



**Minutes of the Annual General Meeting
held @ 19:30 on Saturday 15th April 2023**

Copies of the agenda, minutes of the last meeting, the Chairman's report, bookings report and the financial statement were made available to attendees.

1. Welcome from the Life President

Honorary Life President, Penny Melville-Brown welcomed the attendees and introduced members of the committee. She highlighted the return to normality after two difficult years and looked forward to the approaching Coronation celebrations.

2. Apologies

Apologies were received from Jill Grove, Patrick King and Simon Tier.

3. Minutes of the AGM held 2nd April 2022

Proposed by Connie Hockley, seconded by Sue Baddeley, the minutes were approved.

4. Chairmans Report (attached as Annex A)

Discussion took place on hall bookings (noting the great increase in party bookings). A **Bookings Report** prepared by Jane Southwick, our Booking Secretary is attached as **Annex B**. Any noise from bookings should be brought to an end at 23.00 and the hall and car park should be closed by 23.30.

Feedback from hirers over the last year has been good and the effort and attention to detail of our new cleaner Sarah Main was noted, as was the assistance of her husband Bob in clearing some long-standing maintenance issues.

Discussion also took place on the fitting of solar panels and further investigation should take place. If the Solar Together installed is not to be used, the £150 deposit will be reclaimed. It was suggested that the committee should speak to Nick Girdler who led the installation of solar panels at Titchfield Village Hall.

Proposed by Stephen Day and seconded by Connie Hockley, the report was accepted.

5. Treasurers Report (attached as Annex C)

The following figures for the financial year 1st Jan 22 to 31st Dec 22 were noted:

- Total receipts £26,625
- Total payments £23,089
- Net receipts £3,536
- Cash funds (as of 31/12/22) £50,101

The treasurer ran through the main items of expenditure and noted that no insurance was paid last year, due to a delayed payment, so two lots will be paid this year.

The budget for this year still includes the solar panel project. No other major project, or maintenance is anticipated.

Proposed by Connie Hockley and seconded by Sue Baddeley, the report was accepted.

6. Nominations of Trustees and Representative Trustees

Nominations for elected trustees were:

- Roger Grove
- John Haylock
- Nick Morrish
- Doug Pharoah
- Alan Baxter

All had declared their willingness to continue.

Stephen Day steps down as trustee as required after 5 years' service but will continue on the committee as a volunteer.

One co-opted trustee, Peter Davies, to be confirmed at the next committee meeting.

The Honorary Life President will continue as Penny Melville Brown.

Proposed by Connie Hockley and seconded by Glenn Duggan, the nominations of the representative and co-opted trustees were approved as a block vote.

7. Nominations of Trustees and Representative Trustees

Nominations for Representative trustees from user groups were:

- Patrick King (CVA)
- Simon Tier (Fareham Wheelers Cycling Club)
- Glenn Duggan (Catisfield Gardening Club)
- Dr Sue Baddeley (Wildlife Art)

Proposed by Roger Grove and seconded by Penny Melville Brown, the representative trustees were approved as a block vote.

8. Any Other Business

No additional matters were raised.

9. Date of the Next Meeting

The provisional date for the next AGM is Friday 5th April 2024.

The meeting closed at 8.45pm and was followed by refreshments and a fascinating talk by Glenn Duggan, entitled A Potted History of Catisfield.

ANNEX A TO THE AGM 2023 REPORT

Chairman's AGM Report April 2023

Chairmans Report

I'm glad to be able to attend the AGM this time. Last year, I caught COVID just before the AGM and Alan took the meeting in my stead. This year, our Secretary, Lyn is away celebrating her husband's 70th birthday and Peter Davies kindly volunteered to take the minutes.

Hall bookings are finally back up to pre-pandemic levels. We have lost some regular hirers along the way, but some exciting new groups have taken their place. We've also seen an increase in one-off bookings for parties and other events.

We have printed some copies of the bookings report for you to read. If you would like a copy of all the reports and the minutes of this AGM emailing to you, please add your details to the contacts list that is circulating or email me at: trustees.cmh@gmail.com.

