

# **ANNUAL GENERAL MEETING - ASHINGDON AND EAST HAWKWELL VILLAGE HALL**

**11<sup>th</sup> JULY 2024**

The Chairperson – Lin Green opened the meeting at 7.30pm. Lin Green explained that the Annual Report and Accounts for the year ending 31<sup>st</sup> May 2024 were available to see on the Ashingdon and East Hawkwell Village Hall website.

Lin asked for a Proposer and a Seconder, to approve the Annual Report from the last AGM. Pat Hennessy and David Catchpole resolved that the Annual Report be accepted.

Lin spoke of how much had been achieved over the year.

1. The kitchen refurbishment is now complete. Lin invited everyone at the meeting to have a look.
2. New water heaters in the bar and kitchen. Which will save money and can be controlled remotely.
3. A new notice board on the outside wall of the hall. Advertising events taking place in the hall, plus forthcoming events. Has been very successful in promoting the hall.
4. The Vanity units and splashbacks in the Ladies toilets have been replaced, looking very smart.
5. A Sound Limiter has been fitted in the hall. In consideration for the Neighbours. Amber is a warning that the music is too loud, Red and the music will be turned off.
6. A working party day was spent by the Trustees and Volunteers. Cleaning and throwing away items which were no longer needed or useful.
7. A leak from the roof in the rear lobby, has been repaired.
8. The gas heaters in the main hall have been repaired. Apparently the spare parts for the heaters are still available so will continue in this direction.
9. The unsightly concrete bollards outside the hall were put in place by Rochford District Council to deter the Quad bikes.
10. The main hall is going to be decorated in August. August is the quietest month for bookings.
11. Lin expressed a wish for more Volunteers to assist with running the hall.

David Catchpole as Treasurer gave his report and showed the accounts for the year end to 31<sup>st</sup> May 2024. There were no questions from the floor concerning the Accounts.

David explained that there is a need for grants, to complete various works that need to be carried out. He explained that if the hall does receive a grant it must be

used for that sole purpose. But grants are very difficult to apply for and get.

We have an agreement with a company called LoRaWAN for them to have an aerial on the hall roof to give the hall free internet/broad band for 5 years.

Helen England, the halls Booking Manager and Virtual Assistant, gave her report. Helen is responsible for the power point operation on the projector screen.

Helen has completed her Level 3 British Sign Language Course. A round of well deserved applause.

1. A Christmas Fayre is planned for the 3<sup>rd</sup> week in November.  
Following on from the very successful first Christmas Fayre held.
2. A Friendship group is taking place on a Friday afternoon "Giggle Patrol".  
A contribution of £2 towards tea and cakes is all that's required.
3. Helen explained how careful she has to be when taking bookings, making sure the Hirer lives in the catchment area. The occasion the hall is being hired for. A larger deposit is also required for parties.
4. The floor in the main hall is very precious and is looked after by Amy who is responsible for the hall cleaning.
5. Helen explained where and how the Hall is advertised. Working on the Website etc to keep it up to date.

Apologies for absence received from Glen Dryhurst, Rose Bowers, Amy Gillman.

Dave and Wendy Reed were not present and no apology was received.

Trustees present at the AGM were Lin Green, David and Carole Catchpole, Chris Barnes, Pat Hennessy and Dan McCarthy.

Helen England - Booking Manager.

Volunteers present at the AGM were Carol and Gary Bibby.

The Trustees were asked to vote for a Chairperson, Vice Chairperson and Treasurer for the coming year.

Helen England and David Catchpole proposed Lin Green should continue as Chairlady. Lin Green accepted the post.

Lin Green and Helen England proposed David Catchpole should continue as Vice Chair and Treasurer. David Catchpole accepted the post.

The Trustees and Volunteers were asked if they were happy to continue on the new committee. All agreed.

The meeting closed at 8.30pm.

Charity No.

