

WICKHAM ST. PAULS VILLAGE HALL MANAGEMENT COMMITTEE
Annual Report and Minutes of the Annual General Meeting for 2025
held in the Village Hall at 4.00 pm on Monday 17th March 2025

Present

Susan Springford, Pam Nuttall, Alison Handley, Steve Barnes, Linda Sear and Ann Robertson.

The meeting had been advertised throughout the village and in the Look Out magazine but no villagers attended.

Apologies

Apologies were received from Martin Cooper, Helena Baker and Mary Weavers

Approval of minutes of last AGM

The minutes of the AGM held on 25.03.24 were approved and signed by the Pam Nuttall on behalf of the Chairman.

Treasurer's Report

Pam Nuttall gave the Treasurer's Report for 2024/5, this was accepted by the Committee. The accounts had been audited by Mrs. E. Spencer. The next audit would be in 2027. Ann proposed acceptance, the was seconded by Linda and the report unanimously accepted. A copy is filed with these minutes.

Booking Clerk's Report

Pam Nuttall gave the Booking Clerk's Report on behalf of Sandra O'Sullivan. Pam proposed acceptance, this was seconded by Steve and the report was unanimously accepted.

Election of Chair for 2025/6

There were no other nominations and Martin Cooper agreed to remain as Chairman of this Committee. This was proposed by Pam and seconded by Steve. Martin was appointed Chair of the Committee for 2025/26.

Election of Committee Members for 2025/6

Officers

These posts were Treasurer, Booking Clerk and Secretary

These positions were proposed and seconded on block by Steve Barnes and Ann Robertson.

Treasurer

There were no other nominations and Pam Nuttall agreed to remain as Treasurer for this Committee.

Booking Clerk –

There were no other nominations and Sandra O'Sullivan had agreed to remain as Booking Clerk for this Committee. As Sandra was no longer a member of the Committee, Pam agreed to co-operate with Sandra in her role of Treasurer.

Secretary

There were no other nominations and Susan Springford agreed to remain as Secretary to this Committee.

Representatives

These positions were proposed and seconded on block by Linda Sear and Pam Nuttall

No other nominations had been received and the following agreed to remain as representatives for 2025/6

Bowling Club – Mary Weavers

Cricket Club – Stephen Barnes

Parish Council – Martin Cooper

P.C.C. – Ann Robertson

W.I. – Linda Sear

W.S.P. Village – Alison Handley and Helena Baker

The 2025/6 Committee now consists of nine members.

The meeting closed at 4.15 pm

TREASURER'S REPORT
VILLAGE HALL MANAGEMENT COMMITTEE
ANNUAL REPORT and AGM 2025

31.12.2024	Current Account	£35,895.07
31.12.2024	Business Savings Account	£2,689.57
31.12.2024	TOTAL	£38,584.64

INCOME			
01.01.2024 → 31.12.2024	Lettings	£4202.00	TOTAL RECEIPTS: £38,489.61
	Donations	£326.58	
	Fund Raising		
	❖ Race Night £664.00	£2869.90	
	❖ Quiz Night £1470.00		
	❖ Christmas Fair £735		
	Grant £2601.00	£2601.00	
	Utilities (Electric meter)	£406.00	
	Other		
	• Insurance Claim £3068.15	£28,084.13	
	• Refund from CPC £322.00		
	• Legacy A (Nancy) Frost £24,693.98		

EXPENDITURE			
01.01.2024 → 31.12.2024	Cleaning inc.		TOTAL PAYMENTS £9637.30
	❖ Monthly salary £1407.00	£1681.45	
	❖ Window Cleaner £150.00		
	❖ Materials £124.45		
	Utilities inc.		
	❖ EDF (Electricity) £1052.68	£1420.80	
	❖ Anglia Water £368.12		
	Building Costs		
	❖ Water Leak repairs £2868		
	❖ Insurance £763.84	£3789.54	
	❖ Chubb £87.70		
	❖ Licence £70.00		
	Maintenance		
	❖ Vacuum Cleaner	£139.99	
	Fundraising		
	❖ Race Night £158.72		
	❖ Quiz Night £357.16	£546.17	
	❖ Christmas Fair £30.29		
	Sounds Improvements * see attached	£2009.37	
	Miscellaneous		
	❖ To petty cash £30	£49.98	
	❖ Tea towels £14.99		
	❖ Diary £4.99		

