

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE HALLING
JUBILEE HALL
MANAGEMENT COMMITTEE
ON
Monday 15th November, 2021**

1 PRESENT

Mr Chris Beaney	Chairman
Mrs Betty Head	
Mr Norman Head	
Mr Pat Mitchell	
Mrs Sylvia Mitchell	
Mrs Joy Oliver	Minute Secretary
Mrs Maggie Palmer	
Mr Andy Tatlow	

Before the Meeting started The Chairman asked for a few moments' silence so that we could remember Mr Colin Martin who had died in 2020.

2 APOLOGIES

Apologies were received from Miss Sara Allen, Mrs Phyllis Chidwick and Mrs Claire Stotesbury.

There was no representation from The Parish Council.

3 MINUTES OF THE LAST MEETING

The Minutes of the Annual General Meeting held on 18th November, 2019 and The Minutes of the Meeting held on 2^{7th} September, 2021 were proposed by Mr Pat Mitchell and seconded by Mrs Sylvia Mitchell as a true and accurate account of those meetings.

4 MATTERS ARISING

- i) The Chairman reported that he had written to The Historical Society about their hire timings of The Hall and had received an apology from them for the misunderstanding and assured The Chairman that in future they would go back to their original booking times.**
- ii) It was agreed that 50 new mugs would be purchased from Poundland.**

5 CORRESPONDENCE

The Chairman reported that he had been approached by Rural Kent to see if The Hall would like to join their association at £52.00 per annum. For this we could receive advice, help and booklets about local events. It was agreed that we would join Rural Kent.

6 TREASURER'S REPORT

The Committee thanked Miss Allen for her hard work over the past few months and agreed that, as we were back to meeting every three months, we no longer required monthly accounts.

The Chairman pointed out that Miss Allen had put a lot of effort into grant applications and sorting out the bank accounts and online banking and thanked her for that also.

7 LETTING SECRETARY'S REPORT

Mrs Stotesbury was not able to attend the Meeting but it was reported that she was well on the way to sorting out those hirers who were in credit due to the pandemic. The only outstanding invoice was now The Gardening Society. The Chairman thanked Mrs Stotesbury for all her hard work.

8 CHAIRMAN'S REPORT

Please see attached Report.

9 ELECTION OF COMMITTEE MEMBERS

The current Committee Members were elected for another twelve months:

**Chairman
Treasurer
Minute Secretary**

**Mr Chris Beaney
Miss Sara Allen
Mrs Joy Oliver**

It was agreed that Mr Norman Head would be elected to the Committee and Pat and Sylvia Mitchell would be Joint Elected

Members. Mrs Phyllis Chidwick would be a co-opted Member of the Committee.

These members were proposed by Mr Andy Tatlow and seconded by Mrs Maggie Palmer.

Those representing Regular User Groups:

Church Representative	Mrs Betty Head
HALARA	Mr Andy Tatlow/Mrs Carole
Nunn	
Rainbows, Brownies and	
Guides	Mrs Maggie Palmer
Parish Council	no current representative
Sapphires Women's Institute	Mrs Claire Stotesbury

10 EQUIPMENT

The Chairman gave the Committee an up-date on the accessible toilet. An Asbestos Management Report had been undertaken and, as expected, asbestos was discovered but at the lowest possible level (Level 1). This will have to be dealt with by specialists at an approximate cost of £4,000.

It has been suggested that all the internal walls in the toilet area will be removed and replaced with one gent's, one woman's and an accessible toilet which can be used by everyone. The estimated cost for the works will be £16,000 plus.

It was agreed that a sum of £500.00 would be paid to the builders for initial investigations and for the plans to be drawn up.

The Chairman will find out if VAT is charged on building an accessible toilet.

11 SOCIAL ACTIVITIES

- i) The Chairman reported that a coffee morning will be held on the first Thursday of the month with the next one being on 2nd December, 2021. This is a free event with people making a donation if they wish. Mr Tatlow suggested that people should be informed that, as**

HALARA hold a Coffee Morning every Thursday at the Community Centre, they should still support the Jubilee Hall Pop-Up Café once a month at the Jubilee Hall.

