

**FELSTED MEMORIAL HALL  
MINUTES OF THE AGM HELD ON 16th March 2022**

**Present:** Hazel Fox Shirley Stone Dicky Howett  
Bernie Saunders Margaret Howett Nikki Mead  
Sheila Kill Neil Bromley (Auditor)

**Apologies:**

- ☐ Richard Bohannon, Angela Francis, Alex Fox and Becky Wheatley

**Minutes of the AGM 2021**

- ☐ Minutes of the last AGM were signed and approved.

**Chairman's Report**

- ☐ Hazel presented her annual Chairman's report (attached to minutes)
- ☐ Hazel thanked the site team at Felsted School for providing a wooden panel to secure the hall fire exit doors that blew clean off during storm Eunice. Margaret confirmed that Felsted School did not charge for this.

**Treasurers Report**

- ☐ Margaret presented her annual Treasurer's report (attached to minutes)
- ☐ Annual audit has been completed. The Committee thanked Neil for his work.
- ☐ At the end of February, the bank balance was £55,500

**Bookings Secretary's Report**

- ☐ Sheila presented her annual Booking's report (attached to minutes)
- ☐ Christmas market already booked for 4<sup>th</sup> December 2022
- ☐ Pilates will start in April
- ☐ Easter event has been cancelled due to lack of interest
- ☐ Waiting to hear if the Choir will go back to using Felsted School
- ☐ 7<sup>th</sup> May 2pm - 11pm concert being held by the band who hire the hall on Monday's

**Election of Committee**

- ☐ CHAIR: Hazel (1<sup>st</sup> Margaret, 2<sup>nd</sup> Shirley)
- ☐ VICE CHAIR: Shirley (1<sup>st</sup> Hazel, 2<sup>nd</sup> Margaret)
- ☐ TREASURER: Margaret (1<sup>st</sup> Sheila, 2<sup>nd</sup> Bernie)
- ☐ BOOKINGS : Sheila (1<sup>st</sup> Hazel, 2<sup>nd</sup> Bernie)
- ☐ SECRETARY: Nikki (1<sup>st</sup> Margaret, 2<sup>nd</sup> Bernie)

**Hall Issues**

**Website**

- ☐ The diary on the website is now being updated regularly with booking information. Sheila and Dicky have access to make changes to the diary. Sheila also has a bookings laptop to access the website.

Next committee meeting 20<sup>th</sup> April at 7pm

**Chairmans Report AGM 2022.**

It's hard to believe a year has gone by since the last AGM. Though we have still been blighted by Covid restrictions, life has gradually returned to very near normal for the Memorial hall, with precautions in place of course.

All of our hirers have returned and we have seen an increase in bookings for parties and celebrations. Rehearsals for the 2022 Panto resumed in October. One of our new members remarked that it was nice to see a village hall used so well, he was under the impression that it stood empty most of the time!

As Margaret highlights in her report, continuous work has been done in the hall to maintain it and keep it in good condition. Richard, one of our committee members who had the responsibility for the light maintenance and fabric of the hall, has been very unwell this year, so we have had to call in tradesman and of course Bernie, who knows this hall like the back of his hand, has always been on hand to help. We wish Richard better health in the new year, we have missed you!

At the end of January this year, our dedicated caretaker/cleaner, Angela "retired" after 16 years of service to the hall. We give you our sincere thanks Angela and wish you well. We now have Becky to look after the hall and we welcome her with open arms!

During the recent gales, the doors at the back of the hall were blown off leaving a gaping hole! But thanks to Felsted School maintenance team, the gap was boarded up and made good until the doors and framework can be repaired. Thank you Simon Wooley, head of estates, and your wonderful team.

As you all know, the Felsted Panto, "Cinderfella", went ahead in the last weekend in January and first weekend in February. After 2 years of not being able to perform, we had record audiences and profit as well as being able to support 2 local charities. As I promised last year, they gave a spectacular performance!

Lastly, I would like to thank our committee, who have stepped up this year with all sorts of input from practical jobs to applying for "Covid" grants. Thank you to you all.

Hazel Fox, Chairman of the Memorial hall committee.

### **Treasurers report for 2021.**

2021 has been another unusual year, with coronavirus lockdowns and other restrictions. We started the year with £32,920 and carried £48,024 over to 2022.

#### **Income:**

Covid grants from UDC in Jan, March & June totalled £16,621.

Regular bookings were 30% lower than 2019, casual bookings were 52% lower than 2019, giving an overall drop of 35%.

Interest and the value of investments were about flat.

#### **Expenditure:**

Excluding the capital costs our expenditure was 9% higher than 2019, this included sorting out the front door lock mechanism, plumbing problems in the Gents, and boiler and radiator repairs.