Accounts Audited February 2025

Petty Cash £8.37

Report for CC April 2026

WICKHAM ST. PAULS VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the Annual General Meeting for 2026
held in the Village Hall at 7.00 pm on Monday 2nd March 2026

Present

Martin Cooper, Susan Springford, Pam Nuttall, Steve Barnes, Ann Robertson, Linda Sear, Helena Baker and Carole Francis.

The meeting had been advertised throughout the village but no villager attended.

Apologies

Apologies were received from Mary Weavers.

Approval of minutes of last AGM

The minutes of the AGM held on 17.03.25 were approved and signed by the Chairman.

Treasurer's Report

Pam Nuttall gave the Treasurer's Report for 2025/6 this was proposed by Martin and seconded by Ann and then unanimously accepted by the Committee. A copy is filed with these minutes.

Booking Clerk's Report

Pam gave the report on behalf of the Booking Clerk, Sandra O'Sullivan. This report was accepted by the Committee.

Election of Chair for 2026/27

There were no other nominations and Martin Cooper agreed to remain as Chairman of this Committee. This was proposed by Susan and seconded by Linda and unanimously accepted by the Committee. Martin was elected Chair for another year.

Officers for 2026/7

Treasurer and Secretary

As there were no other nominations, Martin proposed Pam and Helena seconded. Pam was elected Treasurer for another year.

Susan was elected Secretary for another year. Susan informed the Committee that she would be resigning from the position of Secretary in 2028.

Election of Committee Members for 2026/7

No other nominations had been received and the following agreed to remain as representatives for 2026/7

All were willing to stand for another year.

These positions were proposed and seconded on block by Pam and Martin

Representatives

All Saints Church – Ann Robertson

Bowling Club – Mary Weavers

Cricket Club – Stephen Barnes

Parish Council Representative – Martin Cooper

Women's Institute – Linda Sear

W.S.P. Village – Carole Francis and Helena Baker

The 2026/7 Committee now consists of nine members.

The meeting closed at 7.20 pm

Approved as an accurate account of the meeting:

..... Chair of the CommitteeDate

**TREASURER'S REPORT
VILLAGE HALL MANAGEMENT COMMITTEE
ANNUAL REPORT and AGM
2nd March 2026**

31.12.2025	Current Account	£3,247.86
31.12.2025	Business Savings Account	£25,630.75
31.12.2025	TOTAL	£28,878.61

INCOME			
01.01.2025→ 31.12.2025	Lettings	£4229.00	TOTAL RECEIPTS: £9766.79 Minus £2000 transfer £7766.79
	Donations	£195.00	
	Fund Raising	£2956.79	
	Grants	0	
	Utilities (Electric meter)	£372.00	
	Other Transfer from contingency £2000	£2014.00	

EXPENDITURE			
01.01.2025→ 31.12.2025	Cleaning inc. ❖ Monthly salary £1440 ❖ Window Cleaner £190 ❖ Materials £111.42	£1741.42	TOTAL PAYMENTS £42,414.41 minus transfer and special projects (£36,391.86) £6022.55
	Utilities inc. ❖ EDF (Electricity) £1451.83 ❖ Anglia Water £160.91	£1612.74	
	Building Costs – ❖ Insurance £793.11 ❖ BDC licence £70 ❖ Chubb £310.31 ❖ Other £65.21	£1238.63	
	Maintenance including Skip, Table refurbs, First Aid,	£365.26	
	Fundraising	£1064.50	
	Special Projects ❖ Sounds Improvements £954 ❖ Legacy Refurb £10394.96	£11348.96	
	Miscellaneous Transfer to Business Account £24693.98 Other £348.92 inc auditor, mugs, inks, gift, diary, soup bowls, padlocks, bank charges	£25,042.90	

