

Pembury Village Hall Management Committee

AGM MINUTES

Wednesday 21st July 2021 at 8pm

1] Present: Mike Cartwright, David Coleman, Amanda Everett, Shelley Harris, Keith Hemstalk, Derek Hollweg, Claire Knoop, Susan Sharp, James D Whitehorn (JDW), Jacqui Webster (JW) and Gillian Williamson.

Apologies: Suzanne Leviton, Sadie Van der Spuy, Maggie Weaver and Emily Wright

Other Absentees: Katy Brooks and Graham Trueman.

The Chairman opened the meeting and welcomed everyone. There were no members of the public present.

2] Minutes of last AGM: 15th October 2020.

- i) Minutes of the last AGM were signed and approved.

3] Chairman's Report

JDW welcomed everyone to the meeting and said was pleased to be able to meet in person, without bending the rules!

2020/21 has been a turbulent year which started during first few days of the first full COVID lockdown and unfolded with a bewildering variety of restrictions as we did our best to keep the hall running whenever we were allowed to do so. Our managers did a great job weighting up the implications of the latest Government guidance and keeping the hall safely in use as much as possible.

We should be particularly grateful to SVdS for persevering with so many of the 360 Dance bookings throughout the year and thereby keeping the hall in fairly constant daily use where and when permitted.

In the circumstances, with so much disruption to hiring we were expecting to make an operating loss in 2020/21 but with the benefit of over £20K in COVID grants over the year, we have managed to achieve a surplus of just over £4K. This allows us to be in a strong financial position as we move into the current year.

Draft Local Plan – we had previously made comments on this Plan and more recently (June 2021) took the opportunity to comment on the revised Pre-Submission Local Plan. The earlier suggestion that there might be an access road into a new housing development behind the Village Hall has now been dropped in favour of an access further along the High Street. There is still a requirement for the developer to include some additional parking for the Village Hall, which we have welcomed in principle.

JDW thanked all the Trustees for giving up their time to remain actively involved in running the hall and attending our various management meetings, noting that their support and collective breadth of knowledge was greatly appreciated.

4] Booking Manager's Report

Bookings: Start of April 2020 saw us in full lockdown and hall closed to all hirers. In line with government guidelines, hall re-opened on 6th July 2020 with all necessary COVID-19 compliance in place. Things began quietly with a couple of small groups returning for the remainder of July and August, things really only picked up when dance and exercises classes were allowed to resume at beginning of September. The second lockdown started in January 2021 with some activities permitted, in reality this meant 360 Dance were the only hirers who could return. The only other noteworthy event we were allowed to hire to was an NHS Training Course to train vaccinators. (We were approached in February about the possibility of the hall being used as a vaccination centre but this unfortunately did not come to fruition). Step 3 began on 12th April 2021 and this led to two more groups returning and a new hirer (Messy Kids – their tenure, however, was short-lived as it became apparent that their activities were not suited to the hall). Although bookings were limited during this financial year, we have weathered the worst and remain optimistic that the hall will be able to return to usual occupancy that we enjoyed prior to the pandemic, all being well.

Maintenance: The bi-annual gas and electrical checks were carried out and the annual fire extinguisher service; no major expense incurred as a result of these.

Several heavy storms last year resulted in a leak into the foyer in front of the ladies toilets. Weatherall Roofing successfully remedied the leak in July 2020 at a total cost of £792.

Our cleaner of 17 years gave notice during the first two lockdowns as he suffered a reduction in staff and was unable to provide his usual level of service. We spoke to a number of cleaning companies and it became clear that we had been paying well below the market rate for cleaning services.

In September we appointed JS Facilities Management, initially on a trial basis, then indefinitely. We have been delighted with their services which are vastly superior to those previously supplied.

Projects: As hall at very low level of usage, between the lockdowns we took the opportunity to get the hall walls (up to brick line) painted at cost of £870. Then, the same decorator, treated stains on foyer ceiling (as result of leaks) and repainted at cost of £460. He also carried out remedial work to the outside of the rear basement fire door at a cost of £210. (JDW commented that this has now reverted to its former state and he is investigating getting a quotation for a replacement fire door).

Health and Safety: Fire alarm checks carried out regularly and continued throughout months of closure. The hall management team has regularly reviewed government advice and revised its guidance for hirers accordingly during this very challenging time. There have been no reports of any COVID related incidents attached to the hall.

MC asked if it looks likely that bookings will return to their usual prior-pandemic level. SS seemed to think so, several groups cannot commit but there are new hirers interested as well. JDW commented that, as previously mentioned, we were happy to hold slots for regular hirers till Step 4 (now) and will also give the benefit of the doubt as several do not want to return until September. SS is maintaining a list of potential new hirers as well.

