

FYFIELD VILLAGE HALL

ANNUAL GENERAL MEETING 2023 12th June 2023 @7.30pm MINUTES

PRESENT: M Baxter, D Spanton, S Turner, C Collins, A Jackson, S Mead, P Ovel, L Webster, G Phimister, T Jones and 12 residents of Fyfield.

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 P Nicholson, H Nicholson, J Stone and R Stone.

3. Approval of the Minutes from the Meeting Held on Wednesday 29th June 2022.

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 noted that 2022 had been a memorable year not only for the Village Hall, but also the Late Queen's Jubilee, Loss of the Queen and coronation of a King. These events had seen a joining together of a number of village groups in order to put on celebratory events for the benefit of residents, many of whom attended and the events attracted new faces, some of whom had never visited the hall before. Both the joint celebrations (with FPC and Scouts) were very successful and popular. Going forward M Baxter reported that there are plans to hold another village day and the cèilidh band has already been booked for later this year.

Fortnightly BBQs started in the summer, in a small way initially, but by the end of the summer 100 burgers and sausages were being sold each evening. Again, new faces were seen and welcomed.

A community event was begun with the opening of a warm room, a government promoted initiative to help people get out and about, meet others and to aid any mental health issues which the covid restrictions had caused. A nucleus of attendees regularly use the session on a Thursday.

The hall took a financial hit with the departure of Stage One as a regular booking. This was due to staffing issues by Stage One. However, M Baxter was happy to report that a corner had been turned and the hall has become a hot spot for Pilates Retreats. Private bookings have been steady, with many parties for adults and children as well as a few wedding receptions. A weekend booking rate has been introduced to cater for couples wanting to keep their costs down.

M Baxter was sad to report the resignation of two trustees; M Bundock and D Spanton. On behalf of the trustees, he thanked them for their commitment to the village hall, especially D Spanton who as secretary had, for seven years, guided the committee through the ins and outs of legislation and writing up the minutes of meetings.

M Baxter ended by saying he looked forward to continuing to bring the community together over the next year with regular events and to carry forward projects which are in the pipeline to keep the village hall a place residents want to hire and visit.

6. Treasurer's Financial Report and Presentation of the 2022 Accounts.

S Turner presented the 2022 accounts which had been examined by an external auditor and accepted by trustees.

The total income for the year ending 31/12/23 was £39,455.68. He noted that the income had varied over the last three years as a result of the Covid pandemic which had an effect on bookings and use of the hall.

A Covid grant of £2,667 was received in March 2022. When the income was broken down further, the 8 evening BBQ takings was £5,361.52 (including bar takings); 7 Village Hall organised events resulted in bar takings of £11,575.23; food takings of £2,375.34 and ticket sales of £2,398.67.

S Turner reported that the total expenditure for 2022 was £30,804.05, an increase of £9,240.14 from 2021.

Monthly direct debits of £459.56 pay for PWB Loan, Council Tax, Insurance, Waste management, mobile phone.

Annual utility expenses were:

£2,869.13 for oil (£1,018.50 in 2021);

Electricity £1,891.58 (£1,466.85 in 2021). S Turner noted that prior to the energy increases in February 2022 the Village Hall had negotiated a fixed rate plan for 2 years with the electricity supplier which had kept those costs down. Water rates £358.29 (£939.56 in 2021). The water rates had been estimated for a long time but are now metered and an accurate reading being taken.

Cleaning (including window cleaning and cleaning products) £4,959.56

Maintenance £2,000.56

Sundries of £5,809.46 included costs of food for BBQs, plants for outside, stationery etc.

Bar stock £6,367.31 (including VAT @ 20%)

To summarise, S Turner reported a surplus for the year of £8,651.63.

The total amount in the current account as of 31/12/2022 was £32,590.88 CR and the two savings accounts £4,138.80 CR and £10,201.82 CR

All figures have been balanced and agreed to the bank statements and inspected and agreed by an independent verifier. S Turner had bank statements and spreadsheets available for inspection

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, S Turner, C Collins, A Jackson, P Ovel, L Webster, were prepared to stand again for the next 12 months; S Mead proposed and G Phimister seconded. Representatives of organisations were noted – G Phimister (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 four nominations for the two resident vacancies; R Barlow, M Brawn, L Geelan and K Hirst. A secret ballot was held with a casting vote by M Baxter. R Barlow and K Hirst were appointed.

9. Any Other Business.

No items for AOB had been received by the secretary.

The meeting closed at 19:50

Signed _____

Date

Financial Statements

for the year ended 31st December 2022

for

Fyfield Village Hall

Fyfield Village Hall


Income and expenditure account

For the year ended 31st December 2022

		2022		2021	
		£	£	£	£
Income					
	Sales	36,362.54		22,434.30	
	Donations	418.35		968.06	
	Interest received	7.79		18.98	
	EFDC – Covid- Grant	-		8,000.00	
	EFDC – Grant	2,667.00		10,193.00	
			39,455.68		41,614.34
Expenditure					
	Insurance	1,559.15		1,644.04	
	Oil	2,869.13		1,018.50	
	Electric	1,891.58		1,466.85	
	Water	358.29		939.94	
	EFDC Tax	384.00		384.00	
	Waste	1,274.40		857.09	
	Field	-		25.00	
	Cleaning	4,460.00		3,940.84	
	Maintenance	2,000.56		511.48	
	PWLB Loan	1,713.87		1,560.96	
	Fees	196.00		207.20	
	Events	1,714.60		50.00	
	Sundries	5,809.46		3,107.11	
	Bar	6,367.31		4,480.52	
	Refurb	-		1,180.00	
	100 club	-		-	
	Phone	205.70		190.38	
			30,804.05		21,563.91
Surplus for the year			8,651.63		20,050.43

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

Fyfield Village Hall

Balance Sheet

For the year ended 31st December 2022

	2022	2021
	£	£
Current assets		
Bank current account	32,590.88	23,947.04
Bank deposit account 1	4,138.80	4,136.44
Bank deposit account 2	10,201.82	10,196.39
Net assets	<u>46,931.50</u>	<u>38,279.87</u>
Capital accounts	<u>46,931.50</u>	<u>38,279.87</u>
 Capital account		
Balance b/fwd	38,279.87	18,229.44
Surplus in the year	8,651.63	20,050.43
Balance c/fwd	<u>46,931.50</u>	<u>38,279.87</u>

Independent Examiner's Report

Registered Charity Number: 301304

To the Trustees of Fyfield Village Hall

For the year ended 31st December 2022

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st December 2022, 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



Section A

Independent Examiner's Report

Report to the trustees/
members of

Fyfield Village Hall

On accounts for the year
ended

31st December 2022

Charity no
(if any)

301304

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 31st December 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 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.

Signed:

M. Wallis

Date:

22.5.2023

Name:

Mr Michael Wallis

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

FCA
ICAEW

Address:

10-12 Mulberry Green

Old Harlow

Essex CM17 0ET

Section B

Disclosure

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.