- ii) The Sapphires are holding a Christmas Fair on 11th December at the Community Centre and The Chairman and Mrs Beaney would again be holding a Christmas chocolate stall. He asked for donations of chocolate and/or cash.**

12 ANY OTHER BUSINESS

- i) Mrs Palmer reported on an initiative by the Guides to have a pop-up library outside the Jubilee Hall. There is already one in the High Street and outside Mrs Fenton-Scott's house.**
- ii) It was suggested that, in the new year, the hire costs for the Hall should be revisited.**
- iii) Mr and Mrs Mitchell asked if they could receive notification of any changes to the Hall bookings so they are always up to date.**

13 DATE OF NEXT MEETING

The next meeting of the Jubilee Hall Management Committee will be held on Monday 24th January 2022 at 5.30pm.

HALLING JUBILEE HALL MANAGEMENT COMMITTEE
STATEMENT OF END OF YEAR ACCOUNTS 2021-2022 ON 30TH SEPTEMBER
Sara Allen – Voluntary Treasurer

Committee Meeting Financial reviews
October 2021

Business Current Account

CURRENT ACCOUNT 2021-22 @ October 2021	
BFWD from end of year Sept 21	£31,793.97
Income Oct	£216.00
Expenditure Oct	£21,423.82
Bank Statement	£10,586.15
Variance	£0.00

Income 2021-22 Jubilee Hall October 2021									
DATE (paid into bank)	Bank giro credit ref	BANK REF	LETTINGS	DONATIONS	OTHER	FUNDRAISING	Interest	TOTAL AMOUNT	NOTES
19 Oct	000205	606008	£144.00					£144.00	Sequence Dancing Aug/Sept
29 Oct		SLA Halling Parish online payment			£72.00			£72.00	?????? letting?
TOTAL								£216.00	

Expenditure 2021-22 Jubilee Hall October 2021												
DATE Paid	PAYEE	BANK REF	D/DEBIT	BUILDING/EQUIPMENT	UTILITIES	INSURANCE	CLEANING/MANAGEMENT	GENERAL/RATES	RENT DEPOSITS	OTHER	TOTAL AMOUNTS	NOTES
04 Oct	Allied Specialists	Online Payment		£978.00							£978.00	Asbestos Survey
04 Oct	Mittie FS UK Ltd	Online Payment		£49.64							£49.64	Fire Extinguisher annual maintenance
04 Oct	Vulcana Gas Ltd	Online Payment		£190.80							£190.80	
04 Oct	EDF energy	671104718674			£12.00						£12.00	
05 Oct	Mrs S Mitchell	3508284498605240000N					£117.00				£117.00	Sept
05 Oct	JH Business Account 71062409	Online X-FER								£20,000.00	£20,000.00	Medway grant
06 Oct	EDF energy	673109492584			£14.00						£14.00	
19 Oct	Mr C Beaney	260830503416470000N		62.38							£62.38	Teapot

Business Reserve Account

BUSINESS RESERVE ACCOUNT 2021-22	
Starting Balance	£5,007.12
Income	£20,000.00
Income	£0.25
Expenditure	
Finishing balance	£25,007.37

Medway Grant transfer from Current Account
 Sept-Oct Interest

December 2021

Business Current Account

CURRENT ACCOUNT 2021-22 @ December 2021	
BFGD	£10,648.65
Income Nov	£176.00
Expenditure Nov	£234.77
Bank Statement	£10,589.88
Variance	£0.00

Income 2021-22 Jubilee Hall December 2021					
DATE (paid into bank)	Bank giro credit ref	BANK REF	LETTINGS	TOTAL AMOUNT	NOTES
06 Dec	Online payment		£176.00	£176.00	Halara
			TOTAL	£176.00	

Expenditure 2021-22 Jubilee Hall December 2021								
DATE Paid	PAYEE	BANK REF	D/DEBIT	UTILITIES	CLEANING / MANAGEMENT	GENERAL/ RATES	TOTAL AMOUNTS	NOTES
01 Dec	Medway Council	12174961				£20.00	£20.00	
06 Dec	EDF energy	671104718674		£12.00			£12.00	
06 Dec	EDF energy	673109492584		£14.00			£14.00	
08 Dec	Mrs S Mitchell	45081222615669000N			£130.00		£130.00	Nov clean
08 Dec	Castle Water	51082431428327000N		£58.77			£58.77	
							£0.00	
							TOTAL	£234.77

