

HAMBLE VILLAGE MEMORIAL HALL

MINUTES OF THE 87TH ANNUAL GENERAL MEETING

WEDNESDAY, 21 SEPTEMBER 2022

COMMITTEE MEMBERS PRESENT

Michael Davies* (Chairman)

Rebecca Whitaker-Veryard (Manager and Treasurer)

Chris Jerromes*

***Trustees**

MEMBERS OF THE PUBLIC PRESENT

Julie Ash*, Simon Lamont, Kathleen Hand*, Derek Hand, Chris Jones (Hamble Parish Council)

APOLOGIES

Kay Baker, J Shaw

- 1 MINUTES OF THE PRESVIOUS ANNUAL GENERAL MEETING held on were read and approved. Proposed by J Ash, seconded by C Jerromes.**
- 2 TO RECEIVE THE REPORT OF THE TRUSTEES AND ADOPT THE ACCOUNTS FOR THE MEMORIAL HALL FOR THE YEAR ENDED 31 MARCH 2022. Proposed by K Hand, seconded by J Ash.**
- 3 CHAIRMAN'S REPORT**

It's has been since our last full in person AGM in 2021, a lot has happened in that time although the opposite might be said. Through lockdown when nothing took place there has been a slow recovery. The Hall was nearly back to the old usage, we have enquires for a wedding and a small number of new users. This was until August this year when the world went on holiday and with the concern with rising costs the hall suffered the largest monthly loss. A

considerable amount of Rebecca's and my time has been taken up with the old Hamble Players building. We started the process of removing the old building and replacing it in February 2022 with the assistance of David Carter who has been negotiating with Eastleigh Borough Council's Planning requirement. It was found that if the building was reduced in size to 200 cubic metres we would only need building permission. Unfortunately the problems did not stop there with the removal of the electricity and the premises being in a consolation area, still unsolved. Further consideration in the AGM. In other items, new cameras have been installed to the front of the building, and we are in the process of changing the broken automatic front door opener.

4 MANAGER AND TREASURER'S REPORT

After two years' absence, it is still amazing to think that even with trying to plan an Annual General meeting through 2020 and 2021, due to Lockdowns and COVID restrictions and various members shielding, we were unable to go ahead. It's good to see the hall back to the community hire. We lost some groups through the COVID lockdowns - Hamble Village Market, yoga and Weightwatchers but since then gained Tabnabs (A preschool cookery group), Zumba, a new yoga teacher, a Holistic group and Slimming World. We lost Guides and Jiggy Wrigglers through staffing difficulties and the home-schooling group due to the organizer moving away. Hamble Players have settled into Thursday nights and Hamble Hounds have cut their hours down during the summer months as they can be outside, but all other groups are back. Capacity is slightly down, and we have a Wednesday evening available in the main hall and all afternoons. Party enquiries are still coming in at the same rate as always and the necessary price increase has not put them off. The hike in the prices for the regular hirers has had to go up too, to cope with the rise in energy prices but this rise is not unrealistic when compared to our neighbouring community halls so not unreasonable. Throughout COVID and lockdown we were able to apply for grants to support us and just before Christmas 2020 changed our accounts package to Xero. This is a software package favoured by our accountants and the system is running well. The expenditure over the last couple of

years has been replacing the coded lock in the rear lobby, outdoor cameras to add to indoor camera system, cooker repairs in the main kitchen and we have a new door opener coming to the front door. Otherwise, cleaning has been more expensive, these last two years, partly due to the rising cost of contract and employed cleaners and partly due to the need to clean more to be able to open during the period as a COVID secure building. Obviously, project Annexe is the biggest consideration now and ongoing decisions needed to find the best way forward.

Those attending had read and approved the Treasurer's report. There were no questions regarding the accounts.

5 TO APPOINT CHAIRMAN OF THE TRUSTEES

Michael Davies said he would stand for another year but did not wish to do it after that. Proposed by J Ash, seconded by K Hand.

6 TO APPOINT THE TREASURER

K Hand said she did not wish to continue as treasurer but was happy to continue to be a signatory and trustee. There being no other volunteers to take on the role of treasurer, the meeting agreed unanimously that R Whitaker-Veryard should be treasurer as well as manager.

7 TO APPOINT TRUSTEES

Chris Jones to attend as trustee representative of the Parish Council. K Hand proposed and J Ash seconded. M Davies said there was a serious need to appoint trustees from regular users of the hall. These need not be leaders of the groups but members as K Hand said they would have a vested interest in the building. She suggested advertising for trustees from the groups. R Whitaker-Veryard said people could only be trustees if they lived in the SO31 4 post code area. This means J Shaw has to retire as a trustee as he does not live in the area.