Petty Cash £11.37

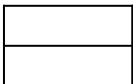
RECEIPTS

Date	Description	Inv No	Receipts	Sales	Donations	Fund Raising	Grants	Utilities	Other	
01.09.2024	W.I.	2417	£15.00							£15.00
02.09.2024	Humphreys	2415	£40.00							£40.00
02.09.2024	Bowls Club	2413	£36.00							£36.00
02.09.2024	Cricket Club	9/2404/18	£99.00							£99.00
06.09.2024	Linkswood	2421	£50.00							£50.00
13.09.2024	Linda Hughes	2414	£135.00							£135.00
17.09.2024	Springford				£7.00					£7.00
17.09.2024	Dog Show				£235.58					£235.58
29.09.2024	W.I.	2426	£30.00							£30.00
30.09.2024	Serenity Yoga	2425	£100.00							£100.00
01.10.2024	Quiz Night Tickets					£60.00				£60.00
01.10.2024	U3A				£6.00					£6.00
01.10.2024	Bowls Club	2422	£60.00							£60.00
03.10.2024	Parish Council	2419	£10.00							£10.00
07.10.2024	Humphreys	2424	£75.00							£75.00
23.10.2024	Linda Hughes	2423	£100.00							£100.00
26.10.2024	Lawson & Mars	2428	£40.00							£40.00
31.10.2024	Serenity Yoga	2432	£125.00							£125.00
01.11.2024	Bowls Club	2429	£48.00							£48.00
03.11.2024	W.I.	2433	£30.00							£30.00
05.11.2024	Humphreys	2431	£20.00							£20.00
10.11.2024	Attwood Quiz Tickets					£60.00				£60.00
12.11.2024	Quiz Night Tickets					£440.00				£440.00
13.11.2024	Linda Hughes	2430	£80.00							£80.00
19.11.2024	Quiz Night Takings					£910.00				£910.00
21.11.2024	Electric Meter							£74.00		£74.00
01.12.2024	Serenity Yoga	2437	£100.00							£100.00
02.12.2024	Bowls Club	2434	£48.00							£48.00
02.12.2024	W.I.	2439	£30.00							£30.00
02.12.2024	W.I.	2440	£15.00							£15.00

03.12.2024	Xmas Fair					£725.90				£725.90
Date	Description	Inv No	Receipts	Sales	Donations	Fund Raising	Grants	Utilities	Other	
04.12.2024	Humphreys	2436	£40.00							£40.00
09.12.2024	Legacy A Frost								£24,693.98	£24,693.98
10.12.2024	Springford & Xmas Fair				£8.00	£10.00				£18.00
22.12.2024	Linda Hughes	2435	£80.00							£80.00
22.12.2024	O'Sullivan				£10.00					£10.00
05.01.2025	Bowls Club	2441	£24.00							£24.00
06.01.2025	Serenity Yoga	2444	£50.00							£50.00
06.01.2025	Humphreys	2443	£20.00							£20.00
21.01.2025	Electric Meter							£115.00		£115.00
01.02.2025	Linda Hughes	2442	£80.00							£80.00
02.02.2025	Bowls Club	2446	£48.00							£48.00
02.02.2025	Serenity Yoga	2449	£100.00							£100.00
02.02.2025	WSP WI	2450	£30.00							£30.00
05.02.2025	Parish Council	2438/45	£20.00							£20.00
10.02.2025	Humphreys	2448	£40.00							£40.00
28.02.2025	WSP WI	2455	£30.00							£30.00
28.02.2025	Serenity Yoga	2454	£100.00							£100.00
01.03.2025	RN Tickets					£21.00				£21.00
01.03.2025	Bowls Club	2451	£48.00							£48.00
01.03.2025	Linda Hughes	2447	£120.00							£120.00
04.03.2025	Electric Meter							£67.00		£67.00
07.03.2025	Humphreys	2453	£40.00							£40.00
13.03.2025	RN Tickets					£7.00				£7.00
15.03.2025	Linda Hughes	2452	£120.00							£120.00
23.03.2025	RN Tickets					£14.00				£14.00
01.04.2025	Serenity Yoga	2460	£100.00							£100.00
02.04.2025	Parish Council	2456	£15.00							£15.00
03.04.2025	Humphreys	2459	£40.00							£40.00
05.04.2025	Bowls Club	2457	£60.00							£60.00
06.04.2025	WSP WI	2461	£30.00							£30.00
07.04.2025	Linda Hughes	2458	£120.00							£120.00
15.04.2025	RN Tickets					£119.00				£119.00