5] Finance Manager's Report

- i) The end of year accounts 2020/21 were presented to the committee having been audited by APEX Chartered Certified Accountants; CK was happy to report that we have a surplus of £4,065. This is a result of an income of £26,206 (£20,193 being COVID grants and bank interest), expenditure of £19,171 and Financial expenses of £2,970 (depreciation and bank charges). The depreciation figure is slightly lower than we have been working with and so this has resulted in our surplus being £102 higher than we had anticipated. The accounts were prepared using the Accountant's template and our projected figures have been endorsed.
- ii) Balance sheet shows we have £607,562 in assets – (KH commented it would be useful if we had an asset register which we do not currently have, so we could see what equipment etc we own). We have no creditors or accrued expenses.
- iii) Accountants fees are £275 – this is the same figure we paid last year.
- iv) CK will be completing the Charity return during August, all Trustees happy for this to be completed.

6] PVH Reserves Policy

- i) Summary of the Reserves Policy (as agreed in January 2020 meeting) had been circulated to all Trustees prior to the AGM and the committee were happy to endorse it.

7] Appointment of new Committee Members

(a) Elected members [max no. 3]

Amanda Everett proposed by Keith Hemstalk and seconded by Derek Hollweg.
James D Whitehorn proposed by Keith Hemstalk and seconded by Derek Hollweg.
Emily Wright proposed by Keith Hemstalk and seconded by Derek Hollweg.

(b) Representative members from PPC [max no. 3]

Katy Brooks, Graham Trueman and Maggie Weaver have been nominated as the team of PPC reps.

(c) Representative members from organisations [max no. 9]

Bridge Club	Keith Hemstalk
Evening WI	Gillian Williamson
Players	Derek Hollweg
U3A	Mike Cartwright
360 Dance	Sadie Van-der-Spuy
Gardeners	<i>Vacant at present</i>
Short Mat Bowls	<i>Vacant at present</i>

Pembury Village Market has now folded and Suzanne Leviton has given in her resignation.

(d) Co-opted members [max no. 2]

David Coleman proposed by Gillian Williamson and seconded by Amanda Everett.
Shelley Harris proposed by Gillian Williamson and seconded by Amanda Everett.

We are sharply aware that there are currently only 5 representatives from hall user groups on the committee. This has been an issue for the last couple of years, it is difficult to encourage people to step up to join the committee, most are unwilling for various reasons. We will however continue to keep working on this.

7] Any Other Business

There was no further business and the meeting was closed.

Date for next AGM

Wednesday 20th July 2022, starting at 8pm.

Pembury Village Hall
Income and Expenditure Accounts
31 March 2021

Pembury Village Hall

Approval statement

I approve the accounts which comprise of the Income and Expenditure Account. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework, and for providing Apex with all information and explanations necessary for their compilation.

C.S. Knops

4 July 2021

**Pembury Village Hall
Income and Expenditure Account
for the year ended 31 March 2021**

	2021	2020
	£	£
Income		
Rent receivable	5,515	35,005
Licence fees	52	40
Grants	20,193	-
Donations	-	2,075
Bank interest	446	50
	<u>26,206</u>	<u>37,170</u>
Administrative Expenses		
Admin fees	5,678	11,149
Audit fees	275	270
Building maintenance	2,222	1,385
Equipment maintenance	1,366	3,011
Miscellaneous	238	224
Performing Rights Society	840	824
Postage, stationery and advertising	8	52
Telephone and internet	605	647
Water rates	380	1,439
Cleaning	3,407	5,468
Gas	1,813	2,503
Electricity	641	1,364
Insurance	1,698	1,607
	<u>19,171</u>	<u>29,943</u>
Financial Expenses		
Bank charges	72	60
Depreciation and loss/(profit) on sale	<u>2,898</u>	<u>3,410</u>
	2,970	3,470
Excess of income over expenditure	<u>4,065</u>	<u>3,757</u>

Pembury Village Hall
Balance Sheet
as at 31 March 2021

	2021	2020
	£	£
Assets		
Building at cost	524,181	524,181
Equipment, machinery and vehicles	16,422	19,319
Debtors and prepayments	6,924	6,957
Current account	9,466	13,552
Deposit account	50,569	40,123
	<u>607,562</u>	<u>604,132</u>
Liabilities		
Creditors and accrued expenses	-	635
	<u>-</u>	<u>635</u>
	<u>607,562</u>	<u>603,497</u>
Net assets represented by		
Balance at start of period	603,497	599,740
Net profit	4,065	3,757
	<u>607,562</u>	<u>603,497</u>

Independent examiner's report to the trustees of Pembury Village Hall

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on the preceding 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 'Income and Expenditure' accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- 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 next statement.

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



S Groves FCCA for Apex Partners LLP

Association of Chartered Certified Accountants

Hildenbrook House, The Slade, Tonbridge, Kent TN9 1HR.

4th July 2021