



Woodmancote Village Halls Committee

Woodmancote, Cheltenham.

Registered Charity No. 284 222



Minutes of the Annual General Meeting Of the Woodmancote Village Halls 19th October 2023

Statement from the Secretary of the Woodmancote Village Halls Committee:

An opening statement was read by the Secretary welcoming all attendees.

Committee: Steve Barnes explained that in the absence of a Treasurer, he had stepped aside as Chairman to take on the Treasurer role as an interim measure. Thus, vice-Chair, Keith Smith stepped into the breach to be Chair of the AGM. Thus, The Committee Officers present were.

Chair; Keith Smith

Treasurer/Vice-Chair; Steve Barnes

Secretary; Sally Ferrers

Health and Safety Officer; David Carrick

Apologies: Were received from Teresa Ames

Owing to recent surgery the Chairman's statement was read out by David Carrick.

The Chairmans Statement highlighted several issues facing the current Committee, not least of which was the resignation of Teresa Ames who had served the Committee well in the role of Treasurer, we all thank her for her service. We also now have a couple of vacancies on the general Committee and are open for applicants, particularly from or regular users. We have received a couple of notes of interest, but applications are still open.

Adoption of the AGM minutes for 2022:

Proposed by Steve Barnes and Seconded by David Carrick and was unanimously carried by the Committee.

Adoption of the Auditors Report:

Proposed by Steve Barnes and Seconded by David Carrick and was unanimously carried by the Committee.

Election of Officers to Executive Committee:

The following were confirmed in their appointed roles.

Chair, Keith Smith

Vice-Chair and interim Treasurer, Steve Barnes

Secretary, Sally Ferrers

Health & Safety/ Compliance Officer, David Carrick

To fill the committee vacancies, attendees were advised to apply in writing to the Secretary. Applicants will be elected on to the committee by a closed ballot of current committee members. The results will be published as soon as is practical following the ballot. The Executive Committee will appoint officers in accordance with long standing practice.

Achievements;

As a completely new Committee was formed in 2022 we have strived to make improvements to the services and facilities the Hall is able to offer to residents.

We have achieved number of our goals, though we see further targets in the future

- Re-decoration.
- New grab rails by the external steps.
- P.A. system updated.
- New kitchen
- equipment purchased.
- Arranging to host the Radio Winchcombe aerial.
- Installing CCTV cameras.
- New emergency lighting was installed.
- An access control system utilising electronic fobs to replace the 71 keys known to be in circulation.
- A full Legionella survey and risk assessment were undertaken and recommended actions carried out. The heating and hot water systems were modified, in order to improve efficiency, and a new control system installed to better manage the heating and match operation to occupancy of the halls.
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Our thanks to Stephen Goode for his labours and commitment in enabling these achievements to be completed.

To enable us to fund these achievements we decided it would only be possible if we were to bring the full operation of the bar in-house, this has been a success addition to our funds, enabling us to look to off-set the costs of further improvements in the future.

However, as we all are aware costs are rising dramatically, particularly fuel costs, making higher charges for 2024 inevitable.

The substantial cost of the new electronic entry system we saw as a necessity, not only to enable us to achieve the safeguarding requirements of our younger clients, but also for security in general as we had been made aware of the large number of untraceable keys in circulation.

For the future; Our plans include opening of a Café when feasible, either as a scheduled occurrence or by request for client events. We have already taken the first steps towards this.

Unfortunately, this year, we were not able to make any provision to the government Warm Spaces Scheme as we did not have the facilities required. However, for 2024 if such a scheme were to be actioned again and someone came forward with a workable proposal, we would be pleased to help in any way possible. Such a proposal would have to fit in with our safeguarding requirements and provide the necessary personnel.

Unfortunately, the Village Hall has been the subject of several attacks by vandals. Fortunately, through the efforts of Donna and her husband they have managed to bring the Hall back to a good useable condition to enable our hirer's events to proceed as planned.

As our interim Treasurer, Steve Barnes appealed to the attendees, asking if anybody knew someone who may be interested in taking on the Treasure's role.

We have had little success in our appeals for applicants despite the vacancy being widely published in the area. If anyone is interested, please contact either our Secretary, Sally Ferrers, or Steve Barnes directly.

The meeting was opened to members of the public.

The Woodmancote Cricket Club President's wife, Mrs. Medhurst read out a statement on the Cricket Club's history as he was unable to attend.

Two attendees informed all present that they had raised grievances with the Executive Committee. The Executive Committee had responded with sincere apologies to both. If they were still unhappy, they were advised to take their issues up with the Charity Commission as the Executive Committee were unable to do anything more.

The Village Halls Code of Conduct, which had been adopted by the Committee last March, was questioned. There will be a full review of the Code in the next few months.

The allocated time for public comment having expired and all Agenda items completed satisfactorily the Chair brought the meeting to a close at 20.45 and thanked all for their attendance.

The meeting closed a 20.45pm

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Signed:

**WOODMANCOTE VILLAGE HALL
REGISTERED CHARITY NO. 284222**

Income & Expenditure For the financial year ended 31 March 2024	Current Year 2023-24 £	Previous Year 2022-23 £
Income		
Regular Hirers	31,594	28,074
Ad-hoc Hirers	8,854	11,016
Clothes Recycling Bin	149	250
Deposits	-	620
Bar Sales	5,887	4,317
Miscellaneous	608	420
Total Receipts	47,091	44,698
Expenditure		
Electricity	3,181	1,309
Gas	1,939	1,889
Water and Sewerage	907	888
Maintenance and Repairs	1,119	4,563
Salaries & Costs	33,757	33,779
Stationery, Postage and Telephone	100	36
Cost of Bar Sales	3,407	2,064
Deposit Returned	330	620
Cleaning Materials and Equipment	1,597	1,524
Field and Ground Maintenance	-	137
Security Payments	934	1,976
Music Licence	293	293
Equipment & Fittings etc	629	800
Phone & Wifi	783	686
Total Payments	48,979	50,564
SURPLUS OF RECEIPTS & PAYMENTS	(1,888)	(5,866)
Balances brought forward from previous year	7,946	13,812
BALANCES CARRIED DOWN	6,059	7,946
REPRESENTED BY:-		
Lloyds, Current Account	5,259	6,601
Bar Stock	800	1,346
TOTAL BALANCES AT YEAR END	6,059	7,946

Signed on behalf of the Committee:-

Chairman

Treasurer

Date

[Signature]
[Signature]
 14 APRIL 2024

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REGISTERED CHARITY NO. 284222

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Chairman

Treasurer

Date

WOODMANCOTE VILLAGE HALLS COMMITTEE
REG CHARITY NO 284222

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report on the accounts of Woodmancote Village Halls Committee ("the Charity") for the year ended 31 March 2024, which are set out on page 1.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As the Charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 144(2) of the Charities Act 2011 (the 2011 Act) does not apply.

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
3. to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

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 Acthave 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.



AW IMRIE FCCA
13 April 2024

Greystones
Stockwell Lane
Woodmancote
Cheltenham
GL52 9QB