Wages, cleaning supplies, admin, repairs, rates, admin, gas and electricity costs were all lower than in 2019. The water rates are too high but the meter was read recently so we expect a reduction in 2022.

Capital expenditure was much less than in the last 2 years but included renewing the outside and Hauxwell Room lights; a new kitchen flooring and decoration in the main hall.

In 2021 we changed Gas supplier from CNG to HUB who abruptly ceased trading and we were transferred on to EON Next. Coincidentally we changed Electricity supplier in 2021 from Npower to Eon Next.

Debtors at year end included Ladies Who, now paid, and Splat Messy Play who we are chasing via the Small Claims Court.

Thanks to our auditor Neil Bromley for turning round the accounts so quickly.

### **Bookings in 2021**

January, February, March and up to the 12<sup>th</sup> April we were in Lockdown.

Sirius x 29	Ballet x 26
Brownie's x 25	Band x 26
Tai Chi x 32	Baby Club x 5
Messy Play x 16	Choir x 14
Friendship Club x 7	Keep Fit x 29
Hundred mile run x 4	Felsted School x 10
Panto x 27	Party's x 12
Stretch x 15	Book club x 5
WI x 4	Wool waffle x 2
Other x 3	

**FELSTED MEMORIAL HALL**

**Felsted Memorial Hall**

**Accounts**

**Year ending 31.12.2017**

## FELSTED MEMORIAL HALL

### Balance Sheet as at 31st December 2017

	2017 £	2016 £
<b>FUNDS</b>		
Balance brought forward 1st January	45,502	42,024
Excess Expenditure	-1,145	
Surplus Income		3,478
Total Fund as at 31st December	<u>44,357</u>	<u>45,502</u>
<b>CURRENT ASSETS</b>		
Petty Cash	6	0
Bank (£18k is contingency)	42,394	43,745
Debtors - Interest	108	108
- bookings	0	0
Prepayments - Rates / Insurance	573	556
Prepayments - Bars4Events	0	0
Prepayments - Pantomime	759	547
Stock - Bar	0	0
- Cleaning Materials	272	229
Investments at Market Value	590	553
Sub-Total Current Assets	<u>44,703</u>	<u>45,738</u>
<b>CURRENT LIABILITIES</b>		
Accruals - Water Rates	0	21
- Electricity	98	68
- Gas	248	147
Creditors - Wages & Cleaning	0	0
Sub-Total Current Liabilities	<u>345</u>	<u>236</u>
<b>NET ASSETS</b>	<u>44,357</u>	<u>45,502</u>
	0	0

## FELSTED MEMORIAL HALL

### Income & Expenditure for the year ending 31st December

	2017 £	2016 £
<b>INCOME</b>		
Regular Bookings	10,329	18,515
Casual Bookings	2,410	3,865
Total Bookings	<u>12,739</u>	<u>22,380</u>
Fund raising	0	0
Electricity meter	6	38
Grants & Donations Received	3,068	1,156
Dividends/ Interest	199	180
Bar Income	0	0
Revaluation of Investments	37	45
Total Income	<u>16,049</u>	<u>23,799</u>
<b>EXPENDITURE</b>		
Insurance	934	834
Wages	4,225	4,247
Cleaning/ Maintenance	286	822
Administration/ Stationery/ Postage	218	284
Health & Safety	694	448
Gas	1,158	1,066
Electricity	512	472
General Rates	387	397
Water Rates	358	73
Renewals/ Repairs	2,954	346
Licences & Subscriptions	395	374
Capital Expenditure	5,048	10,959
Donations	25	0
Total Expenditure	<u>17,193</u>	<u>20,321</u>
Excess Expenditure	-1,145	
Surplus Income		3,478
Total	<u>16,049</u>	<u>23,799</u>

## FELSTED MEMORIAL HALL

### Bar Trading Account for the year ending 31st December

	2017 £	2016	£
Bars 4hire		0	
Sales			
Opening Stock	0		0
Purchases			
Temp. Bar Staff			
Less, Closing Stock	0	0	0
<b>Bar Trading Profit</b>	<b><u>0</u></b>	<b><u>0</u></b>	

#### NOTES TO THE ACCOUNTS:

We hold no bar stock.

Investments are valued in the Balance Sheet at market value as follows-

36 M&G Charifund Units @ 1639.42 per 100	590	28.12.
	<u>590</u>	

Note War Loan was redeemed in 2015

### Accounting Policies

These Financial statements have been prepared in line with applicable accounting standards and the charities SORP 2005. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets which are shown at market value.