**ASHINGDON & EAST HAWKWELL**  
**VILLAGE HALL**

**FOR THE YEAR ENDED 31 MAY 2024**

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

I am reporting on the accounts for the year ended 31st May 2024 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: 8th July 2024

**ASHINGDON & EAST HAWKWELL VILLAGE HALL**  
**RECEIPTS AND PAYMENTS ACCOUNT**  
**YEAR ENDED 31ST MAY 2024**

**RECEIPTS**

		<b>2024</b>		<b>2023</b>	
Gifts, Donations and other voluntary receipts	Grants	7,792		16,364	
	Donations	<u>2,424</u>		<u>7,400</u>	
			10,216		23,764
Trading activities	Hire of Hall	<u>31,744</u>		<u>32,880</u>	
			31,744		32,880
Interest received			404		73
<b>TOTAL RECEIPTS</b>			<u><b>42,364</b></u>		<u><b>56,717</b></u>

**PAYMENTS**

			-		-
Payments for publicity and fund raising and management administration	Telephone	890		812	
	Light & heat	4,292		2,934	
	Rates, water & sewage	668		1,460	
	Cleaning	8,019		6,811	
	Insurance	1,147		1,092	
	Computer & internet costs	334		-	
	Repairs & renewals	12,142		12,436	
	Advertising	-		893	
	Accountancy	300		538	
	Subscriptions	80		72	
	Depreciation	2,093		1,263	
	Office expenses	<u>9,302</u>		<u>7,568</u>	
			39,268		35,879
<b>CARRIED FORWARD</b>			<u><b>39,268</b></u>		<u><b>35,879</b></u>

**ASHINGDON & EAST HAWKWELL VILLAGE HALL**  
**RECEIPTS AND PAYMENTS ACCOUNT, CONTINUED**  
**YEAR ENDED 31ST MAY 2024**

	<b>2024</b>	<b>2023</b>
<b>BROUGHT FORWARD</b>	39,268	35,879
	<b><u>39,268</u></b>	<b><u>35,879</u></b>
NET (PAYMENTS)/RECEIPTS	3,097	20,838
CASH FUND B/FWD	56,239	35,401
TRANSFER TO ROOF REPAIR FUND	(10,000)	-
	<b><u>49,336</u></b>	<b><u>56,239</u></b>

**ASHINGDON & EAST HAWKWELL VILLAGE HALL**  
**BALANCE SHEET**  
**YEAR ENDED 31ST MAY 2024**

	<b><u>2024</u></b>	<b><u>2023</u></b>
<b>CURRENT ASSETS:</b>		
Tangible assets	14,423	14,233
<b>CURRENT ASSETS:</b>		
Cash at bank	45,212	42,306
<b>CURRENT LIABILITIES</b>		
Accruals	300	300
	<b><u>59,336</u></b>	<b><u>56,239</u></b>
<b>CAPITAL AND RESERVES</b>		
Accumulated Fund	49,336	56,239
Roof repair fund	10,000	-
	<b><u>59,336</u></b>	<b><u>56,239</u></b>





**ASHINGDON & EAST HAWKWELL VILLAGE HALL**  
**NOTES TO THE BALANCE SHEET**  
**YEAR ENDED 31ST MAY 2024**

**FIXED ASSETS**

**EQUIPMENT**

**TOTAL**

£

£

**COST**

At 1 June 2023	15,655	15,655
Additions in Year	2,283	2,283
Disposals in Year		-
At 31 May 2024	<u>17,939</u>	<u>17,939</u>

**DEPRECIATION**

At 1 June 2023	1,422	1,422
Write Off On Disposals	-	-
Charge for Year	2,093	2,093
At 31 May 2024	<u>3,515</u>	<u>3,515</u>

**NET BOOK VALUE**

As at 31 May 2024	<u>14,423</u>	<u>14,423</u>
As at 31 May 2023	<u>14,233</u>	<u>14,233</u>

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**VILLAGE HALL**

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