

# Kilminster Village Hall Annual General Meeting

Wednesday 17<sup>th</sup> April 2024 at 7:30, Cudmore Room.

1. JC opened the AGM by welcoming everyone and thanked them for attending the AGM.
2. **Attended** – Judith Chapman (JC), Pauline Horwood (PH), Louise Quincy (LQ), Sally Dare (SD), Clive Frankish (CF), John Watts (JW) Kilminster Cinema Club, Jenny Nickolls (JN) Table Tennis Club, Jean Falconer (JF) RBL, Sarah Frankish (SF) Gardening Club, Gill Perkins (GP) Country Dancing, and Edward Martens (EM) Sequence Dancing.
3. **Apologies** – Karen Armstrong.
4. **Minutes** of the AGM 19<sup>th</sup> April 2023 were approved by JF and 2<sup>nd</sup> JW.

## 5. Matters Arising

1. Gift Aid claim on money raised for the Solar Project was submitted in May. We received £1,296.25.
2. Steve Boon resigned soon after the 2023 AGM. Fortunately, CF who had recently joined the committee, was willing to take on the Broadband project.
3. Wine glasses – JC thanked JN and JW for standardising the size of wine glasses. Rejects taken to shop.
4. LQ noted the stage floor needs a re-polish.

## Chair's Report

JC reported that after the solar panels were successfully installed following our fund raising, when the time arrived to review the VH insurance in September, the insurer questioned fire retardancy around the batteries which was required to be minimum one hour. Total Renewable advised us and the insurer that they had followed all the government guidelines and manufacturers' instructions on installations. After two months of discussions between Total Renewables, JC and our insurance, it was agreed we de-commission the stage toilet room to re-locate the batteries. A second issue raised by the insurance was a requirement that the fire alarm be wired into a Central Monitoring Station. Various options were discussed and finally Scutum installed a single pathway signalling system which met the insurer's demands. The signal from this is weak and is dropping. An external aerial was installed on 15<sup>th</sup> April, and it is hoped this will solve the problem.

JC advised that Jayne Collier and KA had both joined the committee as co-op members. Jayne has decided to resign owing to the growing demands of work at the Wild Life Park. KA has taken on updating the fire risk assessment procedure and agreed to organise the autumn lunches. Initially, KA expressed slight reservation in joining the committee as she lives outside of the village in Axminster. However, her parents have lived in the village for over 20 years and their home was her base whilst she was working abroad. Her concern was discussed at a Committee meeting and we see no problem because her involvement and that of her parents has been substantial. The Committee wish to involve her as an officer. Those present at the AGM agreed the committee's proposal.

JC advised CF and herself contributed to the Devon Village Hall Audit and CF also attended a follow up meeting. The report will be found on the Devon Communities Together website. There has also been a visit from two committee members of Membury village hall who were interested in how we operate.

## 7. Treasurer's Report

PH handed around copies of accounts 2023. No questions came forward. We would like to thank John Mellows for inspecting our accounts once again this year, and for all his help in the past. 2023 has been a very busy year on the accounts dealing with fund transfers and fund raising for the installation of the solar panel project. Our accounts show a deficit which is due to the increased maintenance costs and increased electricity prices during the year. We have now completed the solar installation and should be benefitting from reduced costs in the future. We increased our hall charges in January 2024. These increases have helped balance our costs. Our hire charges are reviewed regularly.

Kilminster Community Cinema Club made a very generous donation of £2,486.00 to the hall funds during 2023, for which we are extremely grateful to JW and his team. The 100+ Club – PH thanked JF and Angus for all their hard work running the 100+ club. There were 213 members at the end of 2023, and a fund of £3,411.80. Earlier in 2023 money from the 100 + Club account contributed £4,000 towards the installation of solar panels. The available funds are used to maintain the hall and we are very grateful for everyone's help. PH thanked everyone for their support.

## **8. Booking Secretary's report –**

LQ reported all the weekly regular bookings are up and running. We have another regular user making bookings in the hall, Car Drifting Club, who would like the hall 2 Sundays per month. LQ advised they are flexible to other Sunday bookings from the village which would take precedence. The hall is now a much busier place again, very much like pre-covid.

LQ asked everyone to stick to their booking times as we have had some hirers come in before or stay longer and this clashes with our cleaner or maintenance which has been booked in. The best way to contact LQ is via email. LQ advised that normally she will reply to all emails in the evening. LQ thanked all the hall users for their bookings.