Business Reserve Account

BUSINESS RESERVE ACCOUNT 2021-22	
Starting Balance	£25,007.59
Income	£0.21 Dec Interest
Expenditure	
Finishing balance	£25,007.80

January to March 2022

Business Current Account

CURRENT ACCOUNT 2021-22 @ 1 st January – 27 th March 22	
BFWD	£10,589.88
Income Jan	£1,620.50
Income Feb	£160.00
Income Mar	£0.00
Expenditure Jan	£155.50
Expenditure Feb	£189.00
Expenditure Mar	£143.50
Bank Statement	£11,879.38 @ 27th March
Variance	£3.00

Income 2021-22 Jubilee Hall 1 st January- 27 th March 2022						
DATE (paid into bank)	Bank giro credit ref	BANK REF	LETTINGS	Other	TOTAL AMOUNT	NOTES
04 Jan	00027		£240.00		£240.00	
06 Jan	Online payment		£48.00		£48.00	HALARA
10 Jan	CDM 606008 10 th Jan0951		£489.00		£489.00	
11 Jan	DPC	Love Day J&A 8 th Jan via mobile payment	£48.00		£48.00	
12 Jan	BAC 200000000869074673	Duet Dance School	£140.00		£140.00	5 weeks Jan-Feb
21 Jan	BAC 30606382850112 1001	Chelmsford K Kazan Kai	£607.50		£607.50	
27 Jan	DPC online payment	SLA Halling Parish Council	£32.00		£32.00	Nov-Dec
27 Jan	DPC online payment	SLA Halling Parish Council	£16.00		£16.00	Jan
				Sub TOTAL Jan	£1,620.50	
03 Feb	DPC online payment		£64.00		£64.00	HALARA
08 Feb	C/R 00029	Chq 003712	£48.00		£48.00	Sequence Dancing – 3 weeks Jan
28 Feb	C/R 000210	Chq 003714	£48.00		£48.00	Sequence Dancing – 3 weeks Feb
				Sub TOTAL Feb	£160.00	
					£0.00	
				Sub TOTAL Mar	£0.00	
				TOTAL	£1,780.50	

January to March 2022 cont.

Expenditure 2021-22 Jubilee Hall 1 st January- 27 th March 2021								
DATE Paid	PAYEE	BANK REF	D/DEBIT	UTILITIES	CLEANING / MANAGEMENT	GENERAL/ RATES	TOTAL AMOUNTS	NOTES
04 Jan	Mrs S Mitchell	Online Payment			£84.50		£84.50	Dec clean
04 Jan	ASDA	Online Payment to Mrs Mitchell		£25.00			£25.00	50 mugs
04 Jan	Medway Council					£20.00	£20.00	
04 Jan	EDF energy	671104718674				£12.00	£12.00	
06 Jan	EDF energy	673109492584				£14.00	£14.00	
06 Jan							£0.00	
						Sub TOTAL Jan	£155.50	
01 Feb	Medway Council	DD 12174961				£20.00	£20.00	
04 Feb	EDF energy	673109492584				£14.00	£14.00	
07 Feb	EDF energy	671104718674				£12.00	£12.00	
08 Feb	Mrs S Mitchell	Online Payment			£143.00		£143.00	Jan
						Sub TOTAL Feb	£189.00	
01 Mar	Medway Council	DD 12174961				£20.00	£20.00	
04 Mar	EDF energy	671104718674				£12.00	£12.00	
07 Mar	EDF energy	673109492584				£14.00	£14.00	
08 Mar	Mrs S Mitchell	Online Payment			£97.50		£97.50	
						Sub TOTAL Mar	£143.50	
						TOTAL Jan- Mar	£488.00	

