

Pembury Village Hall Management Committee
AGM MINUTES
Wednesday 16th July 2025 at 8pm

1] Present: Amanda Everett, Patrick Gillan, Keith Hemstalk, Claire Knoops, Deborah Vandeverre, James Whitehorn, Gillian Williamson. Trudy Donachie (on behalf of Mike Cartwright)

Apologies: Katy Brooks, Mike Cartwright, Bob Jacob, Sadie Van Der Spuy and Maggie Weaver.

No shows: Emily Wright.

The Chairman opened the meeting and welcomed everyone.

2] Minutes of last AGM: 17th July 2024.

- i) Minutes of the last AGM were signed and approved.
- ii) Matters arising: under AOB, noted that U3A are now storing their projector in the Green Room rather than under the stage.

3] Chairman's Report (KH)

The last year has been busy but thankfully not hectic. Two major maintenance projects have been completed – one the boilers replacement in the main hall and the other, new carpet tiles and redecoration in the meeting room. We have also had two new glass panels replaced in the front door.

All other maintenance has been routine including the usual compliance checks on electrical gadgets and fire equipment.

We continue to monitor the cleaners, with particular emphasis on the hall floor. We continue to do our best to ensure the floor is cleaned to the necessary standard and that dancers are not affected.

Looking forward to next year, currently there are no major projects in the pipeline, as ever we will keep our eyes open. The building is in good shape.

Thanks to DV and CK for their dedication and efficiency, their hard work means things run very well.

4] Booking Manager's Report

General: Two new gas boilers installed in October 24, funded by a lottery grant. The meeting room was repainted, and new carpet tiles were laid. The front door bottom glass panels had blown, so these were replaced.

The website is running smoothly. The CCTV is proving extremely useful.

Bookings: Over the last year we have lost a couple of regular hirers but also gained a few. The meeting room is now nearly fully booked all the time.

We had an extremely busy period leading up to Christmas with the main hall being booked on both Saturdays and Sundays.

Since January the hall is no longer booked out after 6pm on Sundays – this allows cleaners to come in and clean when available.

Cleaners: Still using the same company, they have proved acceptable and are open to discussion when cleaning not up to standard.

In general, there have been no complaints about the lack of bins in the hall and hirers have got used to taking their rubbish home (which they are supposed to do anyway). GW reported that she had seen a comment on social media about the lack of bins, but nothing had come from this.

5] Finance Manager's Report

Accounts: Annual accounts, now returned from accountant and copies were presented to the committee. We have a surplus of £17,431.

All happy with the figures.

Note, the accountant has placed all interest (from savings/deposit accounts as well as from current account) into our income, making total income for the year at £51,582.

Our expenditure for the year was £28,240 (note Miscellaneous items include £180 down to Premises Licence, with remaining £84 made up of stationery, mileage, batteries, etc).

The new boilers cost of £6,050 is shown under 'Equipment, machinery and vehicles' (as they are an asset) on the Balance Sheet. This figure is then worked into a depreciation amount (this year £5,851) which is shown as a financial expense on income and expenditure.

Total asset value has increased from last year to this year at £638,332. (Balance sheet – 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; it had been updated to reflect progress with projects and the latest reserve sum held in our UTB savings account. 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 KH.
James Whitehorn proposed by AE and seconded by GW.
Emily Wright proposed by KH and seconded by JW.

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

Katy Brooks, Patrick Gillan 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.

(We continue to try to get new trustees from all regular groups).

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

There are currently two vacancies.

8] Any Other Business

There was no further business and the meeting was closed.

Date for next AGM

Wednesday 15th July 2026, starting at 8pm.

**Pembury Village Hall
Income and Expenditure Account
for the year ended 31 March 2025**

	2025	2024
	£	£
Income		
Rent receivable	42,935	36,624
Licence fees	20	-
Grants	5,950	10,475
Donations	493	218
Bank interest	2,184	63
	<u>51,582</u>	<u>47,380</u>
Administrative Expenses		
Admin fees	11,244	11,351
Audit fees	290	285
Building maintenance	2,012	2,218
Equipment maintenance	1,307	2,330
Miscellaneous	264	268
Performing Rights Society	439	448
Telephone and internet	880	2,092
Water rates	642	120
Cleaning	4,727	7,150
Gas	2,609	2,796
Electricity	2,096	1,516
Insurance	1,730	1,649
	<u>28,240</u>	<u>32,223</u>
Financial Expenses		
Bank charges	60	60
Depreciation and loss/(profit) on sale	5,851	5,815
	<u>5,911</u>	<u>5,875</u>
Excess of Income over Expenditure	<u>17,431</u>	<u>9,282</u>

**Pembury Village Hall
Balance Sheet
as at 31 March 2025**

	2025	2024
	£	£
Assets		
Building at cost	524,181	524,181
Equipment, machinery and vehicles	33,149	32,950
Debtors and prepayments	-	1,995
Current account	2,767	6,062
Deposit account	78,235	61,564
	<u>638,332</u>	<u>626,752</u>
Liabilities		
Creditors and accrued expenses	-	-
	<u>-</u>	<u>-</u>
	<u>638,332</u>	<u>626,752</u>
Net assets represented by		
Balance at start of period	626,752	623,285
Excess of Income over Expenditure	17,431	9,282
Add back non cash expenditure*	5,851	5,815
	<u>638,332</u>	<u>626,752</u>

*depreciation

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 2025, 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



5/7/25

S Groves FCCA for Apex Partners Ltd

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