

## **Chieveley Village Hall and Recreational Centre**

### **AGM**

**15 June 2022 at 7:30pm in the club room**

#### **Present**

William Hooper, Derek Brown, Mike Belcher, Allin Miles, Jean Pocock, Sally-Anne Arlington, Anthea Armitage, Lesley Derry, Giles Derry, Mark Hutchison, Ann Beer (representing Pat Brown for Textile Art), Chris Armitage, Kimberley Ragousis, Angus Robinson, Meg Hooper (note taker)

**1      Apologies for absence** have been received from:

Pat Brown, Michelle Corr, Helen Singleton.

**2      Approval of minutes from the 2021 AGM**

The minutes of the meeting held on the 16 June 2021 had been circulated prior to the meeting. There were no comments from those present and so the minutes were accepted as an accurate record.

**3      Matters arising from the minutes of the 2021 AGM**

There were no matters arising.

**4      Chairman's Report (attached)**

**5      Treasurer's Report (attached)**

There were no questions or comments from those attending. Acceptance of the accounts was proposed by Allin Miles and seconded by Jean Pocock. All were in favour of accepting the accounts.

**6      Booking Officer (attached)**

**7      Election of current elected members**

Chairman	William Hooper
Treasurer	David Cook
Bookings Officer	Michelle Corr
Operations Manager	Derek Brown
Hall Manager	Allin Miles

The re-election of the present office holders was proposed by Mark Hutchison and Seconded by Mike Belcher. All were in favour and so all were duly re-elected.

## **8 Election of Representative members**

Tennis Club	Helen Singleton
Cricket Club	Mark Hutchison
Dog Walkers	Angus Robinson
Bridge Club	Chris Armitage
Parish Council	Lesley Derry
Pilates	Sally-Ann Arlington
Cold Ash FC	Simon Lamb
Textile Art	Pat Brown
Women's Institute	Jean Pocock
Gardening Club	Kimberley Ragousis
Short Mat Bowls	Anthea Armitage
Whist Club	Richard Brandt

Simon Lamb was stepping down from the executive committee but remains as a trustee.

The re-election of the representative members above was proposed by David Cook and Seconded by Jean Pocock. All voted in favour so the members are duly re-elected.

### **Appointment of Representatives**

The Chairman reminded all those present of the need complete the trustees form.

## **9 Any Other Business**

### **Greening Agenda**

Halls across the country are endeavouring to be greener and Allin Miles and Sally-Ann Arlington are looking at how Chieveley Recreational Centre might reduce their carbon foot-print by introducing such things as improved insulation. This is a developing theme that will come to affect much of what we do.

## **10 Date of Next Annual General Meeting**

The date for the next AGM was set as Wednesday 14 June 2023.

**Y RECREATIONAL CENTRE**

## **CHAIR'S REPORT TO THE AGM**

**15 June 2022**

This time last year, my first words to you were "The Virus". When it comes to apocalypse we now have so much more to choose from!

Having said that, when David comes to report the financial state to you, the picture will be "not at all bad, considering..."

The year under review was still heavily affected by the virus, but this is a lively facility that remains heavily used. We are now effectively back to normal. For this, I give hearty thanks.

The return has exposed some weaknesses. The floor of the main Hall was designed to be subject to 4-yearly refurbishment, last done in 2016. There is more than the removal of tape to repair. Kitchen equipment is showing its age. This is normal.

The playground project has, under Mark's superb leadership, done great things. The fund-raising is well on the way to getting where we think we need to be, although with the currently escalating rate of inflation, that is a rapidly moving target. We plan to be cutting ground in September.

I am personally much relieved that vital work to secure our grounds has been completed. Again, we have Mark to thank for delivering that one. A row of posts stands like ordered guardsmen to repel the insidious invader. The main entrance barrier has been greatly strengthened and is well able to fight back if anyone is silly enough to try driving too high a van underneath it. I do not enjoy the prospect of negotiating with invaders and the police again and am thankful this has been done. Thanks to the Parish Council for assisting in funding the work.

Last year we had a good go at standardising our pricing. We got most of it right, with a few anomalies that were well-intentioned, to be resolved. This year we have been looking at how we effectively identify and manage our more complex events, without the effort killing the volunteers that are charged with managing them. We have and will turn away some big events that are just too much for us. We are now much better at identifying the indications of trouble, like people asking to park on the field. The biggest exception event is the Fireworks. We can manage that because we have done it loads of times, have a strong team and around 50 volunteers to make it work. So knowing an event is exceptional is not a bar, just puts us on alert.

### **Thanks**

Voluntary organisations like ours rely on those who stand up and deliver. I have already mentioned Mark. I am confident that only he and Sarah really know how much he does. He is involved in everything! He is a good counsellor too. Chieveley works because of what he and others like him do.

