



**Minutes of the Annual General Meeting
held @ 19:00 on Saturday 28th March 2026**

Copies of the agenda and the financial statement were made available to attendees - projected onto the screen.

If hard copies are required by any attendee, please contact Lyn Gannon (gannons1@virginmedia.com) and they will be emailed to you.

1. Welcome from the Life President

Honorary Life President, Penny Melville-Brown welcomed attendees. She drew attention to the 2 cases on display in the hallway – the case on the left is the original which names all the people who lost their lives in the war. The second case, on the right is a replica, with Doug Gladings book inside, with all the details of those named on the memorial.

2. Minutes of the AGM held 28th March 2025

Proposed by Pat Butt, seconded by Nick Morrish, the minutes were approved.

3. Chairmans Report

A primary aim of any Charity's AGM is for the Trustees to explain how it has fulfilled its Charitable Objects.

Alongside this the trustees want to explain how the charity conforms with all the relevant rules and regulations including the Charity Commission Rules on governance.

Importantly, all of this needs to be done in financially, socially and environmentally responsible ways.

As a reminder, here are our charitable Objects:

"The provision and maintenance of a village hall for the use of the inhabitants of Catisfield and the neighbourhood thereof

without distinction of political, religious or other opinions,

including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation,

(Importantly) with the object of improving the conditions of life for the said inhabitants,

and as a Memorial in perpetuity to those people of Catisfield who gave their lives for this

Country in the Second World War of 1939 to 1945.

Taking the elements one at a time:

Provision and maintenance of a village hall

We know from long experience that this Hall needs prompt maintenance and a regular programme of improvements to keep it up-to date - and so keep it attractive and useable by all our groups and, in turn, maintaining income and so our financial stability.

In the last financial year our maintenance and improvement programme has included:

Installing a security system to protect the premises and our visitors, especially during the hours of darkness.

Marking out the car park and painting the wall to make it safer for all our users

Installing the fixed projector to avoid cables snaking across the floor

Repairing and replacing the acoustic panels on the ceiling.

Repairs to the plumbing and sinks in the ladies and men's toilets

Replacing defective heaters in the kitchen and the loos.

Installing modern heaters to keep the hall warm especially important for the baby and senior citizens groups.

Replacing a damaged post on the drive.

Cleaning all the chairs and repairing defects.

Modifying the emergency lighting on the recommendations of a recent fire inspection.

And we've taken over responsibility for the defibrillator outside the main gates to provide an emergency facility for both hall users and the local community.

We are very fortunate in having Catisfield residents Sarah and Bob Maine to look after the cleanliness and everyday maintenance of the Hall premises and I think we all agree that they do an excellent job.

Jon Haylock liaises with the local contractors who look after the grounds and make sure that the grass is cut, the weeds are pulled and the boundary fences kept in good repair.

As Jon's statutory term as a Trustee comes to an end, we hope he will agree to continue to serve as a coopted Trustee.

We often forget the unseen work that goes on to keep the Hall and its surroundings fresh, clean and inviting to guests and we thank all those involved for the sterling work they do.

Without distinction of different opinions.

We have a specific policy to ensure that we avoid any risk of political or other affiliation.

Whilst our Equality and Diversity Policy ensures that the Hall is open to every person in our community regardless of disability, gender, race, religion or sexual orientation.

Sorry Mr Trump, if that means being woke, then woke we are.

Use - education, leisure and recreation and Improving life

The eclectic range of activities, many of which are not-for-profit community interest organisations, provide a rich cultural and recreational life for our citizens.

Community interest user groups include the Catisfield Village Association, the Catisfield and District Gardening Club, Beekeepers Association, the Ukeladies, the

Cycling Club, Alcoholics Anonymous, the Men's Shed, Arts, Crafts, Music and dance, Fitness and wellbeing, and more....babies and boomers alike.

Memorial

In 2025, thanks to prominent local historian Doug Glading, we commissioned a special display case in the entrance lobby. This matches the original case opposite which contains a list of those who died in WW2.

Doug's beautiful, illustrated book inside the case records his painstaking research into their lives of the men and women who served and died. The sacrifice of all those local people is once again commemorated for all to see.

And we have more underway: Fareham Men's Shed have kindly offered to make a commemorative timber buddy bench for the Hall grounds. The design and plans are already underway and the materials being sourced.

We are also discussing a joint scheme with the CVA to acquire an appropriately inscribed memorial bench made of wrought iron for the grounds.