8 ANY OTHER BUSINESS

M Davies said there were several issues over the Hamble Players' building. Details have been sent to the trustees

saying what the options are and so far one trustee has responded. The problem is that if the building is demolished and replaced with a new one, as it falls within a Conservation Area, Southampton City Council has said it would now have to be smaller to go under the 200 sq m size but this is falling within the hall's budget. (Eastleigh Borough Council does not have a planning officer at present to the matter has been handed to Southampton City Council's planning department.)

One suggestion is to remove the roof (this would involve careful work as it has been found to contain asbestos), fit a new roof and refurbish the interior and exterior. This would cost approximately £20,000 and give the building an estimated 15 to 20 more years' life. R Whitaker-Veryard thought this was the best option going forward and the hall could afford it.

Whatever is agreed, R Whitaker-Veryard said the Charity Commission would insist that if a large amount of money was spent, the refurbishment would have to generate 10 per cent of that sum as income - this could come to £2,000 a year.

K Hand said it was hard to see what other groups would want to use it but M Davies said it would be available at weekends as well as several evenings and R Whitaker-Veryard said there were some slots in the hall which were over-subscribed and it was just necessary to show that the hall was doing its best to attract more hirers.

K Baker is putting the proposal to Hamble Players to see what they thought.

M Davies said several quotes had already been received to to the work but it was agreed that the cost of building materials was escalating rapidly.

It was agreed the committee would approve the repair of the building when Hamble Players came back and said that was the option they preferred.

There being no other business, the meeting closed at 8.11pm.

**Next committee meeting: Wednesday, 16 November,
7.30pm.**



Charity Name Hamble Village Memorial Hall	No (if any) 301844
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Receipts and payments accounts

For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hall rental	46,632	-	-	46,632	22,241
Grants and donations	-	-	-	-	27
Beryl Rogerson Memorial luncheons	-	-	-	-	-
Bank interest	5	-	-	5	22
Other income	6,265	-	-	6,265	27,933
Sub total (Gross income for AR)	52,903	-	-	52,903	50,223
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	52,903	-	-	52,903	50,223
A3 Payments					
Lighting, heat and water costs	4,969	-	-	4,969	3,065
Insurance	1,375	-	-	1,375	1,387
Cleaning & caretaking	4,330	-	-	4,330	2,712
Repairs & maintenance of the hall	4,585	-	-	4,585	2,219
Cleaning and waste disposal	6,123	-	-	6,123	1,779
Booking clerk	13,066	-	-	13,066	12,151
Premises licence	-	-	-	-	180
Beryl Rogerson lunch	-	-	-	-	-
Music licences	-	-	-	-	63
Return of deposits	-	-	-	-	60
Secretarial services and book-keeping	3,727	-	-	3,727	1,614
Independent examination and accounts	981	-	-	981	402
Telephone	1,185	-	-	1,185	1,097
Staff gifts	-	-	-	-	-
Capital equipment	-	-	-	-	1,356
Bank charges	96	-	-	96	69
Other, stationery and postage	2,145	-	-	2,145	968
Sub total	42,583	-	-	42,583	29,122
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	42,583	-	-	42,583	29,122
Net of receipts/(payments)	10,320	-	-	10,320	21,101
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	80,327	1,177	-	81,504	60,403
Cash funds this year end	90,647	1,177	-	91,824	81,504

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank deposit account	31,826	-	-
	Bank current account	58,821	1,177	-
		-	-	-
	Total cash funds	90,647	1,177	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Debtors - hiring charges	1,663	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Land & buildings	Permanent endowment	-	1,036,500
	Furniture & equipment	Unrestricted	-	27,400
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Nest pension	Unrestricted	1	
	Independent examiner	Unrestricted	1,002	
	HMRC - PAYE & NIC	Unrestricted	294	
	Security deposits	Unrestricted	120	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Hamble Village Memorial Hall

**On accounts for the year
ended**

31 March 2022

**Charity no
(if any)**

301844

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

- In connection with my examination, no matter has come to my attention
1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

30/6/2022

Name:

Jonathan Bardolph

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

FCCA

Address:

Accountably Ltd, 1 st floor Unit 12, Compass Point, Ensign Way, Hamble
Southampton, Hampshire SO31 4RA

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.