



ANNUAL GENERAL MEETING
Legion Room, Hutton Village Hall, 7 November 2023

In Attendance: Paul Robbins, Marion Cuthbert, Norman Poole, Lin Kelly, Ann Fiddler, Tony Lay, Gill Holdaway, Heather Pickett, Kath Sparks, Peter Follett, Peter Lander, Mike Emsley, Barbara Emsley, Carole Springthorpe, Pat Wilson, Ann Dennett, Kath Sparks, John Chatburn, Eric Holdaway, Peter Lander, Beverley Mutch

AGM commenced at 19:00

Apologies: Tina Frapwell, Sue Felts, Lyn Dutton

1. Minutes of 2022 AGM

The minutes from 9 November 2022 having been circulated, Marion Cuthbert proposed, and Carole Springthorpe seconded that the minutes be accepted as an accurate record. Those present unanimously agreed and a copy signed by Paul Robbins

2. Matters Arising

- a) A cleaner once a week cleans and stocks the lavatories and kitchen
- b) The hall floor has been repaired but, long term will need replacing
- c) Gutter cleaning remains an issue and needs addressing urgently as water ingress is occurring
- d) Christmas Decorations – 24/11/2023 at 2pm agreed as date for all available to meet to decorate the hall.

3. Report by The Chair

Paul Robbins introduced himself to those present as the co-opted Chair. Paul explained that he has been involved with the Hall for many years, having previously served as Chairman.

4. Secretary's Report

Bookings:

Marion advised that there are currently 18 regular hiring groups. Ten of these, hire once a week or more. The hall is used daily (except for the odd weekend day. Invoices are raised and emailed and payments received timeously. The rental income is just above £2100 monthly with one off bookings, bringing in between £100 and £300 monthly. Weekend hire could be increased if we can find people to do show arounds and meet & greet plus check for deposit return.

We are still running on a small band of volunteers, which is proving difficult with increased bookings. The Music Nights being driven by Mike Emsley have proved a success and going forward will be held on the 1st Saturday evening of the month.

Tony Lay has run many 'Help our Hall' events including quizzes, bingo and a Coronation cream tea raising much needed funds to help with bills through the winter and essential repairs.

Cynthia Riley and Lyn Dutton have helped with cleaning, set up and many other tasks around the hall since March. Cynthia has started repainting the hall radiators.

We need a team of volunteers to support events especially the monthly Music nights. Those volunteers who agreed to support an Events Group:

Patrick Wilson

Sarah Cope

Tony Lay

Mike Emsley

Barbara Emsley

Eric Holdaway

Gill Holdaway

These volunteers said they'd be happy to be contacted for help if needed:

Carole Springthorpe

Heather Pickett

Tina Frapwell (per Barbara Emsley)

5. Treasurer's Presentation of Audited Accounts

Norman presented his report – See hard-copy attached.

See attached financials copy

Acceptance of report and accounts proposed by Marion Cuthbert and seconded by Patrick Wilson.

Treasurer and Chair duly signed copies of Statement of financial activity and balance sheet for year ending 31 August 2023.

6. Retirement of current HVH Management Committee

At this juncture, the existing Committee ceased, and Paul Robbins vacated the Chair. The remainder of the AGM was run by the Secretary.

7. Election & Representation for Hutton Village Hall Committee 2023/24

In accordance with Hutton Village Hall Management Constitution, 7 Members are to be elected to the New Committee and the same plus one as a minimum for Group Representatives.

a) Elected members of Committee

Those standing for election to the Committee are:

Paul Robbins, Marion Cuthbert, Lin Kelly, Norman Poole, Ann Fiddler, Barbara Emsley, Mike Emsley

The vote for the nominees was unanimous, having been proposed by Tony Lay and seconded by and Kath Sparks

Kath Sparks and Sarah Cope were co-opted to support the Committee

b) Representative Nominations

Nomination forms were given to our current user groups and the following nominations have been received:

Hutton Drama Club	Carole Springthorpe
Hutton Friendship Circle	Pat Wilson
Hutton Ladies	Lin Dutton
Hutton Lace & Crafts	Tina Frapwell
Hutton Mustard Seed Fairtrade	Gill Holdaway
Hutton Short Mat Bowls	Sue Felts
Hutton Whist Club	Anthony Lay
Dabasso Twinning Association	Heather Pickett
Nettles Badminton	Ann Dennett
Royal British Legion	Peter Follett

All volunteer representatives, were proposed as committee members by Paul Robbins and seconded by Marion Cuthbert, the vote, en masse, was carried unanimously.

