

Pembury Village Hall Management Committee
AGM MINUTES
Wednesday 19th July 2023 at 8pm

1] Present: Kay Bradley, Katy Brooks, Mike Cartwright, Amanda Everett, Shelley Harris, Keith Hemstalk, Bob Jacob, Claire Knoops, James D Whitehorn, Deborah Vandeverre, Maggie Weaver, Gillian Williamson and Emily Wright.

Apologies: Shelley Harris and Sadie Van Der Spuy

Other Absentees: Astra Birch.

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

2] Minutes of last AGM: 20th July 2022.

- i) Minutes of the last AGM were signed and approved.
- ii) Matters arising: there were no matters arising.

3] Chairman's Report (KH)

The year started quietly enough and all going well until, towards end of 2022, weekend manager (Jacqui Webster) resigned in November, followed by booking manager (Susan Sharp). This resulted in a period of intense activity which resulted in the appointment of our new hall manager, Deborah Vandeverre, covering full time. DV has, I am pleased to report, risen to the challenges presented with the result that once again things are running smoothly.

I would like to record my thanks to those trustees who have offered assistance.

The major project in the last year has been the installation of the acoustic baffling, with thanks to JDW for his work on this.

4] Booking Manager's Report

General: An eventful year as Susan and Jacqui both left at the end of last year, so the role was combined into one job. Part of this report is summarising their notes.

Bookings: There have been a few changes in regular hirers, losing some (Diddi Dance) and others adding in and then taking out extra hire sessions (Pembury Fitness). U3A busy as ever with new dance group started but then put on hold. Had a couple of incidents with private hires, where fire alarm safety glass broken and on another occasion, a sound baffle found on floor after a hire. Both incidents resolved. Some private and regular hirers have not been vigilant in removing rubbish at the end of the hire – this must be done as the hall has no rubbish collection. Private hires do not always adhere to their finishing booking times, these are noted and deductions made from damage deposit where necessary. Our hires are in steady flow.

The vast majority of hirers adhere to our Rules and Regulations leaving the hall neat and tidy. Was suggested that in order to remind all hall users to take all rubbish home with them a sentence be added to all invoices to that effect.

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

The air handling unit was serviced with filters and drive belts replaced.

The acoustic panels were fitted in the hall and meeting room.

The Village Hall website was launched and is working well.

Meeting room chairs have been cleaned and the carpet has been cleaned twice.

All usual maintenance and repairs carried out as necessary.

Projects: Currently looking to replace all main hall chairs, various options being looked into whilst we wait to see if we have been awarded a grant for the cost.

CCTV is being looked into to monitor the hall (and with the added benefit of security especially when locking up after late hires).

Health & Safety: Fire alarm checks continue.

5] Finance Manager's Report

Accounts: Annual accounts, now returned from accountant and copies were presented to the committee. All happy with the figures. Note, accountant has placed our major purchases (Laptop, boiler replacement and acoustic project) on balance sheet as assets. Depreciation has increased since last year because of the major purchases made.

6] Appointment of new Committee Members

(a) Elected members [max no. 3]

Amanda Everett proposed by Gillian Williamson and seconded by Katy Brooks.
James D Whitehorn proposed by Gillian Williamson and seconded by Katy Brooks.
Emily Wright proposed by Gillian Williamson and seconded by Katy Brooks.

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

Astra Birch, Katy Brooks and Maggie Weaver have been nominated as the team of PPC reps by Pembury Parish Council.

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

Bridge Club	Keith Hemstalk
Evening WI	Gillian Williamson
Players	Bob Jacob [new Trustee]
U3A	Mike Cartwright
360 Dance	Sadie Van-der-Spuy
Kay Bradley Keep Fit	Kay Bradley

There are three vacancies.

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

Shelley Harris – Shelley was unable to attend the meeting.
Following up with her she is willing to stand again.
Proposed by Keith Hemstalk and seconded by Amanda Everett.
There is one vacancy.

It was suggested that we contact Charity Commission to find out if our Charity document, which was signed and sealed by the Charity Commission in March 1997 ever needs to be updated – with particular reference to the groups mentioned on that document. Opinion was that what is important is the number of organisation representatives we have that hire the hall not the actual organisations (as they come and go). Also suggested that we make use of social media for advertising the AGM in future and also put notification of it on the PVH website (as well as the usual signs that are put up).

7] Any Other Business

There was no further business and the meeting was closed.

Date for next AGM

Wednesday 17th July 2024, starting at 8pm.

Pembury Village Hall
Income and Expenditure Account
for the year ended 31 March 2023

	2023	2022
	£	£
Income		
Rent receivable	37,334	32,569
Licence fees	20	20
Grants	1,600	10,667
Donations	245	347
Bank interest	407	144
	<u>39,606</u>	<u>43,747</u>
 Administrative Expenses		
Admin fees	10,467	10,121
Audit fees	280	275
Building maintenance	780	2,024
Equipment maintenance	2,257	2,304
Miscellaneous	366	314
Performing Rights Society	782	132
Telephone and internet	598	604
Water rates	643	646
Cleaning	7,803	7,842
Gas	2,840	3,587
Electricity	1,322	1,039
Insurance	1,550	1,748
	<u>29,688</u>	<u>30,636</u>
 Financial Expenses		
Bank charges	69	96
Depreciation and loss/(profit) on sale	4,678	2,463
	<u>4,747</u>	<u>2,559</u>
 Excess of Income over Expenditure	<u>5,171</u>	<u>10,552</u>

Pembury Village Hall
Balance Sheet
as at 31 March 2023

	2023	2022
	£	£
Assets		
Building at cost	524,181	524,181
Equipment, machinery and vehicles	26,510	13,959
Debtors and prepayments	8,572	7,763
Current account	11,059	19,634
Deposit account	52,963	52,577
	<u>623,285</u>	<u>618,114</u>
Liabilities		
Creditors and accrued expenses	-	-
	<u>-</u>	<u>-</u>
	<u>623,285</u>	<u>618,114</u>
Net assets represented by		
Balance at start of period	618,114	607,562
Excess of Income over Expenditure	5,171	10,552
	<u>623,285</u>	<u>618,114</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 2023, 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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17th July 2023