to a high standard. This was in response to comments from some of the dance groups using it.

We are currently looking at better ways of controlling the air-to-air heating and cooling system. We have had discussions with the system installer, MJD, and with the provider of the telephone line that is currently used for the CCTV.

One negative point – following a statement from our insurers (who, in my opinion, could have been more helpful), we have had to rule out the use of bouncy castles and similar equipment inside the hall. This has resulted in the loss of a small number of bookings.

We have continued to achieve a high standard of cleanliness and maintenance in all areas. This includes a large job of replacing the floor-to-ceiling fire-door and window in the main hall.

We have also needed to overhaul the presentation of, and arrangements for auditing, our accounts. This is now in place.

I would like to express my thanks to Gill, Nicki, John, Sarah, and Mike for their constant devotion to overseeing and carrying out the necessary work to maintain our standards: and to the Langford Parish Council for their continued financial support – and should anyone ask, I think we can point to the Village Hall and its surroundings as public money well spent.

5 Treasurer's report

Approve annual accounts

The accounts audited by SJ Tax were circulated by Sarah approved by the meeting. It was agreed that SJ Tax be appointed auditors for the next financial year.

Confirm signatories for cheques

Sarah Jayne Gallagher, Colin Carroll, John Shipman, Joan Rutt

Appoint an Auditor

It was agreed that SJ Tax be appointed auditors for the next financial year

6 Facilities Manager's report

- The hall foyer furniture has been upgraded
- The Tannoy for the CCTV has been replaced and working
- Refurbished floor in the main hall
- Fire door and upper glass in the main hall to be replaced due to wear and tear

7 Booking Officer's report

Bookings were buoyant at the beginning of the year but have tailed off slightly. Lots of enquiries for weekday classes, but the weekend is not so busy. The hiring charge is in line with other halls and does not seem to be a problem. However, to contact local halls and compare the charges.

Agreed that more advertising should take place.

Mike, Caretaker reported that the lights are being left on after bookings, and the fridge has not been closed properly. John to write to regular hirers. Gill to put a note on the toilet doors reminding people to turn off the lights.

8 Election of Officers

Position	Nominated	Proposed	Seconded	Appointed
Chairman	Colin Carroll	John Shipman	Jenny Godwin	Colin Carroll
V/Chairman	Joan Rutt	Debra Vince	Andy Watson	Joan Rutt
Treasurer	Sarah Jayne Gallagher	John Shipman	Colin Carroll	Sarah Jayne Gallagher

9 Fire Risk Assessment

The Fire Risk Assessment was approved for 2025/26 and to be reviewed again at the AGM in June 2026: the fire maintenance inspection is carried out twice yearly and the 5-year electrical inspection completed 2024 year. An informal check was carried out by visiting Fireman whilst at the fete and nothing was raised from this.

10 Increase in hall charges

As agreed, hall hiring charges are to be increased by £1.00 from 1 January providing that this is in line with current uk finances – if it is felt that the cost of living has increased significantly and an increase would deter hiring, then no increase to be applied.

11 Appoint replacement Trustee

Mrs Trudy Emery has resigned as representative from Langford WI and as Trustee for the VH Management Committee. It was agreed that Mrs Jenny Godwin would be a Trustee.

12 Any other business

Joan suggested looking into licensing the village hall for official events such as weddings. Gill to investigate this.

The AGM - 11 June 2026 in the Village Hall.

Colin Carroll
Chairman

DETAIL	APRIL	MAY	JUNE
FIELD INCOME			
BOWLS CLUB ANN FEE			
TENNIS CLUB ANN FEE			
YOUTH F/BALL ANN FEE			
CRICKET			
GRANTS/OTHER			
EON			
LANGFORD PC GRANT	5000 00		5000 00
LANGFORD PC			
BEQUEST D HOWLEY			
LLOYDS BANK APOLOGY PAYMENT			
TOTAL	5000 00	0 00	5000 00
DETAIL	APRIL	MAY	JUNE
A CRAWLEY	620 00	620 00	620 00
A CRAWLEY - Extra Services	80 00	80 00	
AUDITOR - WINE 2020-21			
CLEAR INSURANCE LTD		553 22	
BILL WILSON - MAINTENANCE			
TREASURER	16 30	16 30	16 30
BRITISH LEGION FOR WREATH			
CALOO REPAIRS		1302 00	
PLAYGROUND SUPPLIES LIMITED			
CBC RATES	29 63		
EON	75 94		
FACILITIES MANAGER	553 00	553 00	553 00
G CLARKE EXPENSES	256 80		27 16
FORESTWOOD TREE SURVEYING			