David keeps a careful watch on our finances. He has also gently tidied up aspects such as our compliance to keep us out of trouble. He thinks ahead, for which I am thankful.

Michelle has kept our administration of bookings in scrupulous order. She is our single-point of contact with customers, bringing them clarity. She has flagged things for resolution when need be, and they have quickly been resolved, generally happily. It works! We are about to launch a new web site and after discussion on the Exec, determined that the right route was to automate as much as possible of the bookings. Michelle has done much behind the scenes to prepare for the migration of systems.

We are utterly dependent on Debby and Dean, our two employees. They are completely reliable and everything happens as if by magic. This disguises their work over many and odd hours.

Nicky Sahota has done wonders on the management of suppliers. She prepared schedules of maintenance and together with Allin, documented what is where such that we are nowhere near as reliant on personal memory as we used to be. The project that started as “where is the stop-cock?” has paid great dividends. I was deeply saddened to hear that she and Mandhir are planning to retire to Gloucestershire. Her work has been calm, efficient and hugely effective. My thanks to her, you will be missed!

Helen has not only continued as our secretary (she sends apologies tonight) but has undertaken a lot of work behind the scenes too. I am personally grateful to her for keeping our records in order and in avoiding too many surprises in meetings.

A few years now after we lost Liz, we found that the operation could be more effectively aligned to the customer needs. We had known from the start that this was a critical role. Allin Miles has been a stalwart with Gill Love of droppers-in for a couple of years, and when approached to take on the greater role of Hall Manager, he accepted! I was delighted and mighty relieved, as I could not sustain the previous demands on me. Allin has started and is settling in. The droppers in remain. My thanks to Derek for coordinating staff rotas and his ongoing work on risk assessments.

The big project going on in the background this year has been the Playground replacement. Mark has led a strong and diverse group to drive this, with huge effect. We have assured governance through strong Executive representation on that group. They have engaged the community and suppliers, raised funds and shaped the requirement. From September, they should be getting started with the build. This reaches far beyond the normal Hall supporters and has greatly strengthened us overall. Thanks to Mark and the playground group.

Alan Hall has taken on the 200 Club with gusto. His efforts have shown a 30% increase in the contribution of this most useful fund-raiser. And I do not think he has stopped yet. Thank you Alan.

Projects have continued. I shall not name all who participated, but sincere thanks. In the year we have:

A new web site for the Hall (about to be launched)

Asbestos warnings, if not yet a register

Banking arrangements

Benches and tables installed outside

Boundary Protection / Bollards

Container (not complete yet, but looking hopeful)

Cupboard tidy-up and label

Doorbell

Extended Car-Parking spaces

Goalposts moved

Green agenda

Hallmark 2

Main sign on the roadside

Personal trainers and food resellers

Playground refurbishment

Remove the concrete flower pots and rubble

Risk assessments

Safeguarding  
Tidying hedges and trees

During the year, or shortly after, Nic Hamlin joined the Exec and found that his family duties were incompatible with attending. Simon Lamb has stood down temporarily (we hope) from the Exec due to his postings to parts distant. Angus Robinson joined us as dog-walkers representative and Allin Miles was co-opted to reflect his taking over the coordination and reporting of operations. Newbury Dog Club left us to take up the copious spare capacity in Hermitage, and Iain Johnson resigned from the Exec when they left. Thank you all for your service.

### **Conclusion**

Here I shall stray over the line of the year end to consider the sublime communal joy that the Jubilee brought to Chieveley. The celebrations were led by Simon Halliday, coordinating a broadly representative group. We had the lighting of the beacon on Thursday 2<sup>nd</sup> June. A mural prepared under the scouts leadership was attached to the wall on the road side. Then there was that “party in the park” on Sunday 4<sup>th</sup>. Who will forget the massed ranks of gazebos in the drizzle or the arrival of our own village queen Anna complete with marmalade sandwich, wheelbarrow, salmon and trout?

I have been told by village elders that this hall was erected by public subscription. Pretty much every household in the parish contributed a shilling a week. Mr Gerald Palmer of Bussock Main, a keen cricketer, contributed the other half. We remain in their debt. I think they would say we are using their legacy well. Thank you for your part in making this happen.

## **CHIEVELEY RECREATIONAL CENTRE**

### **TREASURER'S REPORT TO THE AGM**

**15 JUNE 2022**

#### **(a) Annual Accounts.**

Copies of the Accounts for the Chieveley Recreation Centre for the year ending 30 April 2022 were circulated prior to the meeting. A copy of the accounts is also available on the website. The accounts will be independently reviewed in due course.

#### **Income**

Hall & grounds rents together with meeting room hire have all increased this year in comparison with last, which was severely affected by the pandemic. Levels in 2022 are similar to those seen in 2020.