Business Reserve Account

BUSINESS RESERVE ACCOUNT 2021-22 Dec-Feb interest		
Starting Balance	£25,007.59	
Income	£0.61	Dec-Feb Interest
Expenditure		
Finishing balance	£25,008.20	

April to 22nd May 2022

Business Current Account

CURRENT ACCOUNT 2021-22 @ 31st March - 22 nd May 2022	
BFWD	
	£11,879.38
Income April	£19,159.00
Income May	£32.00
Expenditure April	£22,129.15
Expenditure May	£204.10
Bank Statement	£8,737.13
Variance	£0.00

Income 2021-22 Jubilee Hall 31st March - 22 nd May 2022						
DATE (paid into bank)	Bank giro credit ref	BANK REF	LETTINGS	Other	TOTAL AMOUNT	NOTES
31 March	Medway Council OHLA grant			£2,667.00	£2,667.00	
05 April	00021		£184.00		£184.00	
07 April	Tesco grant		£1,166.00		£1,166.00	
08 April	JH Business Reserve transfer			£15,000.00	£15,000.00	for disabled toilets
14 April	Halara		£27.00		£27.00	
21 April	Fearn M J booking		£20.00		£20.00	
29 April	Malinda Henderson		£95.00		£95.00	
					£0.00	
				Sub TOTAL April	£19,159.00	
03 May	606008	CDM	£32.00		£32.00	Sequence Dancing
				Sub TOTAL May	£32.00	
				TOTAL Inc	£19,191.00	

April to 22nd May 2022 cont.

Expenditure 2021-22 Jubilee Hall 31st March - 22 nd May 22									
DATE Paid	PAYEE	BANK REF	D/DEBIT	Building	UTILITIES	CLEANING / MANAGEMENT	GENERAL/ RATES	TOTAL AMOUNTS	NOTES
04 April	EDF energy	671104718674			£12.00			£12.00	
05 April	Mrs S Mitchell	Online Payment				£119.75		£119.75	March
06 April	EDF energy	673109492584			£14.00			£14.00	
08 April	Waller Associates	Online Payment		£21,983.40				£21,983.40	Disabled toilets
								£0.00	
Sub TOTAL April								£22,129.15	
03 May	Medway Council	DD 12174961					£29.60	£29.60	
04 May	EDF energy	671104718674			£37.00			£37.00	
04 May	Mrs S Mitchell	Online Payment				£123.50		£123.50	April
06 May	EDF energy	673109492584			£14.00			£14.00	
Sub TOTAL May								£204.10	
TOTAL Exp April-May								£22,333.25	

Business Reserve Account

BUSINESS RESERVE ACCOUNT 2021-22 March interest		
Starting Balance	£25,008.20	
Income	£0.88	Mar interest
		Disabled toilets part payment
Expenditure	£15,000.00	
Finishing balance	£10,009.08	

23rd May to 24th July 2022

Business Current Account

CURRENT ACCOUNT 2021-22 @ 23 rd May to 22 nd July '22	
BFWD	
	£8,737.13
Income May	£60.00
Income June	£708.00
Income July	£1,664.00
Expenditure May	£129.83
Expenditure June	£1,331.18
Expenditure July	£392.99
Bank Statement	£9,315.53
Variance	-£0.40

Income 2021-22 Jubilee Hall 31st March - 23 rd May to 22 nd July '22						
DATE (paid into bank)	Bank giro credit ref	BANK REF	LETTINGS	Other	TOTAL AMOUNT	NOTES
N/A	N/A	N/A		£60.00	£60.00	Pop Up cafe donation – cash used to purchase kettles, see Exp. Argos
				Sub TOTAL May	£60.00	
01/06	CDM	000212		£200.00	£200.00	Sequence Dancing donation
07/06		000212	£80.00		£80.00	Sequence dancing
13/06	BAC	600000000950078000	£120.00		£120.00	Duets Dance School Summer term
16/06	BAC	600000000951572000	£45.00		£45.00	J Obasoha
17/06	BAC	500000000952225000	£45.00		£45.00	Sarah Baker
20/06	DPC	Mobile LVP	£128.00		£128.00	Halling WI
21/06	CDM	000213	£90.00		£90.00	Parties – Bernhasot 23/04 & Mitchell 07/05
				Sub TOTAL June	£708.00	
01/07	BAC	Kray Bray	£35.00		£35.00	Hall hire for 11/09/22
19/07	CDM	000214	£80.00		£80.00	Sequence Dancing 5 weeks June
12/07	DCP	Halara	£160.00		£160.00	
14/07	DCP	Halling Gardening SOC	£46.00		£46.00	
18/07	BAC	Chelmsford K, Kazan Kai	£875.00		£875.00	???????
					£216.00	Rainbows Jan-Feb £48 Mar-May £96 June-July £72
16/07	CDM	000216	£216.00		£252.00	Guides - £108 Brownies - £144 April-July
19/07	CDM	000215	£252.00		£252.00	
				Sub TOTAL July	£1,664.00	
				TOTAL Income May-Jul	£2,432.00	

