

# FYFIELD VILLAGE HALL

## ANNUAL GENERAL MEETING 2022

29th June 2022 @7.30pm

### MINUTES

**PRESENT:** M Baxter, D Spanton, S Turner, C Collins, A Jackson, S Mead, M Bundock, W Shepherd, P Ovel, L Webster, D Webster, M Alcock.

**1. Welcome by the Chair.**

M Baxter welcomed everyone to the meeting and thanked them for coming.

**2. Apologies for Absence.**

Apologies were received from H Nicholson.

**3. Approval of the Minutes from the Meeting Held on Wednesday 23<sup>rd</sup> June 2021.**

The minutes were approved and signed by the Chair as a true record of the meeting.

**4. Matters Arising from the Minutes.**

There were no matters arising.

**5. Chair's Annual Report.**

M Baxter began his report with the news that Mary Ellis would be standing down as the representative for the PCC as she was leaving the village. He thanked her for her support, encouragement and suggestions over many years and wished her well.

M Baxter welcomed S Turner, who became Treasurer in 2021 and reported that since 2021 and the aftermath of covid the hall has managed to stay afloat, despite several closures and loss of income. This was mainly due to two government grants that were made available to village and community halls. Without these, the picture would have been very different. New groups have been welcomed and there has been one loss – the Bowls club – which folded due to not having enough members after covid.

The regular summer family BBQs have been a great success and have brought the community together. M Baxter felt that it would be worth finding something similar for the winter months.

The Queen's Jubilee event was also a great success which brought FPC, Scouts and FVH together to organise a joint event on the field for the residents.

The village hall had its 100<sup>th</sup> anniversary in 2021, but was unable to celebrate and this should perhaps be commemorated in some way now restrictions have been entirely lifted.

He mentioned tentative plans for the future building works involving repositioning the bar area into the shower/changing room area, refurbishing the kitchen and adding storage space and an additional meeting room.

Works will be funded by the Village Hall and grants, however, the economic climate will undoubtedly have an impact on the Village Hall as the winter approaches with the colder months. Heating costs have gone up and will continue to increase. There will therefore be a need to be careful going forward and mindful of costs.

M Baxter noted that the Village Hall is a non-profit charity and all monies go back into the running of the building and maintenance/repairs. A contingency is maintained for larger bills and the felt roof and boiler are both areas which will need consideration in the near future.

M Baxter noted that the committee are all volunteers who give freely of their time to maintain the premises for the benefit of the community. He thanked the trustees for their help and support over the last year and looked forward to a less disruptive year.

#### **6. Treasurer's Financial Report and Presentation of the Accounts.**

S Turner presented the 2021 accounts which had been audited and accepted by trustees. The total income for the year ending 31/12/22 was £41,614.34. He pointed out that £18,193 of this comprised EFDC grants to cover loss of earnings due to Covid. In 2020 the total income was £16,269.80 which represented an overall loss.

Total expenditure for 2021 was £21,563.91 and S Turner highlighted some of the outgoings for the year and noted that there had been a surplus of £20,050.43.

Total amounts in the bank accounts as at 31/12/21 was £23,947.04 CR and in the two savings accounts, £4,136.44CR and £10,196.39CR.

All figures have been balanced and agreed to the bank statements and inspected and agreed by an independent verifier.

M Alcock asked if trustees had an amount ring fenced for contingencies and D Spanton said that the savings account of £10,000+ had always been maintained for emergency use. It was agreed that it was good practice to have a contingency amount.

#### **7. To Consider any Resolutions and/or Recommendations.**

There were no resolutions or recommendations.

**8. Appointment and Election of the Management Committee of Trustees and Representatives.**

Elected trustees M Baxter, D Spanton, S Turner, C Collins, A Jackson, M Bundock were prepared to stand again for the next 12 months.; M Alcock proposed and D Webster seconded. Representatives of organisations were noted – H Nicholson (WD50+), T Jones (PCC) and S Mead (FPC). There is currently no representative for WI which is not operating in the hall at the present time.

There were two nominations for the two resident vacancies; P Ovel and L Webster. These were proposed by S Mead and seconded by M Bundock.

**9. Any Other Business.**

No items for AOB had been received by the secretary.

The meeting closed at 19:50

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Financial Statements

Year end 31st December 2021

Fyfield Village Hall

	Fyfield Village Hall					
	Income and Expenditure Account					
	For Year End 31st December 2021					
			2021		2020	
			£	£	£	£
Income						
	Sales		22,434.30		6,019.80	
	Donations		968.06		250.00	
	Interest Received		18.98		0.00	
	EFDC - Covid Grant		8,000.00		10,000.00	
	EFDC - Grant		10,193.00			
				41,614.34		16,269.80
Expenditure						
	Insurance		1,644.04		1,642.66	
	Oil		1,018.50		1,982.48	
	Electric		1,466.85		961.38	
	Water		939.94		632.08	
	EFDC Tax		384.00		384.00	
	Waste		857.09		781.02	
	Field		25.00		500.00	
	Cleaning		3,940.84		1,282.93	
	Maintenance		511.48		601.54	
	PWLB Loan		1,560.96		1,560.96	
	Fees		207.20		180.00	
	Events		50.00		457.30	
	Sundries		3,107.11		936.32	
	Bar		4,480.52		415.59	
	Refurbishment		1,180.00		3,450.24	
	100 club		0.00		28.30	
	Phone		190.38		188.42	
				21,563.91		15,985.22
Surplus for the year				20,050.43		284.58
Client approval certificate						
I approve the financial statements and confirm that I have made available all relevant records and information for their preparation						
Stephen Turner						
Treasurer						

	<b>Fyfield Village Hall</b>					
	<b>Balance Sheet</b>					
	<b>For Year End 31st December 2021</b>					
			<b>2021</b>		<b>2020</b>	
			£		£	
<b>Current assets</b>						
Bank current account			23,947.04		14,108.59	
Bank deposit account 1			4,136.44		4,117.48	
Bank deposit account 2			10,196.39		3.37	
<b>Net assets</b>			<u>38,279.87</u>		<u>18,229.44</u>	
<b>Capital accounts</b>			<u>38,279.87</u>		<u>18,229.44</u>	
<b>Capital account</b>						
Balance b/fwd			18,229.44		17,944.86	
Surplus in the year			20,050.43		284.58	
Balance c/fwd			<u>38,279.87</u>		<u>18,229.44</u>	

**Independent Examiner's Report**

Registered Charity Number: 301304

**To the Trustees of Fyfield Village Hall**

**For the year ended 31<sup>st</sup> December 2021**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> December 2021, set out on pages 2 and 3.

**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 2001 ("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 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.

---

**Michael Wallis FCA**  
**Chartered Accountant**  
**10-12 Mulberry Green**  
**Old Harlow**  
**Essex**  
**CM17 0ET**