Conforming with regulations.

Thanks to Nick Morrish, our Vice-Chair and Health & Safety Trustee, we are fully compliant with all the relevant fire and electrical safety regulations.

Fellow trustee, Glenn Duggan has updated our risk assessment policy, and we are fully compliant in that respect.

Another trustee, Sarah Brown, has extensive safeguarding experience and is leading on this important area to make sure that children and vulnerable adults at the Hall are safe.

Sarah and Glenn are close neighbours to the Hall, and both give much appreciated help in navigating the occasional difficulties with those neighbours adjacent to us when their lives are impacted by the Hall.

As a result, the rules for evening private parties have been modified to minimise noise or disruption in the evenings. We believe it is very important to maintain positive relationships between our neighbours and stakeholders and their community hall.

The potential loss of income from private parties has partly been offset by an increase in regular bookings in some of the vacant slots. Regular bookings are the lifeblood of the hall and Jane, our enthusiastic Bookings Secretary works hard to "sell" the hall and keep the calendar full.

So much so that it is often difficult to find a free slot for works to be done.

All our operations are underpinned by comprehensive but straightforward policies and practices which are published on our website for complete transparency.

Lyn Gannon, our invaluable Secretary works diligently behind the scenes to organize our meetings, keep our important records, and whip us all into shape when we are slow in completing our allocated tasks and actions, including keeping our policies under annual review. A sometimes-thankless task but one which is vital to the efficient administration of a charity. Thank you Lyn.

Councilor Connie Hockley is a constant source of knowledge and advice at our regular meetings and is always available when we need her for help with matters concerning the neighbourhood, our relations with Fareham Borough and Hampshire County Councils and much more.

Whilst Pat Butt- aka "Boss Pat" the leader of the ukelele group keeps her eagle eye and talent for attention to the finest detail on all our work.

Financially sound.

Regarding our financial stability, 2025 was another successful year for the Hall, still recording a small surplus despite the costs of maintenance and installation work that I mentioned earlier.

Linda Hopwood, our Treasurer will brief the meeting shortly on the finances, but I should emphasise how important it is to the Trustees that we are not only financially viable in the short and medium term but that we have enough reserves to cover any major events such as a fire. We are aware that the fabric of the building, its fixtures and fittings have a limited life, and we must have the means to carry out major works in the future for replacement and improvements.

If we need to raise funds for future works, as we did some years ago now when Penny oversaw the major refurbishment of the hall, we must be able to show that we are contributing a substantial proportion of the cost ourselves.

The fitting of solar panels to the roof was only possible because we had enough funds of our own to finance the project. The good news is that the panels are generating a return on our investment as well reducing our energy costs and providing visible evidence of commitment to our Environment and Sustainability Policy.

Look after the pennies and the pounds will look after themselves, and in this spirit, Linda is looking at getting better interest rates for our reserves, so that the money is working better for us without tying it up for too long and still remain easily accessible when we need it.

We are saving money long term on an outside contract for the mats by buying and cleaning our own.

And changing our website providers and updating the site has made it more user friendly and cost effective.

The percentages are small but over time it all adds up.

And on the subject of small percentages...

Hall rates

After careful consideration and studying detailed financial projections, the Trustees agreed to apply a modest increase in the hire charges of approximately 2%. This allows us partly to keep up with inflation and avoids the need to impose much bigger increases further down the line.

And as a responsible Charity I am particularly keen to ensure that those who provide us with their outstanding services are properly remunerated and kept up to date at rates that help to mitigate against the ever-increasing cost of living.

And finally,

I owe an immense debt of thanks to all our trustees and volunteer committee members, our sub-contractors and, especially, our users for their contribution to keeping this a safe, attractive, financially viable, thriving community asset.

I hope that more representatives of regular user groups will come forward to join our friendly Committee. It is not arduous work! The commitment is only 4 meetings a year and it is an opportunity to have your say in how the Hall operates and to ensure the thoughts and needs of your group are well represented.

We already have a volunteer, Amanda, from one of our craft groups, so if you would like to help please come forward and chat to any of the Trustees afterwards for more information and to see how you could make a small contribution to your community.

I hope you will agree with me when I say that, thanks to everyone concerned, we have a well-managed facility that is a credit to our community, that complies with the terms of our Charitable Scheme, and with the sound governance, and regulatory compliance, that the Charity Commission Rules, and the Law, require.

4. Treasurers Report (accounts shown on the screen) for the period ending 31.12.25

The report is shown at Annex A.