Last year saw the wonderful Queen's Jubilee event at the hall, excellently organised by the CVA events team. It was well attended and very well received. This year, we are looking forward to the Picnic in the Village Coronation Party, which takes place on 6 May during the afternoon and evening, after the King's coronation itself.

Feedback from hirers over the last year has been good. I'm sure you'll agree that the hall looks very clean and well maintained. I'd like to thank our new cleaner Sarah, for her effort and attention to detail. I'd also like to thank her husband, Bob, for fixing a number of long-term niggling maintenance issues.

Sadly, in September, an inconsiderate hirer created a significant noise and light nuisance to our neighbours. Our complaints procedure was invoked and the following changes implemented:

- No bookings for events lasting later than 23:30 will be accepted without the prior agreement of the Chairman. Neighbours are to be informed of any extended bookings.
- Bookings until 23:30 must cease activity and noise at 23:00, leaving the further 30 minutes for clear-up only.
- Hirers will be advised that exceeding the agreed booking period will result in additional charges and potential loss of their deposit.

Improvements to energy efficiency and our carbon footprint remain high on our agenda.

Unfortunately, our plan to install solar panels in 2022 did not come to fruition. We got as far as having scaffolding installed before finding out that the proposed system was not compatible with the hall's electrical supply. The market is currently focused on upgrading domestic properties with single phase electrical supply and gas boilers, whereas the hall is not on mains gas, has electric room and water heaters, and a three-phase supply. We will have to wait for the equipment to become readily available or consider an alternative approach.

Management Committee

If you want to get more involved in your community, we are always looking for enthusiastic volunteers to join the hall management committee. It's not an onerous job. We hold four management meetings a year. There are various routine tasks and one-off projects which you could help with, depending on your skills and what time you can spare. If you are interested, contact the chairman on trustees.cmh@gmail.com or speak to any of the committee.

The only change in the committee this year has been the addition of Peter Davies to the team as a volunteer. He has also very kindly agreed to take over from Roger Grove as Health and Safety officer. Roger has continued to play an active role in the smooth running of the hall and his practical help has been invaluable.

Election of Trustees

Our elected trustees serve a period of 5 years, after which they must take at least a year out before being eligible for election onto the Management Committee once more. If the rest of the trustees want those who have completed their maximum time, to stay on, then it is within their remit to co-opt them back onto the committee for a year, after which they can be re-elected.

Up to 9 representative trustees may be nominated by the hall's regular user groups.

Up to 2 additional trustees may be co-opted at any meeting during the year.

The trustees for the following year are listed in the minutes above.

The following appointments are to be confirmed at the first Management Committee meeting after the AGM (to be held on 10/05/23):

Chairman	Nick Morrish
Vice Chairman	Alan Baxter
Hon Secretary	Lyn Gannon
Treasurer	Doug Pharaoh
H&S Officer	Peter Davies
Auditor	Ian Richardson (retired accountant)
Bookings Secretary	Jane Southwick

ANNEX B TO THE AGM 2023 REPORT

Bookings AGM Report April 2023

Bookings Report**Overview**

2022 was another successful year. After the limitations of 2021, numbers increased in all areas:

- regular group bookings in hours (up 9%)
- one off bookings for private hire (parties, fund raising events, meetings etc) in hours up 48%
- regular groups revenue increased by 13%
- private hire revenue increase by 51%

HOURS BOOKED

	2021	2022	% incr
Regular bookings	1791	1960.25	9%
Private hire bookings	184.5	273	48%

REVENUE BOOKED

	2021	2022	%incr
Regular bookings	18470.39	20820	13%
Private hire booking	3228.76	4881.77	51%

Sales Breakdown 2022

Item	Current Unit Price	Quantity Sold	Total	Average Price
001 - Regular User	£10.20	701.3	£6,897.61	£9.84
002 - Regular User	£11.50	1,259.0	£13,922.39	£11.06
005 - Private Hire of The Main Hall	£18.50	273.0	£4,881.77	£17.88
008 - Additional Key Charge of £10	£10.00	9.0	£90.00	£10.00
010 - Deposit for One Off User	£100.00	43.0	£4,300.00	£100.00
Total		2,285.3	£30,091.77	£13.17