Letting deposits are not income and merely reflect the amounts received yet to be refunded.

Clothes bank receipts are again similar to the previous year although a further substantial amount was received just after the year end.

Market rents are less this year as the frequency of such events reduced from weekly to monthly. These events continue to be popular and are a welcome additional income source.

Many thanks to all involved in increasing the income levels in the year.

#### **Expenditure**

The slight reduction in wages this year reflects PAYE payments, which were less in 2022 than in 2021.

Cleaning charges have increased this year which reflects the additional measures taken in order to comply with pandemic regulations and general increased costs.

Electricity costs decreased due to renegotiation with the suppliers of a more cost-effective contract. However, due to recent events, charges are likely to substantially increase in the current year.

Water charges have increased and are the subject of renegotiation with Castle Water.

Recent correspondence suggests these costs are likely to reduce to £5 per month but this may prove to be too low.

The telephone contract was renegotiated in the year producing a slightly lower annual cost.

Hall maintenance costs decreased by nearly 15% in the year compared to last.

The largest cost continues to be grounds maintenance which accounts for approximately 37% of overall expenditure. These costs include £5,654 general maintenance provided by Scofell, car park matting £3,076, and post erections at a cost of £2,074.

Overall expenditure is similar to that incurred in 2021. The increase in income however, has decreased the operating deficit from £19,081 in 2021 to £4,906 in 2022.

## **Fund Raising**

The Playground project had already raised nearly £38,500 as at the year end and has raised considerably more since. A huge thank you to Mark Hutchison and Greg Cima for all their efforts.

After missing a year, the fireworks evening went ahead this year and although the numbers were restricted due to the pandemic, still raised net proceeds of £6,351. 200 Club receipts also saw an increase in revenue largely due the efforts of Alan Hall in recruiting new members.

Cup n cake receipts also increased substantially this year.

Overall fund-raising produced income of £43,487 compared to £7,402 in 2021.

Well done to those involved in all Fund-raising activities.

## **Grants**

The Centre wishes to thank Chieveley Parish Council for continued support and provision of Grants amounting to £5,626 in the year. In addition, a huge thank you to West Berks Council for grants amounting to £2,667 in the year. Job retention scheme grants ceased in September 2021 and amounted to £187 in the year.

## **Gift Aid Claims**

The charity is now registered to receive Gift aid payments, which are reclaimed from H M Revenue & Customs. Amounts received in the year to 30 April 2022 amounted to £991.

## **Surplus of Income over Expenditure**

Overall, income exceeded expenditure in the year by £48,052. £46,486 of this figure relates to the Playground project as detailed in the allocation of the surplus shown on Page 2 of the accounts. Overall cash funds increased by the same figure as detailed on page 3.

Coronavirus restrictions, whilst relaxed substantially in the year ended 30 April 2022, continued to have an effect on Hall usage. However, the turnover has returned to pre pandemic levels, which hopefully means levels of income will continue to increase now all restrictions have been removed.

The Playground project is the current centre of focus with funds still being obtained. It is hoped this project will get underway by the autumn.

## **(b) Future rental charges**

These are to be discussed at the Meeting of Trustees following the AGM.





			<b>CHIEVELEY RECREATIONAL CENTRE</b>					
			<b>ACCOUNTS</b>					
			<b>YEAR ENDED 30 APRIL 2022</b>					
						<b>2022</b>		<b>2021</b>
<b>INCOME</b>								
	Hall & ground rents					30,457		5,511
	Meeting room hire					345		
	Letting deposits					700	-	17
	Bank interest received					14		48
	Clothes bank receipts					867		885
	Market rents					580		1,230
	Insurance claim							10,924
	Sundry					23		23
						32,985		18,604
<b>EXPENDITURE</b>								
	Wages				7,350			7,607
	Cleaning/supplies				2,889			2,255
	Electricity				491			1,098
	Rates				262			-
	Water				1,332			818
	Insurance				2,303			2,165
	Telephone				816			935
	Postage stationery & computer costs				406			109
	Hall maintenance				5,841			6,848
	Sundry - incl. data protection and training				166			45
	Subscriptions				357			
	Equipment				115			
	Multi use games area expenditure			-			112	
	Grounds maintenance expenditure		13,964				13,492	
	Playground expenditure		1,127				1,272	
					15,091			14,876
	Planning fees				314			282
	Bank charges				7			
	Licences				152			647
						37,892		37,685
<b>OPERATING (DEFICIT)/SURPLUS</b>						- 4,906		- 19,081
<b>FUND RAISING</b>								
	Donations excluding dog club				551			1,785
	200 Club (net proceeds)				1,379			1,065
	Cup n cake (net)				583			137
	Playground project				38,486			
	Fireworks (net proceeds)				6,351			
	Benches project				-3,863			4,415
						43,487		7,402
<b>GRANTS RECEIVED</b>								
	<b>Chieveley parish council</b>							
	Multi use games area				1,940			1,940
	Playground				1,163			1,135
	Grounds				2,523			2,166
					5,626			5,241
	<b>West berkshire council</b>				2,667			28,808
	<b>Hmrc job retention scheme grants</b>				187			570
						8,480		34,619
<b>GIFT AID CLAIMS</b>						991		
<b>SURPLUS OF INCOME OVER EXPENDITURE FOR THE YEAR</b>					£	48,052	£	22,940