5/6 Nominations of Trustees and Representative Trustees

Nominations for elected trustees were:

- John Haylock – at the end of his 5-year tenure but co-opted
- Nick Morrish
- Linda Hopwood
- Alan Baxter
- Sarah Brown
- Amanda Fowler (user representative)
- Pat Butt (user representative)

All had declared their willingness to continue.

The Honorary Life President will continue as Penny Melville Brown.

Representative Trustee nominations are:

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

7. Feedback from User Groups

Amanda Fowler said that the facilities were excellent, especially since the heaters had been fixed.

Pat Butt asked for the heating in the kitchen to be looked at. Alan said he would speak to the Bob, the maintenance man.

ACTION AB to arrange for kitchen heating to be checked.

Adrienne Wareham said it was also better now the dishwasher was working.

8. Any Other Business

No items were raised.

9. Date of the Next Meeting

The date for the next AGM is Saturday 20th March 2027@ 1900

The meeting closed at 19.33 and was followed by refreshments and a talk by Alan Baxter on Bees and Beekeeping, with honey tasting.

Profit and Loss

Catisfield Memorial Hall

For the year ended 31 December 2025

	2025	2024
Trading Income		
200 - Sales - regular users	27,377	25,116
201 - Sales - additional charge	25	-
202 - Private hire	3,845	4,951
204 - Key replacement	40	220
262 - Solar Power Income	1,176	1,512
270 - Interest Income	341	-
Total Trading Income	32,804	31,799
Gross Profit	32,804	31,799
Operating Expenses		
408 - Subcontractor - Cleaning	4,160	4,334
473 - Subcontractor - Maintenance	771	1,028
472 - Subcontractor - Gardening	901	1,184
430 - Subcontractor - bookings secretary	7,320	6,006
409 - Subcontractor - Window cleaning	-	140
420 - Entertainment-100% business	-	78
425 - Postage, Printing and Stationery	68	16
433 - Hall Insurance	1,317	1,271
434 - Insurance for maintenance subcontractor (BM)	216	192
435 - Insurance for Cleaning Subcontractor (SM)	103	96
441 - Professional Fees	-	175
445 - Light, Power, Heating	2,823	2,634
450 - Security	3,195	663
463 - IT Software and Consumables	887 ¹	803
464 - IT - one off costs	1,576	-
465 - Water Supply & Waste	1,140 ²	877
466 - Initial doormats cleaning	289	307
474 - Waste collection	394	294
475 - Repairs, maintenance and equipment	675 ³	296
476 - Repairs - one off costs	4,318	-
480 - Cleaning products and toilet roll	550	314
485 - Health & Safety Consumables	420	305
489 - Telephone & Internet	284	275
490 - Bad debts	24	-
Total Operating Expenses	31,432	21,288

Net Profit**1,372****10,510****1. IT software & consumables**

This includes £1,335.60 for new projector and installation.

Profit and Loss

2. Initial doormats cleaning

Termination payment to end contract.

3. Repairs - one off costs

Includes £2,041.20 for acoustic installations. Car park wall & spaces painted, mounting display box. £1,182.00 for Thermoplastic car park marking.

4. Health & safety PAT

testing.

Balance Sheet

Catisfield Memorial Hall As at 31 December 2025

	31 DEC 2025	31 DEC 2024
Assets		
Bank		
600 - CMH Treasurers Account	7,226	5,407
601 - CMH Reserve Account	44,027	41,185
Total Bank Current Assets	51,252	46,592
610 - Accounts Receivable		
610 - Accounts Receivable	(285)	207
620 - Prepayments	-	161
Total Current Assets	(285)	368
Total Assets	50,967	46,961
Liabilities		
Current Liabilities		
800 - Accounts Payable	968	1,141
810 - Refundable deposits	1,919	550
812 - Key deposits	290	310
818 - Income in Advance	4,596	3,139
Total Current Liabilities	7,773	5,139
Total Liabilities	7,773	5,139
Net Assets	43,194	41,821
Equity		
960 - Retained Earnings	6,556	(3,955)
980 - Owner A Drawings	35,266	35,266
Current Year Earnings	1,372	10,510
Total Equity	43,194	41,821

