

Pembury Village Hall Management Committee
AGM MINUTES
Wednesday 17th July 2024 at 8pm

1] Present: Mike Cartwright, Shelley Harris, Keith Hemstalk, Claire Knoops, James Whitehorn, Maggie Weaver, Gillian Williamson and Emily Wright.

Apologies: Astra Birch, Katy Brooks, Amanda Everett, Bob Jacob, Sadie Van Der Spuy and Deborah Vandeverre

The Chairman opened the meeting and welcomed everyone.
There was one member of the public present.

2] Minutes of last AGM: 19th July 2023.

- i) Minutes of the last AGM were signed and approved.
- ii) Matters arising: important that we have more trustees from the groups that use the hall, currently have 4 trustee vacancies for groups (total number available is 9). This year, notice of the AGM has been advertised on the PVH website, via the Pembury Matters group on Facebook and posters put up around the hall.

3] Chairman's Report (KH)

Our biggest project this year was the acquisition of new chairs for the main hall. We received a significant lottery grant for these chairs and the expenditure was mitigated. Feedback indicates that they have been extremely well received.

We installed two security cameras (CCTV) which have proved to have had unexpected benefits, as well as the obvious.

A PVH website has been commissioned which displays calendar of bookings and events, as well as a number of adverts related to the hall. All working well.

Our cleaning contract has changed, this is being monitored to ensure that standards are maintained.

Maintenance has been routine, although a fence was repaired along the drive.

Moving forward to next year, we will probably replace the two central heating boilers (we are hoping to obtain a lottery grant for this project).

Thanks go to our managers for their dedication and efficiency over the last year, and to all trustees for their continued support.

4] Booking Manager's Report

General: The new chairs have been a great hit with positive feedback from users. Would like all users to stack the chairs appropriately to add to longevity of the chairs. Advising the use of the plastic chairs, which are stacked in the foyer, for use at children's parties. CCTV is working well and gives peace of mind when having to visit the hall late at night. Website working well and google calendar gives everyone the opportunity to see what slots are available prior to emailing in their requests; a good time saver.

Bookings: Over last year lost a couple of regular hirers but gained a group which use the Meeting room on Monday evening and a tutor group has booked an extra evening slot from September. A good year for private hires and only a couple of extremely late over runs.

Maintenance: Bi-annual gas and electrical checks were carried out as were the fire extinguisher checks. Various lights have been replaced as required. Water boiler kitchen been serviced. Piano was tuned in October.

Cleaners: Now using a new cleaning company who come in once a week and give the hall a thorough clean. JW keeps an eye during the week.

Projects: Hoping to replace two boilers in the basement which run the hall heating, waiting to see if we receive grant funding for this project.

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 the new chairs and CCTV value on balance sheet as assets, but these are not included in the expenditure, being capital items, so they reported a £9,282 excess of income over expenditure. Depreciation has increased since last year because of these major purchases. The total asset value has now increased to £626,752. This includes the building, equipment and funds held in our bank accounts.

6] Approval of updated Reserves Policy.

All trustees were sent a copy of this with Agenda for the AGM. All agreed to approve it.

7] Appointment of new Committee Members

(a) Elected members [max no. 3]

Amanda Everett proposed by GW and seconded by MW.
James Whitehorn proposed by MC and seconded by MW.
Emily Wright proposed by GW and seconded by JW.

(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
U3A	Mike Cartwright
360 Dance	Sadie Van-der-Spuy

There are four vacancies.

(U3A sub groups will be contacted as well as another plea to other groups).

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

Shelley Harris – advised that after over ten years on the committee and owing to time pressures, she will be standing down.

There are therefore two vacancies.

8] Any Other Business

Maggie Hall, the member of the public who attended, asked with her hat on as U3A chair, if U3A could store their projector and screen at the hall so that it is on site and doesn't have to be brought from someone's home each time it is used. Agreed that space would be found under the stage in the basement.

MW advised that Pembury Players would like to have a big clear out of props and costumes which they store at the hall, during August. MW/BJ will contact DV to agree suitable times.

There was no further business and the meeting was closed.

Date for next AGM

Wednesday 16th July 2025, starting at 8pm.

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 2024, 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.

20th June 2024

Pembury Village Hall

Income and Expenditure Accounts

31 March 2024

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. Knoop

20 June 2024

Pembury Village Hall
Income and Expenditure Account
for the year ended 31 March 2024

	2024 £	2023 £
Income		
Rent receivable	36,624	37,334
Licence fees	-	20
Grants	10,475	1,600
Donations	218	245
Bank interest	63	407
	<u>47,380</u>	<u>39,606</u>
Administrative Expenses		
Admin fees	11,351	10,467
Audit fees	285	280
Building maintenance	2,218	780
Equipment maintenance	2,330	2,257
Miscellaneous	268	366
Performing Rights Society	448	782
Telephone and internet	2,092	598
Water rates	120	643
Cleaning	7,150	7,803
Gas	2,796	2,840
Electricity	1,516	1,322
Insurance	1,649	1,550
	<u>32,223</u>	<u>29,688</u>
Financial Expenses		
Bank charges	60	69
Depreciation and loss/(profit) on sale	5,815	4,678
	<u>5,875</u>	<u>4,747</u>
Excess of Income over Expenditure	<u>9,282</u>	<u>5,171</u>

**Pembury Village Hall
Balance Sheet
as at 31 March 2024**

	2024	2023
	£	£
Assets		
Building at cost	524,181	524,181
Equipment, machinery and vehicles	32,950	26,510
Debtors and prepayments	1,995	3,894
Current account	6,062	11,059
Deposit account	61,564	52,963
	<u>626,752</u>	<u>618,607</u>
Liabilities		
Creditors and accrued expenses	-	-
	<u>-</u>	<u>-</u>
	<u>626,752</u>	<u>618,607</u>
Net assets represented by		
Balance at start of period	623,285	618,114
Excess of Income over Expenditure	9,282	5,171
Add back non cash expenditure*	5,815	4,678
	<u>626,752</u>	<u>623,285</u>

*depreciation

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