23rd May to 24th July 2022 cont

Business Reserve Account

BUSINESS RESERVE ACCOUNT 2021-22		
Starting Balance	£10,009.08	
Income	£1.91	May & June interest
Expenditure		
Finishing balance	£10,010.99	

25th July to 11th Sept 2022

Business Current Account

CURRENT ACCOUNT 2021-22 @ 23 rd July to 10 th Sept '22	
BFWD	£9,315.13
Income Aug	£72.00
Income Sept	£4,185.00
Expenditure Aug	£344.50
Expenditure Sept	£228.00
Bank Statement	£12,999.63
Variance	£0.00

Income 2021-22 Jubilee Hall - 23 rd July – 10 th Sept 2022						
DATE (paid into bank)	Bank giro credit ref	BANK REF	LETTINGS	Other	TOTAL AMOUNT	NOTES
03 Aug	000217		£32.00		£32.00	Sequence Dancing – July 2 weeks
25 Aug		Fearn MJ	£40.00		£40.00	
				Sub TOTAL Aug	£72.00	
07 Sept		K Bray	£45.00		£45.00	Hire 06 Sept
08 Sept		Startup Jeyda	£60.00		£60.00	Hire 16 Oct
08 Sept	DPC	Halling Parish Council		£4,000.00	£4,000.00	Annual rev Grant
08 Sept	000218	Sequence Dancing	£80.00		£80.00	Sequence Dancing – Aug 5 weeks
				Sub TOTAL Sept	£4,185.00	
				TOTAL Income Aug-Sept	£4,257.00	

25th July to 11th Sept 2022 cont.

Expenditure 2021-22 Jubilee Hall 23 rd July – 10 th Sept 2022									
DATE Paid	PAYEE	BANK REF	Building	UTILITIES	CLEANING / MANAGEMENT	GENERAL/ RATES	Other	TOTAL AMOUNTS	NOTES
01 Aug	Medway Council	12147961				£28.00		£28.00	
04 Aug	EDF energy	671104718674		£37.00				£37.00	
05 Aug	Castle Water			£5.00				£5.00	
05 Aug	Mrs S Mitchell	Online payment			£158.50			£158.50	of which £9 = toilet brushes
08Aug	EDF energy	673109492584		£41.00				£41.00	
15 Aug	Chris Beaney	Online payment					£75.00	£75.00	Key Safe
						Sub TOTAL Aug		£344.50	
01 Sept	Medway Council	12147961				£28.00		£28.00	
05 Sept	EDF energy	671104718674		£37.00				£37.00	
05 Sept	Mrs S Mitchell	Online payment			£117.00			£117.00	Aug
05 Sept	Castle Water	DD 538254		£5.00				£5.00	
06 Sept	EDF energy	673109492584		£41.00				£41.00	
							Sub TOTAL Sept	£228.00	
							TOTAL Exp Jul-Sept	£572.50	

Business Reserve Account

BUSINESS RESERVE ACCOUNT 2021-22	
Starting Balance	£10,010.99
Income	£1.71
Expenditure	
Finishing balance	£10,012.70

July & Aug
interest

30th September 2022 Year End

Business Current Account

CURRENT ACCOUNT 2021-22 @ 11 th - 30 th Sept '22	
BFWD	£12,999.63
Income Sept	£140.00
Expenditure Sept	£35.00
Bank Statement	£13,104.63
Variance	£0.00

