

Pembury Village Hall Management Committee
AGM MINUTES
Wednesday 20th July 2022 at 8pm

1] Present: Katy Brooks, Amanda Everett, Shelley Harris, Keith Hemstalk, Derek Hollweg, Claire Knoop, Susan Sharp and James D Whitehorn (JDW).

Apologies: Kay Bradley, Mike Cartwright, Patrick Gillan, Sadie Van der Spuy, Maggie Weaver, Gillian Williamson, Jacqui Webster and Emily Wright.

Other Absentees: David Coleman – he has resigned.

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

2] Minutes of last AGM: 21st July 2021.

- i) Minutes of the last AGM were signed and approved.
- ii) Matters arising: Not much progress on Local Plan, still ongoing, is a long process. Inspector's examination now completed and it may be resolved sometime next year.

3] Acting Chairman's Report (AE)

Took over role of Acting Chairman end of April after JDW resigned. Since then hall continues to be maintained well and day to day running has gone without a hitch. Major purchase of new boiler has been made and recently an acoustic survey carried out. Thanks to managers and also to JDW who has been a great help. Also thanks to KB and EW for help with hirer termination letter.

4] Booking Manager's Report

Bookings: Earlier in the year (owing to continuance of Covid restrictions) hall was quiet, but as year went on hiring rates for regular and private hirers have picked up. Now back at pre-pandemic levels.

Maintenance: Usual gas, electrical and fire alarm checks have taken place as well as fire extinguisher checks.

Drains were reconfigured in October at relatively small cost. JDW continues to monitor.

All usual maintenance and repairs carried out as necessary.

Projects: No major projects to report from 2021/22.

Health & Safety: Fire alarm checks continue.

Covid guidelines were followed when required and users had been updated.

5] Finance Manager's Report

Accounts: Annual accounts, now returned from accountant and copies were presented to the committee. All happy with the figures. Questions regarding the depreciation figures and asset register raised. These will be posed by CK to our accountant.

Utilities: Changed gas suppliers three times this year, not without its trials. Currently with SSE and contract expires 31st Dec 2024. Electricity contract has changed, we remain with same supplier, E.On Next, contract expires 27th Jan 2024. Water supplier working well.

6] Appointment of new Committee Members

(a) Elected members [max no. 3]

Amanda Everett proposed by Shelley Harris and seconded by Katy Brooks
James D Whitehorn proposed by Shelley Harris and seconded by Katy Brooks.
Emily Wright proposed by Keith Shelley Harris and seconded by Katy Brooks.

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

Katy Brooks, Patrick Gillan 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>
Kay Bradley Keep Fit	Kay Bradley [new Trustee]

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

Shelley Harris proposed by Katy Brooks and seconded by James Whitehorn.

David Coleman has now resigned as a Trustee as he has too many other commitments. David was unable to attend the meeting this evening. It was agreed that JDW would send him a note of thanks on behalf of PVHMC for his immense support, advice, wisdom and contribution to the committee over many years.

We continue to encourage regular hirers to step up to join the committee and have recently had one new trustee join, namely Kay B. We are waiting on others who have been asked and will continue working on this.

7] Any Other Business

There was no further business and the meeting was closed.

Date for next AGM

Wednesday 19th July 2023, starting at 8pm.

Pembury Village Hall
Income and Expenditure Account
for the year ended 31 March 2022

	2022	2021
	£	£
Income		
Rent receivable	32,569	5,515
Licence fees	20	52
Grants	10,667	20,193
Donations	347	-
Bank interest	144	446
	<u>43,747</u>	<u>26,206</u>
 Administrative Expenses		
Admin fees	10,121	5,678
Audit fees	275	275
Building maintenance	2,024	2,222
Equipment maintenance	2,304	1,366
Miscellaneous	314	238
Performing Rights Society	132	840
Postage, stationery and advertising		8
Telephone and internet	604	605
Water rates	646	380
Cleaning	7,842	3,407
Gas	3,587	1,813
Electricity	1,039	641
Insurance	1,748	1,698
	<u>30,636</u>	<u>19,171</u>
 Financial Expenses		
Bank charges	96	72
Depreciation and loss/(profit) on sale	2,463	2,898
	<u>2,559</u>	<u>2,970</u>
 Excess of Income over Expenditure	<u>10,552</u>	<u>4,065</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 2022, 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

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10th July 2022