ALLOCATION OF EXCESS OF INCOME/EXPENDITURE						
	Day to day funds			10,430		34,220
	Playground - capital fund			855		129
	Muga			1,940		1,828
	Grounds & playground maintenance			-11,659		-13,237
	Playground replacement fund			46,486		
<b>SURPLUS/DEFICIT FOR THE YEAR</b>				<b>48,052</b>		<b>22,940</b>
<b>RECONCILIATION OF FUNDS</b>						
	<b><u>DAY TO DAY FUNDS</u></b>					
	Opening balance			6,184		201
	Excess/Surplus for the year			10,430		34,220
	Transfers to playground and grounds fund			-11,659		-13,237
	Transfer from/(to) refurbishment fund					-10,000
	Transfer to replacement & regeneration reserve					-5,000
				<b>4,955</b>		<b>6,184</b>
	<b><u>REPLACEMENT AND REGENERATION RESERVES</u></b>					
	Opening balance			16,000		11,000
	Transfer from day to day fund					5,000
	Closing balance			<b>16,000</b>		<b>16,000</b>
	NB the above unrestricted reserves, relate to the skate ramp playground and other non-hall capital replacement					
	<b><u>MUGA, PLAYGROUND &amp; GROUNDS FUND</u></b>					
	<b><u>MUGA - restricted funds</u></b>					
	Opening balance 1 May 2020			11,503		9,675
	CPC grants received	Multi use games area	1,940			1,940
	Multi use games area maintenance expenses					112
	Allocation of excess attributable to Muga			1,940		1,828
				<b>13,443</b>		<b>11,503</b>
	<b><u>PLAYGROUND &amp; GROUNDS</u></b>					
	<b><u>Capital fund - restricted</u></b>					
	Opening balance 1 May 2020			21,393		21,264
	CPC grants received	Playground	1,163			1,135
	CPC grants received	Grounds	2,523			2,166
			3,686			3,301
	CPC Ground maintenance expenditure		2,155			2,409
			1,531			892
	Actual playground expenditure	1,127				-1,272
	Attributable to CPC 60%		-676			-763
				855		129
				22,248		<b>21,393</b>
	Playground replacement fund			46,486		
	<b>RESTRICTED FUNDS</b>			<b>68,734</b>		<b>32,896</b>
	<b><u>PLAYGROUND &amp; GROUNDS REVENUE - UNRESTRICTED</u></b>					
	Opening balance 1 May 2020		0			
	Playground expenditure attributable to CRC					
	1,127 x 40%		451			509
	Grounds maintenance attributable to CRC		11,208			12,729
			11,659			13,237
	<b>Transfer from day to day funds to cover</b>		-11,659			-13,237
				<b>0</b>		<b>0</b>
	<b><u>REFURBISHMENT FUND - UNRESTRICTED</u></b>					
	Opening balance			98,689		88,689
	Transfer (to)/from day to day fund			0		10,000
	Closing balance			<b>98,689</b>		<b>98,689</b>
	<b>TOTAL FUNDS CARRIED FORWARD</b>			<b>£ 201,821</b>		<b>£ 153,769</b>

<b>REPRESENTED BY:</b>								
						<b><u>2022</u></b>		<b><u>2021</u></b>
	Bank current account					61,656		28,945
	Bank deposit accounts					139,837		124,824
	Paypal bank account					328		
<b><u>TOTAL FUNDS CARRIED FORWARD</u></b>					£	<b><u>201,821</u></b>	£	<b><u>153,769</u></b>
<b><u>ASSETS RETAINED FOR THE CHARITY'S OWN USE</u></b>								
	Freehold land & property							
	Plant & machinery							
	Fixtures and fittings							
	Computer equipment							
D J Cook - Treasurer								
Date	10 June 2022							



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

CHIEVELEY RECREATIONAL CENTRE

**On accounts for the year  
ended**

30 APRIL 2022

**Charity no  
(if any)**

296892

**Set out on pages**

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/04/2022.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

3/12/2023

**Name:**

MICHAEL WEEKS

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

HOLLYBERRY COTTAGE, DOWNEND, CHIEVELEY, NEWBURY  
BERKSHIRE, RG16 8TS

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.