R S GROUND CARE			
HILLS PRINT - CRICKET SIGNS			
ROSPA Play Safety			
J SHIPMAN - Expenses			
SJ TAX LTD Accountant			
WELFARE TRUST			
P MURRAY TREE SERVICES			
TOTAL	1631 67	3124 52	1216 46

OPENING BANK BALANCE	3673 27	7041 60	3917 08
INCOME	5000 00	0 00	5000 00
EXPENDITURE	1631 67	3124 52	1216 46
CLOSING BANK BALANCE	7041 60	3917 08	7700 62

REPRESENTED BY ACCOUNTS			
LLOYDS	7041 60	3917 08	7700 62
TOTAL FUNDS IN PF ACCOUNT			

LANGFORD PLAYING FIELD - AUDITED					
TO 31/03/25					
JULY	AUG	SEPT	OCT	NOV	DEC
				247 00	
				247 00	
					312 00
		312 00			
	6000 00				
0 00	6000 00	312 00	0 00	494 00	312 00

JULY	AUG	SEPT	OCT	NOV	DEC
620 00	620 00	620 00	620 00	620 00	620 00
				290 00	
277 20					
16 30	16 30	16 30	16 30	32 30	50 00
82 48			106 25		
553 00	553 00	553 00	553 00	730 00	575 00
			79 00		

360 00					
381 60					
				36 00	
			90 00		
2290 58	1189 30	1189 30	1464 55	1708 30	1245 00

7700 62	5410 04	10220 74	9343 44	7878 89	6664 59
0 00	6000 00	312 00	0 00	494 00	312 00
2290 58	1189 30	1189 30	1464 55	1708 30	1245 00
5410 04	10220 74	9343 44	7878 89	6664 59	5731 59

5410 04	10220 74	9343 44	7878 89	6664 59	5731 59

JAN	FEB	MAR	TOTAL INCOME
			0 00
			247 00
			247 00
			312 00
			312 00
			0 00
	5000 00		21000 00
			0 00
			0 00
			0 00
0 00	5000 00	0 00	22118 00

JAN	FEB	MAR	TOTAL EXPENDITURE
620 00	620 00	620 00	7440 00
250 00		630 00	1330 00
			0 00
			830 42
			0 00
50 00	50 00	50 00	346 40
			0 00
			1302 00
			0 00
			29 63
110 58			375 25
575 00	575 00	575 00	6901 00
			362 96
			0 00

			360 00
			0 00
			381 60
			36 00
			90 00
			0 00
			0 00
1605 58	1245 00	1875 00	19785 26

5731 59	4126 01	7881 01	
0 00	5000 00	0 00	22118 00
1605 58	1245 00	1875 00	19785 26
4126 01	7881 01	6006 01	9756 01

4126 01	7881 01	6006 01	

DETAIL	APRIL
HIRE INCOME	4217 00
FETE	2025 00
GRANTS/OTHER	
LPC - GRANT	
WAVE REFUND	
GOOD ENERGY	
MISC DONATIONS	
TOTAL	6242 00
DETAIL	APRIL
ALLIED WESTMINSTER INSURANCE	
ANGLIAN WATER	91 00
J BAKER	
BIFFA	159 60
BOOKING OFFICER	316 00
TREASURER	48 00
EDF ENERGY	1372 45
CARETAKER	177 50
CBC LICENSING FEE	
C PLUMB	
CLEANER	910 00
CLEANING PRODUCTS AND BULBS	
CLEANING EXTRA	
EDF ENERGY	
D K BATEUP ELECTRICAL INSTALLATIONS	
COLIN CARROLL - EXPENSES	
FACILITIES MANAGER	553 00
GILL CLARKE EXPENSES	256 80

HIRE FEE RETURN OF SECURITY DEPOSIT/CANCELLED BOOKING REFUNDS	553 00
J SHIPMAN - BATTERIES/EXPENSES	32 71
FETE EXPENDITURE	841 00
K BAKER	
LOCKCRAFT	
LOCKSMITH	
MUSIC LICENSE (2023 &2024)	
NEIL BIGNELL PROPERTY MAINTENACE AND REMOVAL	
PHS GROUP	79 06
NETWORK SECURITY ALARMS- CCTV MAINTENANCE	
STEV BOROUGH COUNCIL CCTV	
ST JOHN AMBULANCE	
STATIONERY	
HOLLIDGE PLUMBING	
TREADAWAY	
VOLVINA LTD	
AMIDA FIRE SAFETY	
SJ TAX LTD - AUDITOR	
WILD SCIENCE LTD	
T & R ROOFING	
MJD AIR CON SERVICES LTD	
WINDOW CLEANER	
TOTAL	5390 12
OPENING BANK BALANCE	5366 88
INCOME	6242 00
EXPENDITURE	5390 12
CLOSING BANK BALANCE	6218 76