I certify these accounts are a true and fair view on the Memorial Hall Accounts for 201

## FELSTED MEMORIAL HALL

FELSTED MEMORIAL HALL

2015  
£

29,225

12,799

42,024

0

40,646

93  
0

476  
70  
96  
0  
220

508

42,109

8  
77

0

85

42,024

0



FELSTED MEMORIAL HALL

r 2017

2015  
£

20,552  
4,160  

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24,712  
0

1,553  
209  
65  
-10

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26,529

---

1,580  
5,162  
2,110  
371  
132  
1,612  
576  
392  
349  
1,098  
325  
0  
25

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13,730

---

12,799

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26,529

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FELSTED MEMORIAL HALL

2017

2015

£

0

5

0 -5

0

£1639.42

.7.

**FELSTED MEMORIAL HALL**

**Felsted Memorial Hall**

**Accounts**

**Year ending 31.12.2021**

# FELSTED MEMORIAL HALL

## Balance Sheet as at 31st December 2021

	2021	2020 £
<b>FUNDS</b>		
Balance brought forward 1st January	32,342	50,144
Excess Expenditure		-17,802
Surplus Income	16,176	
Total Fund as at 31st December	<u>48,518</u>	<u>32,342</u>
<b>CURRENT ASSETS</b>		
Petty Cash	0	0
Bank (£18k is contingency)	48,025	32,921
Debtors - Interest	0	122
- Ladies Who	28	0
- Messy Splat Play	252	
Prepayments - Rates / Insurance	506	496
Prepayments - Pantomime	20	0
Stock - Bar	0	0
- Cleaning Materials	109	277
Investments at Market Value	560	502
Sub-Total Current Assets	<u>49,500</u>	<u>34,318</u>
<b>CURRENT LIABILITIES</b>		
Accruals - Water Rates	0	0
- Electricity	170	36
- Gas	383	112
- Entertainment License	0	70
- Pantomime 2022	429	
Creditors - Architects	0	0
- Meredith Builder	0	990
- Eco Electrical Group	0	768
Sub-Total Current Liabilities	<u>982</u>	<u>1,976</u>
<b>NET ASSETS</b>	<u>48,518</u>	<u>32,342</u>
	0.07	-0.16

# FELSTED MEMORIAL HALL

## Income & Expenditure for the year ending 31st December

	2021 £	2020 £
<b>INCOME</b>		
Regular Bookings	10,042	7,367
Casual Bookings	2,177	235
Total Bookings	12,219	7,602
Panto Donation	0	2,169
Electricity meter	0	
Grants & Donations Received	16,621	11,834
Dividends/ Interest	43	202
Revaluation of Investments	58	-101
Total Income	28,940	21,706
<b>EXPENDITURE</b>		
Insurance	1,002	998
Wages	3,115	3,021
Cleaning/ Maintenance	1,170	759
Administration/ Stationery/ Postage	285	269
Health & Safety	126	354
Gas	858	851
Electricity	562	485
General Rates	105	101
Water Rates	403	450
Renewals/ Repairs	3,154	163
Licences & Subscriptions	268	442
Capital Expenditure	1,715	31,615
Donations	0	0
Total Expenditure	12,764	39,508
Excess Expenditure		-17,802
Surplus Income	16,176	
Total	28,940	21,706

# FELSTED MEMORIAL HALL

## NOTES TO THE ACCOUNTS:

We hold no bar stock.

Investments are valued in the Balance Sheet at market value as follows-

36 M&G Charifund Units @ 1556.20 per 100	=	£560
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## Accounting Policies

These Financial statements have been prepared in line with applicable accounting standards and the charities SORP 2005. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets which are shown at market value.

NRR  
ACMA  
Jan 2022

# FELSTED MEMORIAL HALL

# FELSTED MEMORIAL HALL

2019

£

48,176

1,968

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50,144

---

0

48,484

119

420

602

67

0

130

603

---

50,426

---

0

61

221

0

---

282

---

---

50,144

---

0



# FELSTED MEMORIAL HALL

· 2021

2019

£

14,316

4,558

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18,873

64

78

337

90

---

19,442

---

989

4,188

1,241

429

132

1,256

509

401

109

593

246

7,382

0

---

17,474

---

1,968

---

19,442

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# FELSTED MEMORIAL HALL

# Felsted Memorial Ha

## Accounts

Year ending 31.12.20

### Accounting Policies

These Financial statements have been prepared in line with applicable accounting standards and the charities SORP 2005. The financial statements have been prepared under the historical cost convention except for the valuation of investment assets which are shown at market value.

NRR  
ACMA  
Jan 2022

all

21