Aged Receivables Summary

Catisfield Memorial Hall As at 31 December 2025

Ageing by due date

CONTACT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Baby Sensory	42	-	-	-	-	42
Jiggy Wrighlers	(2)	-	-	-	-	(2)
PRIVATE EVENT HIRE	(76)	-	-	-	(150)	(226)
Radfield Home Care	1	-	-	-	-	1
Rotary Club	-	-	-	-	(100)	(100)
Total	(35)	-	-	-	(250)	(285)
Percentage of total	-	-	-	-	-	-

Aged Payables Summary

Catisfield Memorial Hall

As at 31 December 2025

Ageing by due date

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
Bob & Sarah Main	398	-	-	-	-	-	398
Jane	570	-	-	-	-	-	570
Total Aged Payables	968	-	-	-	-	-	968
Total	968	-	-	-	-	-	968
Percentage of total	-	-	-	-	-	-	-

Account Transactions

Catisfield Memorial Hall

For the period 1 January 2025 to 31 December 2025

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT
IT - one off costs					
24 Feb 2025	Payable Invoice	New Forest Technology Services - Projector, cable, bracket & installation	0023	1,336	-
11 Sept 2025	Payable Invoice	Osam Websites - Website transfer	INV-030087	120	-
23 Sept 2025	Payable Invoice	Osam Websites - Web.com transfer (second half £100+VAT)	INV-030595	120	-
Total IT - one off costs				1,576	-
Repairs - one off costs					
10 Apr 2025	Payable Invoice	bob Main - Repair & paint wall in car park	76	795	-
22 Apr 2025	Spend Money	Solent Road Markings - Thermoplastic car park marking		1,182	-
20 Aug 2025	Payable Invoice	Resonics Ltd - Invoice for acoustic installations 167614 services		2,041	-
8 Dec 2025	Spend Money	Mark Gunn - display box and mounting		300	-
Total Repairs - one off costs				4,318	-
Repairs, maintenance and equipment					
9 Jan 2025	Payable Invoice	Proton (Southern) Ltd - Washrite call out charge; labour charges; consumables for dishwasher	061241	113	-
19 Sept 2025	Payable Invoice	JANE SOUTHWICK - child step to reach sink		6	-
26 Sept 2025	Payable Invoice	Burgess Furniture - chair feet pack		13	-
10 Oct 2025	Payable Invoice	bob Main - Replace 2 damaged oak posts on driveway to gates		175	-
7 Nov 2025		Drift Electrical - Attendance to investigate power loss to Payable Invoice disabled alarm and external light, We have allowed to refeed the disabled alarm if required but if we can trace and repair existing circuit then we will do this.	235		
16 Nov 2025	Payable Invoice	Dunlop Plumbing, Heating & Gas - Attend to leak in men's toilets	INV31788	132	-
Total Repairs, maintenance and equipment				675	-
Total				6,569	-

**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 2025.

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 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.

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: 10 June 2026

CATISFIELD MEMORIAL HALL

Charity No: 301774

**Receipts and Payments Account
for the year ended 31st December 2025**

	Unrestricted Funds £	Restricted Funds £	2025 Total Funds £	2024 Total Funds £
Receipts				
General income	34,562	-	34,562	29,450
Income from solar panels	1,233	-	1,233	1,512
Interest	<u>341</u>	<u>-</u>	<u>341</u>	<u>427</u>
Total Receipts	<u>36,136</u>	<u>-</u>	<u>36,136</u>	<u>31,389</u>
Payment				
General running expenses				
Cleaning	5,073	-	5,073	5,050
Electricity	2,881	-	2,881	2,634
Water	980	-	980	939
Gardening	901	-	901	1,237
Refuse	394	-	394	393
General repairs & maintenance	6,058	-	6,058	1,129
Security & CCTV	3,000	-	3,000	663
Projector and related equipment	1,365	-	1,365	-
Consumables	-	-	-	-
Safety related	420	-	420	305
Insurance	1,636	-	1,636	1,560
Post & stationery	68	-	68	16
Telephone & internet	284	-	284	275
Sundry	-	-	-	77
Legal fees	-	-	-	-
Bookings secretary & software	7,756	-	7,756	6,743
Publicity & website	660	-	660	-
Professional fees	<u>-</u>	<u>-</u>	<u>-</u>	<u>175</u>
Total Payments	<u>31,476</u>	<u>-</u>	<u>31,476</u>	<u>21,196</u>
Net receipts	4,660	-	4,660	10,193
Cash funds last year end	<u>46,543</u>	<u>49</u>	<u>46,592</u>	<u>36,399</u>
Cash funds this year end	<u>51,203</u>	<u>49</u>	<u>51,252</u>	<u>46,592</u>