

ASHINGDON & EAST HAWKWELL MEMORIAL HALL AGM MINUTES

Location: Main Hall, Ashingdon Memorial Hall
Date: Thursday 6th July, 2023
Time: 7.30pm
Facilitator: Trustees

Agenda Items

The Chairperson – Lin Green opened the meeting at 7.30pm. Introducing the Trustees one by one.

David Catchpole {Treasurer}, Carol Catchpole, Dan McCarthy and Patricia Hennessy. Including Helen England the Virtual Assistant.

Lin Green explained that the Minutes for the last AGM were published on the Memorial Hall Website. She asked for a Proposer and Seconder. David Catchpole and Patricia Hennessy resolved that the Minutes be accepted.

Lin Green as Chair reported on the year and on how much the committee had achieved.
(Report to be added)

David Catchpole as Treasurer gave his report and showed the accounts for the year on a powerpoint presentation.

There were a number of questions from the floor.

Question - What were the expenses, as the report on the screen was not clear?

Answer - David read out the expenses from the report. David also pointed out that
The turnkey per month is £2000 (ie electricity, cctv etc).

Glen Dryhurst, a Trustee arrived at the meeting.

Question - In the last couple of years, there was an item concerning the construction of the building. Is there a plan to proceed with the repairs.

Answer - The roof is a problem, it is not insulated and the estimated cost is in the region
£100.000.00.

Question - Are the Committee setting aside monies to repair the roof.

Answer - No we are concentrating on getting the kitchen up and running. To be able to encourage more hirers but we take your point and will put this into operation.

Question - But surely you are losing heat through the roof, because of the bad insulation,
A false economy.

Answer - The roof has been repaired in places where it was extremely bad. The large windows at the end of the hall need replacing. The small windows at the side are single glazed and also need replacing.

Question - Do you have plans to save money in the long term to replace the roof.

Answer - Yes but there is a need to hold monies in reserve for emergencies.
Based on the present accounts many years is needed to build up enough
Funds to be able to do all the repairs and structural work.

Question - What happened to the money in the accounts.

Answer - There was no money (in fact the previous committee left the hall in debt)

Question - A lot of work went into raising monies for the hall.

Answer - We have no idea where the money went.
Maria the previous Treasurer explained that she tried to find out what happened
But had no success.

Question - Our Bowls Club applied for a grant from the Lottery Fund. We received a grant.
Could you do the same.

Answer - We have applied in the past, it is very difficult and involves a lot of work.
But we will investigate further.

Question - Was the floor varnished over Christmas.

Answer - Yes when the hall was closed for the holiday. But unfortunately had to be re-done at no cost to the hall.

Question - We can remember a time when there used to be weddings in the hall every weekend.

Answer - We are considering opening for Adult Celebratory Parties in the hall.
The problems were not having a working kitchen. Worrying about the noise of people leaving the hall late at night and disturbing the neighbours. Also, one of

the Trustees would have to be there to lock up. Plus, heels marking the floor. Although we have changed this from high heels to not allowing stilettos.

Our daytime groups are going down so, a rethink is needed.

Question - Why don't you have a Doorman for parties. How do you advertise the hall.

Answer - The hall has a website.

The Doorman would have to be paid for out of the revenue of the hire which may not be viable.

Helen England – gave her report on powerpoint slide presentation.

Lin introduced David from Bonsai Club – he had brought along a beautiful example of a bonsai tree.

She recommended going along to their club.

Aimee our excellent caretaker has been invited to join the Committee and has accepted.

Carol Bibby and her Husband have joined the committee. Along with Chris Barnes.

The AGM finished at 8.30pm.

ASHINGDON & EAST HAWKWELL
VILLAGE HALL

FOR THE YEAR ENDED 31 MAY 2023

**INDEPENDENT EXAMINERS REPORT TO THE ASHINGTON & EAST HAWKWELL
VILLAGE HALL**

I am reporting on the accounts for the year ended 31st May 2023 which are set out on pages 3 to 6.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

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 represent a "true and fair view" and the report is limited to those matters set out in the statement below.

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 41 of the 1993 Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act, have not been met: or
- 2) which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Steve Castle FCCA
Castle & Co - Chartered Certified Accountants
16-18 West Street
Rochford
Essex
SS4 1AJ

Date: *29th June 2023*

ASHINGDON & EAST HAWKWELL VILLAGE HALL
RECEIPTS AND PAYMENTS ACCOUNT
YEAR ENDED 31ST MAY 2023

RECEIPTS

		2023		2022	
Gifts, Donations and other voluntary receipts	Grants	16,364		15,555	
	Donations	<u>7,400</u>		<u>3,418</u>	
			23,764		18,973
Trading activities	Hire of Hall	<u>32,880</u>		<u>30,539</u>	
			32,880		30,539
Interest received			73		1
TOTAL RECEIPTS			<u>56,717</u>		<u>49,513</u>

PAYMENTS

			-		-
Payments for publicity and fund raising and management administration	Telephone	812		791	
	Light & heat	2,934		2,405	
	Rates, water & sewage	1,460		865	
	Cleaning	6,811		6,855	
	Insurance	1,092		1,039	
	Administration	-		-	
	Repairs & renewals	12,436		21,402	
	Advertising	893		77	
	Accountancy	538		526	
	Subscriptions	72		127	
	Depreciation	1,263		80	
	Office expenses	<u>7,568</u>		<u>1,066</u>	
			<u>35,879</u>		<u>35,233</u>
CARRIED FORWARD			35,879		35,233

ASHINGDON & EAST HAWKWELL VILLAGE HALL
RECEIPTS AND PAYMENTS ACCOUNT, CONTINUED
YEAR ENDED 31ST MAY 2023

	2023	2022
BROUGHT FORWARD	35,879	35,233
	<u>35,879</u>	<u>35,233</u>
NET (PAYMENTS)/RECEIPTS	20,838	14,280
CASH FUND B/FWD	35,401	21,121
	<u>56,239</u>	<u>35,401</u>

ASHINGDON & EAST HAWKWELL VILLAGE HALL
BALANCE SHEET
YEAR ENDED 31ST MAY 2023

	<u>2023</u>	<u>2022</u>
CURRENT ASSETS:		
Tangible assets	14,233	239
CURRENT ASSETS:		
Cash at bank	42,306	35,462
CURRENT LIABILITIES		
Accruals	300	300
	<u>56,239</u>	<u>35,401</u>
CAPITAL AND RESERVES		
Accumulated Fund	56,239	35,401
	<u>56,239</u>	<u>35,401</u>

ASHINGDON & EAST HAWKWELL VILLAGE HALL
NOTES TO THE BALANCE SHEET
YEAR ENDED 31ST MAY 2023

FIXED ASSETS

EQUIPMENT

TOTAL

£

£

COST

At 1 June 2022	399	399
Additions in Year	15,256	15,256
Disposals in Year		-
At 31 May 2023	<u>15,655</u>	<u>15,655</u>

DEPRECIATION

At 1 June 2022	159	159
Write Off On Disposals	-	-
Charge for Year	1,263	1,263
At 31 May 2023	<u>1,422</u>	<u>1,422</u>

NET BOOK VALUE

As at 31 May 2023	<u>14,233</u>	<u>14,233</u>
As at 31 May 2022	<u>240</u>	<u>240</u>

**INDEPENDENT EXAMINERS REPORT TO THE ASHINGTON & EAST HAWKWELL
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