The following groups and hirers did not notify any representatives:

Art Class	Hutton Primary School	St Mary's Church
Lacewings	Hutton in Bloom	Bloomers

8. Presentation of the Chairman's Cup

Paul decided that the award this first year of The (re-named) Steve Cope Cup should be given to Norman Poole for his long service and support to the hall through some very difficult times

9. Any Other Business

- a) Paul Robbins reported that there were lights around the building that needed replacing and asked John Chatburn if there were any remaining fluorescent tubes. John wasn't sure.
- b) Eric asked about install uplighters in the hall to improve the ambience of evening events. Some years ago a Tea Dance was held to raise money for these. Norman had no record of any monies raised for such so the money had not been ring-fenced. It was agreed that the cost of lights & installation should be looked at and Beverley Mutch agreed to look at purchase costs
- c) Tony Lay asked that we should recognise the support from people in the village for running and supporting events. These include:
Patrick Wilson for running The Bingo afternoons. Lyn Dutton for the quiz, He thanked Beverley Mutch for spreading event info on the various media platforms. Thanks too, to Tony Pass for poster design and Tony & Tricia Pass for help on the bar. James Roberts for poster design and production for music events.
- d) Marion pointed out that a team of volunteers to support events especially the monthly Music nights. Those volunteers who agreed to support an Events Group:
Patrick Wilson
Sarah Cope
Tony Lay
Mike Emsley
Barbara Emsley
Eric Holdaway
Gill Holdaway
These volunteers said they'd be happy to be contacted for help if needed:
Carole Springthorpe
Heather Pickett
Tina Frapwell (per Barbara Emsley)
- e) Paul Robbins said that the 'To Do' list needs reviewing so that essential works can be looked at. The roof and floor should be considered. Mike Emsley said that the floor could hopefully be managed but that insulation of the main hall ceiling should be considered a priority. It was agreed that the list should be reviewed at the next Management Committee meeting.

10 Election of Officers

- a) Chair
Paul Robbins was proposed as the Chair by Marion Cuthbert; this was seconded by Norman Poole. All Committee members present were in favour.
- b) Secretary

Marion Cuthbert was proposed as Secretary by Paul Robbins; this was seconded by Tony Lay. All Committee members present were in favour.

c) Treasurer

Norman Poole was proposed as Treasurer by Mike Emsley; this was seconded by Norman Poole. All Committee members present were in favour.

Date of the next Hutton Village Hall full Committee meeting agreed as 7pm pm on Thursday 11 January 2024

The newly elected Management Committee agreed to meet for the first time on 6 December 2023 at 7pm.

AGM closed at 20:25

Minutes agreed:

Proposer

Seconder

Signed by Paul Robins Chair

Dated

HUTTON VILLAGE HALL

YEAR END ACCOUNTS

01/09/2022 – 31/08/2023

HUTTON VILLAGE HALL

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HUTTON VILLAGE HALL

I report on the Accounts of the Charity for the year ended 31 August 2023, which are set out on the following pages.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

As the Charity's Trustees you are responsible for the preparation of the Accounts : you consider that the audit requirement of Section 43 (2) of the Charities Act 1993 ("the Act") does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under Section 43 (7) of the Act, 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 Commissioners. 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 of the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the Accounts.

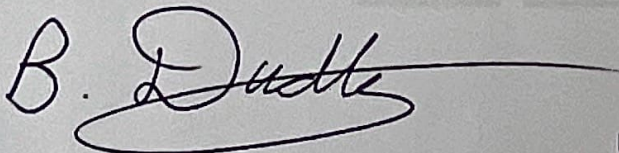
INDEPENDENT EXAMINER'S STATEMENT

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

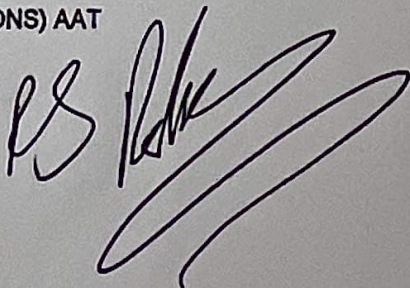
1. Which gives me reasonable cause to believe that in any material respect the requirements :
 - a) to keep accounting records in accordance with Section 41 of the 1943 Act
 - b) to prepare Accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act.

Have not been met : or

2. To which , in my opinion, attention should be drawn to enable a proper understanding of the Accounts to be reached.



BRIAN DUDLEY Bsc (HONS) AAT



CHAIRMAN Hutton

HUTTON VILLAGE HALL

NOTES TO THE ACCOUNTS FOR YEAR ENDING 31 AUGUST 2023

1 Accounting Policies

1.1 Basis of Preparation of Financial Statements

The Financial Statements are prepared under the historical cost convention as modified by the revaluation of the Village Hall and include the results of the charity's operations all of which are continuing.

The accounts have been prepared in accordance with the Statement of Recommended Practice for Charity Accounts.