28.04.2025	Race Night Takings					£730.00				£730.00
01.05.2025	Serenity Yoga	2464	£125.00							£125.00
Date	Description	Inv No	Receipts	Sales	Donations	Fund Raising	Grants	Utilities	Other	
02.05.2025	Humphreys	2463	£40.00							£40.00
02.05.2025	Bowls Club	2461	£48.00							£48.00
02.05.2025	Bowls Club								£14.00	£14.00
10.05.2025	Barnes BD	2467	£30.00							£30.00
10.05.2025	WSP WI	2465	£30.00							£30.00
15.05.2025	Gosling				£25.00					£25.00
20.05.2025	Linda Hughes	2462	£150.00							£150.00
01.06.2025	WSP WI	2472	£30.00							£30.00
03.06.2025	Bowls Club	2468	£48.00							£48.00
03.06.2025	Humphreys	2470	£25.00							£25.00
04.06.2025	Serenity Yoga	2471	£100.00							£100.00
05.06.2025	Parish Council	2466	£25.00							£25.00
20.06.2025	Linda Hughes	2469	£125.00							£125.00
24.06.2025	Nuttall				£10.00					£10.00
30.06.2025	Serenity Yoga	2477	£75.00							£75.00
30.06.2025	WSP WI	2478	£55.00							£55.00
01.07.2025	Humphreys	2477	£25.00							£25.00
01.07.2025	Bowls Club	2474	£36.00							£36.00
11.07.2025	Linda Hughes	2475	£150.00							£150.00
14.07.2025	Cricket Club	2479	£12.00							£12.00
26.07.2025	WSP WI	2485	£30.00							£30.00
01.08.2025	Serenity Yoga	2484	£125.00							£125.00
01.08.2025	Bowls Club	2481	£36.00							£36.00
02.08.2025	Cricket Club	2473/86	£39.00							£39.00
07.08.2025	Electric Meter							£150.00		£150.00
08.08.2025	Humphreys	2483	£50.00							£50.00
11.08.2025	Parish Council	2480	£10.00							£10.00
18.08.2025	WSP WI	2491	£15.00							£15.00
			£4,075.00	£0.00	£301.58	£3,096.90	£0.00	£406.00	£24,707.98	£32,587.46

[illegible]



				PAYMENTS					
Date	Description	Cleaning	Utilities	Building Costs	Maintenance	Fundraising	Special Projects	Misc	
28.08.2024	Anglian Water		£35.93						£35.93
28.08.2024	Tom Bentley	£60.00							£60.00
28.08.2024	Handley Cleaning August	£120.00							£120.00
11.09.2024	Chubb			£87.70					£87.70
11.09.2024	Sear Sound Improvements						£34.26		£34.26
12.09.2024	CPC Sound Improvements						£26.24		£26.24
16.09.2024	Cleaning materials	£15.85							£15.85
18.09.2024	AtoZ Cleaning Materials	£57.59							£57.59
19.09.2024	EDF Energy		£50.02						£50.02
23.09.2024	Sear Sound Improvements						£80.38		£80.38
24.09.2024	BDC Licence			£70.00					£70.00
28.09.2024	Handley Cleaning Sept.	£120.00							£120.00
01.10.2024	Sear Sound Improvements						£200.00		£200.00
04.10.2024	O'Sullivan Diary							£4.99	£4.99
22.10.2024	EDF Energy		£59.79						£59.79
29.10.2024	Handley Cleaning October	£120.00							£120.00
30.10.2024	O'Sullivan Raffle QN					£58.73			£58.73
01.11.2024	O'Sullivan Raffle XF					£30.29			£30.29
17.11.2024	Barnes QN Bar					£113.43			£113.43
17.11.2024	Robertson Food QN					£85.00			£85.00
17.11.2024	Nuttall Drink QN					£100.00			£100.00
18.11.2024	Tom Bentley	£30.00							£30.00
20.11.2024	Anglian Water		£26.23						£26.23
21.11.2024	EDF Energy		£94.41						£94.41
26.11.2024	Handley Cleaning Nov.	£120.00							£120.00
24.12.2024	EDF Energy		£107.29						£107.29
27.12.2024	Handley Cleaning Dec.	£120.00							£120.00
21.01.2024	EDF Energy		£114.59						£114.59
21.01.2025	Transfer to Contingency							£24,693.98	£24,693.98