Summary

Sales by item	£30,091.77
Other sales	£176.79
Cash sales	£0.00
Credits	-£5,137.38
Total Sales	£25,131.18

Top 10 Booked In 2022 (by revenue)

1. Private Hire
2. Baby Sensory
3. Fareham Wheelers Cycling Club
4. Thursday Bridge Group
5. Recapture Life CIC
6. Ailis O'Dowda Irish Dancing
7. Catisfield Village Association
8. AA Titchfield Meeting
9. Sharon Marnell Music Services
10. Jiggy Wrigglers

Regular Groups

In 2022 CMH hosted our largest number of groups, 38 in total, most weekly, some monthly. These included several new groups who have continued on into 2023:

Fareham Bee Keepers Association
Kitty Hawk Karma
My Juju Yoga
Perform
Recapture Life CIC

This was a challenging year for new groups and some other new joiners were unable to continue their bookings. For a variety of reasons, some long term groups have also left CMH. We thank them for their business and wish them with in the future:

Bee Tee's Place
Debut Dance Academy
Elizabeth Pelley Flower Arranging
Fareham Art Group
Trainmaster

These changes have allowed our other groups, who are in demand to offer additional classes. These include Sweetest Feeling Baby Massage, My Juju Yoga, Yoga in Fareham, Jiggy Wrigglers and CVA and Beekeepers Association.

Improvements

We have simplified the booking form so it is more user friendly.

Reformatted the website so group information and events are easy to find.

Use a feedback form for bookings to enable us to continue to provide the best venue and service possible.

ANNEX C TO THE AGM 2023 REPORT

Financial AGM Report April 2023

Below is a summary of the financial year 1st Jan 22 to 31st Dec 22.

CATISFIELD MEMORIAL HALL

Charity No: 301774

**Receipts and Payments Account
for the year ended 31st December 2022**

	Unrestricted Funds £	Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Receipts				
General income	26,603	-	26,603	18,423
FBC grants	-	-	-	16,573
Interest	22	-	22	3
Total Receipts	<u>26,625</u>	<u>-</u>	<u>26,625</u>	<u>34,999</u>
Payment				
General running expenses				
Cleaning	5,966	-	5,966	4,212
Electricity	1,390	-	1,390	958
Water	280	-	280	368
Gardening	1,110	-	1,110	1,219
Refuse	427	-	427	29
General repairs & maintenance	4,008	-	4,008	1,952
Fencing	2,700	-	2,700	-
Consumables	191	-	191	310
Safety related	682	-	682	860
Insurance	-	-	-	843
Post & stationary	-	-	-	2
Accountancy	-	-	-	180
Sundry	39	-	39	82
Legal fees	-	-	-	300
Bookings secretary & software	5,891	-	5,891	4,560
Publicity	405	-	405	360
Professional fees	-	-	-	-
Total Payments	<u>23,089</u>	<u>-</u>	<u>23,089</u>	<u>16,235</u>
Net receipts	3,536	-	3,536	18,764
Cash funds last year end	46,565	49	46,614	27,850
Cash funds this year end	<u>50,101</u>	<u>49</u>	<u>50,150</u>	<u>46,614</u>

**Independent Examiner's Report to the Trustees of
CATISFIELD MEMORIAL HALL**
Charity No: 301774

I report to the Trustees on my examination of the accounts of Catisfield Memorial Hall for the year ended 31st December 2022.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity trustees of Catisfield Memorial Hall 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 charity's accounts carried out under section 145 of the Act and in20 carrying out my examination I have followed all 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 my examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.
3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this respect in order to enable a proper understanding of the accounts to be reached.

Ian Richardson
2 Wayfarer Close
Warsash
Southampton
SO31 9AU

* Date: 10th April 2023 *

CATISFIELD MEMORIAL HALL

Charity No: 301774

Statement of assets and liabilities at 31st December 2022

	Unrestricted Funds £	Restricted Funds £
Cash funds		
Lloyds Bank	<u>50,101</u>	<u>49</u>
	<u>50,101</u>	<u>49</u>

The accounts set out on pages 2 and 3 were approved by the Trustees on 10th April 2023

and signed on behalf of the Trustees by

D Pharoah