1.2 Tangible Fixed Assets for use by the Charity and Depreciation

Tangible Fixed Assets for use by the Charity are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of Fixed Assets, less their estimated residual value, over their expected useful lives on the following basis :

Furniture and Equipment -20% Reducing Balance Basis

1.3 Value Added Tax

Value Added Tax is not recoverable by the Charity, and as such is included in the relevant costs in the Statement of Financial Activities.

2 Tangible Fixed Assets

	Village Hall	Furniture and Equipment	Total
Cost or Valuation at 01.09.22	1,280,000	230	1,280,230
Revaluation	-	-	-
Additions	-	-	-
Depreciation	-	46	46
Net Book Value at 31.08.23	<u>1,280,000</u>	<u>184</u>	<u>1,280,184</u>

HUTTON VILLAGE HALL

BALANCE SHEET AS AT 31 AUGUST 2023

	Notes	2023	2022
Fixed Assets			
Tangible Assets	2	1,280,184	1,280,230
Current Assets			
Cash at Bank and in Hand		13,064	6,411
Savings Bank		3,729	10,070
Debtors		-	-
Creditors : amounts falling due within one year		-	-
Net Current Assets		16,793	16,481
Total Net Assets		1,296,977	1,296,711
Represented by :			
Capital			
Unrestricted Funds		85,514	85,328
Revaluation Reserve		1,211,463	1,211,383
		1,296,977	1,296,711

Approved by the Trustees on

Signed by Chairman

Signed by Treasurer

HUTTON VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITY FOR THE YEAR ENDING 31 AUGUST 2023

	2023	2022
Incoming Resources		
Hire Charges	21,049	19,062
Events	3,792	-
Donations	3,585	-
Rent / Storage	445	-
Sundry Income	1,543	2,667
Bank Interest	19	
Other Income		328
Total Incoming Resources	<u>30,433</u>	<u>22,057</u>
 Resources Expended		
Caretaker and Booking Officer	-	-
Cleaning Materials and Laundry	1,638	1,532
Car Park Rent	75	-
Utility Charges	15,586	10,508
Insurance	2,140	1,666
Telephone, Postage and Stationery	463	484
Repairs and Renewals	9,016	6,325
Sundry Expenses	1,108	267
Legal / Professional Fees	175	233
Transfer to Savings		-
Depreciation	46	57
Total Resources Expended	<u>30,247</u>	<u>21,072</u>
 Net Income / (Expenditure)	186	985
 Total Funds Brought Forward	<u>85,328</u>	<u>84,343</u>
 Total Funds Carried Forward	<u>85,514</u>	<u>85,328</u>

TANGIBLE FIXED ASSETS

	Village Hall	Furniture / Equipment	Total
Cost or Valuation at 01.09.22	1,280,000.00	230.26	1,280,230.26
Revaluation	-	-	-
Additions	-	-	-
Depreciation	-	48.05	48.05
Net Book Value at 31.08.23	1,280,000.00	184.21	1,280,184.21

HUTTON VILLAGE HALL ACCOUNTS - 2022/2023

INCOME

HIRE CHARGES	21,048.50
EVENTS	3,791.70
DONATIONS	3,585.50
RENT	445.00
SUNDRY INCOME	1,543.00
BANK INTEREST	18.80

TOTAL INCOME	30,432.50
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EXPENDITURE

UTILITIES	15,586.40
AUDIT / LEGAL	175.00
PROPERTY MAINTENANCE	8,403.93
CLEANING / LAUNDRY	1,837.95
SUNDRIES	1,108.21
CARETAKER	
BOOKING OFFICER	
INSURANCE	2,139.57
TELEPHONE / OFFICE EQUIP / STATIONARY	462.70
PETTY CASH	
CHURCH CAR PARK RENT	75.00
LICENCES	612.20
INLAND REVENUE	-

30,200.96

PROFIT / LOSS	231.54
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DEPRECIATION	-	46.05
		-

PROFIT FOR YEAR	185.49
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HUTTON VILLAGE HALL

YEAR END ACCOUNTS

01/09/2022 – 31/08/2023

HUTTON VILLAGE HALL

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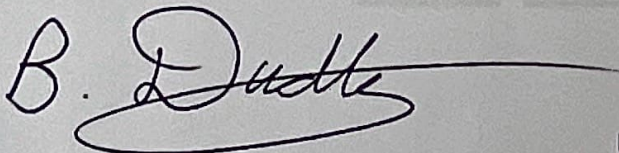
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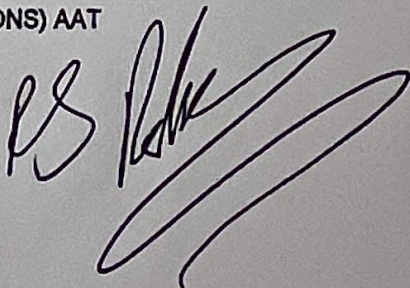
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