28.01.2025	Handley (January)	£120.00							£120.00
Date	Description	Cleaning	Utilities	Building Costs	Maintenance	Fundraising	Special Projects	Misc	
03.02.2025	Sound Solutions						£954.00		£954.00
17.02.2025	EDF Energy		£116.97						£116.97
17.02.2025	Tom Bentley	£60.00							£60.00
18.02.2025	Colne Skips				£282.00				£282.00
24.02.2025	Handley (February)	£120.00							£120.00
28.02.2025	Anglian Water		£33.95						£33.95
13.03.2025	Nuttall (Auditor)							£19.50	£19.50
16.03.2025	Nuttall (Mugs)							£26.39	£26.39
21.03.2025	EDF Energy		£350.18						£350.18
26.03.2025	Handley (March)	£120.00							£120.00
09.04.2025	Nuttall (Inks)							£24.89	£24.89
13.04.2025	A to Z	£47.93							£47.93
14.04.2025	Sear (Gift HB)							£7.00	£7.00
22.04.2025	RN Floats					£250.00			£250.00
27.04.2025	RN Drinks					£109.36			£109.36
27.04.2025	RN Food					£59.00			£59.00
27.04.2025	Handley (April)	£120.00							£120.00
04.05.2025	Sear				£45.96				£45.96
12.05.2025	Allied Westminster			£793.11					£793.11
14.05.2025	Tom Bentley	£60.00							£60.00
14.05.2025	Handley (Materials)	£16.35							£16.35
28.05.2025	Handley (May)	£120.00							£120.00
31.05.2025	Anglian Water		£30.08						£30.08
25.06.2025	Handley (June)	£120.00							£120.00
01.07.2025	Nuttall (Mugs)							£36.11	£36.11
02.07.2025	Colne Skips (Refurb)						£180.00		£180.00
17.07.2025	Sear (Table refurb)				£16.50				£16.50
29.07.2025	Handley (July)	£120.00							£120.00
01.08.2025	Gosfield Exterior Cleaning						£2,000.00		£2,000.00
02.08.2025	Tom Bentley	£35.00							£35.00

[illegible]

WICKHAM ST PAULS VILLAGE HALL ACCOUNTS

Reconciliation

Date	Description	£
01.09.2024	Bank A/c	£9,060.81
	Receipts	£32,587.46
	Sub Total	£41,648.27
	Payments	£34,016.29
31.08.2025	Balance	£7,631.98

Examiner's unqualified report (for a non-company charity preparing accruals accounts) with a gross income of £250,000 or less in the financial year 1st September 2024 → 31st August 2025

Independent examiner's report to the trustees of Wickham St. Pauls Village Hall Trust

I report to the trustees on my examination of the accounts of the Wickham St. Pauls Village Hall Trust (the Trust) for the year ended 31st August 2025.

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 all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *EJ Spencer*

Name: *ELIZABETH SPENCER*

Relevant professional qualification or membership of professional bodies (if any):

Address: *WICKHAM FARM FARM, WICKHAM ST. PAULS, HALSTEAD,*

Date *14/4/26*

ESSEX. CO9 2PX