LANGFORD VILLAGE HALL - AUDITED

TO 31/03/25

MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
3068 00	1537 90	2746 70	2871 80	3461 90	3163 45	3392 45
165 00	514 98	1293 79				

5000 00	10000 00					
						464 32
	1278 92					1295 04
	80 00					
8233 00	13411 80	4040 49	2871 80	3461 90	3163 45	5151 81

MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
3169 90						
40 00	40 00	40 00	40 00	40 00	40 00	40 00
		150 00				150 00
127 68	127 68	159 60	194 21	127 68	159 60	127 68
316 00	316 00	316 00	316 00	316 00	316 00	420 00
48 00	48 00	48 00	48 00	48 00	48 00	64 00
		600 00	600 00	600 00	600 00	600 00
142 00	142 00	177 50	142 00	177 50	142 00	194 00
			84 00			
728 00	728 00	910 00	728 00	910 00	728 00	980 00
						32 39
						60 00
	1475 66					
						80 00
553 00	553 00	553 00	553 00	553 00	553 00	730 00
	85 00	108 18		334 28		

100 00	450 00	282 00	850 00	140 00	994 00	750 00
	114 93				63 72	88 99
81 82	909 97	398 01	150 40			
					180 00	
	127 73	277 90		232 18		
287 20						
	142 80		144 00			
					90 00	
520 00		70 00			130 00	
6113 60	5260 77	4090 19	3849 61	3478 64	4044 32	4317 06

6218 76	8338 16	16489 19	16439 49	15461 68	15444 94	14564 07
8233 00	13411 80	4040 49	2871 80	3461 90	3163 45	5151 81
6113 60	5260 77	4090 19	3849 61	3478 64	4044 32	4317 06
8338 16	16489 19	16439 49	15461 68	15444 94	14564 07	15398 82

DEC	JAN	FEB	MAR	TOTAL INCOME
1410 90	3314 10	3192 60	2680 35	35057 15
			795 00	4793 77
				15000 00
				464 32
			200 06	2774 02
				80 00
1410 90	3314 10	3192 60	3675 41	58169 26
DEC	JAN	FEB	MAR	TOTAL EXPENDITURE
				3169 90
40 00	45 00	45 00	45 00	546 00
	1010 00			1310 00
127 68	159 60	147 02	181 96	1799 99
329 00	329 00	329 00	329 00	3948 00
50 00	50 00	50 00	50 00	600 00
400 00	400 00	400 00	400 00	5972 45
185 00	148 00	148 00	185 00	1 960 50
180 00				180 00
				84 00
945 00	756 00	756 00	945 00	10024 00
				32 39
				60 00
				1475 66
				80 00
				0 00
575 00	575 00	575 00	575 00	6901 00
	210 63		54 88	1049 77

1004 00	276 00	225 00	300 00	5924 00
				300 35
				2381 20
567 00		520 99		1087 99
	96 00			96 00
				0 00
				180 00
			145 00	145 00
127 73			140 47	985 07
				0 00
				0 00
				0 00
				0 00
				0 00
				0 00
				287 20
		342 00		628 80
				90 00
				0 00
				0 00
				0 00
260 00		130 00		1110 00
4790 41	4055 23	3668 01	3351 31	52409 27

15398 82	12019 31	11278 18	10802 77	
1410 90	3314 10	3192 60	3675 41	58169 26
4790 41	4055 23	3668 01	3351 31	52409 27
12019 31	11278 18	10802 77	11126 87	11126 87

Independent examiner's report to the trustees of Langford Village Hall Charity

I report on the accounts of the Trust for the year ended 31 March 2025, which are set out on the following pages.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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 Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 statement below.

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 Act

have 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.

SJ Gilpin

Sally J Gilpin FCCA, ATT

S J Tax Limited

The Old Stable House, 3 Woodlands Close, Cople, Bedfordshire, MK44 3UE

10/06/2025