Income 2021-22 Jubilee Hall 11 th - 30 th Sept '22						
DATE (paid into bank)	Bank giro credit ref	BANK REF	LETTINGS	Other	TOTAL AMOUNT	NOTES
12 Sept	Duet Dance School	BAC	£140.00		£140.00	7 weeks Sept-Oct
				Sub TOTAL Sept	£140.00	

Expenditure 2021-22 Jubilee Hall 11 th - 30 th Sept '22									
DATE Paid	PAYEE	BANK REF	Building	UTILITIES	CLEANING / MANAGEMENT	GENERAL/ RATES	Other	TOTAL AMOUNTS	NOTES
15 Sept	K Bray	DPC					£35.00	£35.00	return of letting deposit
							Sub TOTAL Sept	£35.00	

Business Reserve Account

BUSINESS RESERVE ACCOUNT 2021-22 Year End balance	
Starting Balance	£10,012.70
Income	£1.81
Expenditure	
Finishing balance	£10,014.51

Sept interest

HALLING JUBILEE HALL MANAGEMENT COMMITTEE
STATEMENT OF END OF YEAR ACCOUNTS 2021-2022 ON 30TH SEPTEMBER

Sara Allen – Voluntary Treasurer

1.1 Current Account annual summary

Balance BFWD from YE 2021	£31,793.97
Receipts 2021-22	£28,424.50
Expenditure 2021-22	£47,110.84
Closing bank statement Sept 2022	£13,104.63
Variance at year end	£3.00

1.2 Monthly breakdown of Receipts / Expenditure by service

Note: Not all Receipts/Expenditure entries reflect actual month of income/spend as some transacted the months following the event/purchase

RECEIPTS 2021-22	Oct	Nov	Dec	Jan-Mar	Apr-May	May-July	Jul-Sept	Sept end	Totals
LETTINGS	£216.00	£232.00	£176.00	£1,780.50	£1,524.00	£2,172.00	£257.00	£140.00	£6,497.50
DONATIONS									£0.00
RATES - Medway Grants									£0.00
UTILITIES									£0.00
OTHER -- JH Business Acc transfer					£15,000.00				£15,000.00
OTHER – donations						£260.00			£260.00
OTHER – Medway grant					£2,667.00				£2,667.00
OTHER – Halling Parish annual revenue grant							£4,000.00		£4,000.00
TOTALS	£216.00	£232.00	£176.00	£1,780.50	£19,191.00	£2,432.00	£4,257.00	£140.00	£28,424.50

Expenditure 21-22	Oct	Nov	Dec	Jan-Mar	Apr-May	May-July	Jul-Sept	Sept end	Totals
BUILDING/ EQUIPMENT	£1,280.82				£21,983.40		£75.00		£23,339.22
UTILITIES	£26.00	£26.00	£84.77	£25.00	£77.00	£176.83	£166.00		£581.60
INSURANCE									£0.00
CLEANING/ MANAGEMENT	£117.00	£123.50	£130.00	£325.00	£243.25	£464.99	£275.50		£1,679.24
GENERAL/ RATES		£20.00	£20.00	£138.00	£29.60	£56.00	£56.00		£319.60
RENT DEPOSITS								£36.00	£35.00
OTHER – admin & sundries items	£20,000.00					£1,156.18			£21,156.18
TOTALS	£21,423.82	£169.50	£234.77	£488.00	£22,333.25	£1,854.00	£572.50	£35.00	£47,110.84

2. Business Account annual summary

THIS IS A TRUE RECORD OF ANNUAL ACCOUNTS OF SUGILVE HALL HALLING

BUSINESS RESERVE ACCOUNT 2021-22 Year End balance	
Balance BFWD from YE 2021	£5,007.15
Medway grant – transferred from CA Oct '21	£20,000.00
Transferred to CA April '21	-£15,000.00
Interest earned 21-22	£7.36
Finishing balance	£10,014.51

ACCOUNTS

APPROVED

L. MacDonald

C C Beane



CHAIRMAN