JW asked if the Car Drifting Club is paying a charge for the amplifier. LQ advised that they are aware they will have to pay more for the use from June when their hall hirer charge is reviewed. JW asked if the money for the use of the amplifier is kept separately as there will be costs for breakage, damage and wear. LQ answered saying there has not been much call for the amplifier system but we charge a £100 deposit and a £10.00 charge for using the system. It was agreed to include the sound equipment and cinema equipment for PAT testing annually. JF asked if the booking list could be available to us so when planning a meeting we had the dates. LQ replied the booking list is only correct at the time it is printed; it changes when additional requests come. LQ advised to message her if users need an answer quickly.

JC thanked LQ for her all she does with bookings.

## **9. Care of the Hall**

SD advised that after Claire our cleaner handed her notice at the end of last year, an advert was placed in the Postscript and at several local venues. We received four applications, interviewed two, and we employed Isla Lorenzo. She is doing a good job and all seems to be in order. She keeps a record diary of what she completes and works her hours around the hall bookings. SF asked how many hours per week she works. JC advised she is employed for 8 hours per week which is flexible around bookings. Isla has a contract of employment as required by law.

## **10. Broadband**

CF advised our broadband connection is moving forward. We will have 21<sup>st</sup> century usage in the village hall for matters such as cash handling, monitoring the solar panels, for film streaming and for user groups use. The hall has never had a telephone line. We managed to get funds to cover the cost of installation under the Universal Obligations up to £4k connection costs. An additional pole has been erected and Whitford Road will be shut on 12<sup>th</sup> May, to dig up the road to connect our line. Both churches have been advised of this date. This will be a full fibre connection. Once complete, we can apply for a service provider which should be in place by the end of May – beginning of June. We can then make broadband available to user groups. We have not discussed if there will be a charge to pass on but we are hoping there will be no extra costs.

JW advised that to stream films we need a certain cable, and asked if we have a point on the stage. CF advised JW that we are getting a cat 5 cable to the back of the village hall. JW advised that there is ducting under the floor and a wire to pull the cable through. CF thanked JW for the information which should help with this part of the installation.

JC thanked CF for his perseverance with the broadband. CF has worked hard to get this far.

## 11. Reports from Regular User Groups

JC invited reports from regular user groups and asked if they had any concerns to share with us.

JF – **Royal British Legion**, has nothing really to say. She has no problem when we have had our coffee mornings and Remembrance Sunday lunch.

JW advised the **Cinema Club** is going very well and advised he will have a payment for the village hall very soon. The matinee cream teas are very popular. He advised he is keeping his numbers and that he had positive feedback from people coming from outside the village.

JP – **Country Dancing** – advised their numbers have fallen to 8 the last few weeks. We need at least 12. We are going to run until Dec and see if numbers go up. We will book up until Xmas and provisionally after.

SF – **Gardening Club** no issues. We have had another good year 30 plus members to our meetings. Use hall for meetings, the village show and plant market.

EM – **Sequence Dancing** Generally doing very well with numbers. Love this hall. No further comments.

JN – **Table Tennis**, JN advised the table tennis club is going from strength to strength, she has no complaints.

## 13. Any other business.

A date for our Annual Deep Clean in the hall was agreed - 30<sup>th</sup> Aug at 9:30.

AGM 2025 – booked for 16<sup>th</sup> April 2025 7:30 and Regular Users Meeting booked for 16<sup>th</sup> October 2024 7:30.

JC advised that the Cudmore Room is not being hired, therefore no income. Invited clubs and organisations to suggest how we can 'sell' this space. JF said once we have broadband that would help. Advertise in Postscript?

JC noted that the Committee is considering the introduction of a commercial hall hire rate, and this is still under discussion. We have added to our hire charges on the website that there is a commercial hire rate on request. A discussion took place what we would do for the hall hire rate. To be discussed further.

## 12. Committee Membership

JC said she regretfully needs to stand down as chair in the coming 3-4 months but is delighted to say that CF has agreed to take over as chair. She will work alongside him for 3-4 months so we have a smooth transition.

PH advised that she wishes to stand down as soon as possible but will continue to help if needed. PH advised that SF has agreed to help with the work of treasurer. This is slightly complicated, as it will bring a married couple on the committee. JC has checked our governance document and found nothing that makes this impossible. However, for transparency we will advertise the Treasurer's role in the May issue of Postscript. Closing date is 15<sup>th</sup> May. We will also contact the Charity Commission to check the arrangement is acceptable. JC thanked SF for stepping forward.

JC thanked Pauline for the tireless work she has done for the Village Hall over a long span of c 14 years. Pauline has not only served as treasurer but, together with her husband Barry, has set a high standard for maintenance of the hall, carrying out some of the work themselves quietly behind the scenes. The committee and the village owe them a huge thank you. When the post is filled, we will have a get together to thank Pauline and Barry for all they have done for the village hall over many years.

LQ thanked JC for all she has completed whilst chairing the committee.

All Committee members retired from their roles and all were re-elected. Proposed by JF and seconded by JN.

JC thanked everyone for coming and for their continued support.

Meeting closed at 8:56.

***Springhead House,  
Kilminster,  
Axminster,  
Devon.  
EX13 7SS***

***Tel: 01297 32334  
e-mail: j.mellows@btinternet.com***

To: The Kilminster Village Hall Management Committee

22<sup>nd</sup> February 2024

In accordance with the Charities Act 1993, I have carried out an Independent examination of the financial statements for the year ended 31<sup>st</sup> December 2023. My examination includes a review of the accounting records kept and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning such matters.

During the examination no matter has come to my attention which indicates that the proper accounting records have not been kept and no matter has come to my attention that requires attention to be drawn.

I therefore consider that the financial statements give a fair and accurate record of the financial affairs of the Committee.

The accounting records were presented in an exemplary manner and I should like to again commend the Treasurer, Pauline Horwood, for her accuracy, diligence and presentation.



J H Mellows

# KILMINGTON VILLAGE HALL 2023

## RECEIPTS & PAYMENTS FOR YEAR ENDING 31ST DECEMBER 2023

### RECEIPTS

	2023	2022
Regular Hall Hire	8,954.50	7,042.80
One-Off Bookings	2,075.50	2,140.50
Cudmore Room		98.00
<b>Total Hall Hire</b>	<b>11,030.00</b>	<b>9,281.30</b>

### Other Receipts

EDDC Grant****	5,500.00	2,667.00
Grants & Donations	2,597.50	1,251.21
Film Nights*	2,486.00	1,958.00
Fundraising	220.00	0.00
Autumn Lunches	634.00	0.00
Chair Hire/Storage etc.	0.00	100.00
Gift Aid	1,296.25	0.00
Crowdfund/Private Don	5,015.00	0.00
Miscellaneous	141.10	0.00
<b>Total Receipts for Year</b>	<b>17,889.85</b>	<b>5,976.21</b>
	<b>28,919.85</b>	<b>15,257.51</b>

### PAYMENTS

	2023	2022
Wages	5,063.35	4,959.00
Film Nights	0.00	0.00
Electric***	2,922.72	2,030.05
Insurance	1336.51	1193.63
Repairs & Maintenance	6,368.93	2,746.77
Cleaning Materials	639.79	622.77
Short Mat Bowls	0.00	0.00
Water**	470.95	463.15
Fire & Safety	2,670.95	543.23
Admin & Postage	125.00	100.00
Licences	180.00	180.00
PPR & PPL -2022 fees	110.39	139.20
Kitchen Miscellaneous	0.00	0.00
Solar Panels	11,840.29	0.00
Miscellaneous/Gift Aid Trifer	150.00	30.00
<b>Total Payments for Year</b>	<b>31,878.88</b>	<b>13,007.80</b>

### Transfer from 100 Club

	6,200.00	
<b>Transfer from NS&amp;I</b>	<b>0.00</b>	
	<b>35,119.85</b>	

### Transfer to NS&I

	1,000.00	4,500.00
<b>Transfer to 100+Club</b>		

### Add Opening Cash Balance at 1.1.23

	4,210.55	6,460.84
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### Add Closing Cash Balance at 31.12.23

	6,451.52	4,210.55
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**39,330.40**

**21,718.35**

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Note

Independent Examiner

J.Mellows



\* Net receipts from Film Nights -- 2023 £2486.00 (KCC 2022 = £1958.00)

\*\*Water 2023 - 11 Payments in this year Year.

\*\*\*Electricity 2023 - 12 payments this year.

\*\*\*\*Grant received from EDDC - £5500.00

Date

22/2/24

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