

**HAMBLE VILLAGE MEMORIAL HALL**  
**MINUTES OF THE 89<sup>TH</sup> ANNUAL GENERAL MEETING**  
**THURSDAY, 27 JUNE, 2024**

**COMMITTEE MEMBERS PRESENT**

**Rebecca Whitaker Veryard\*** (Acting chairman, manager, acting treasurer)

**Michal Davies\*, Kay Baker\*, Chris Jerromes\* Fred Brazier\*, Chris Jones\*** (Hamble Parish Council)

**MEMBERS OF THE PUBLIC PRESENT**

**Ian Underdown**

**Judy Theobald** (Minutes secretary)

**APOLOGIES**

**Julie Ash\***

**\*Trustees**

- 1     MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING held on 12 July, 2023, were read and approved by C Jones, seconded by M Davies.**

- 2&3   TO RECEIVE THE REPORT OF THE TREASURER AND ADOPT THE ACOCUNTS FOR THE MEMORIAL HALL FOR THE YEAR ENDED 31 MARCH, 2024**

Those present at the meeting were handed copies of the hall accounts and the Charity Commission form CC16A. RWV had considered using accountants this form CC16A but the cost was too prohibitive. Now there is no longer a treasurer, RWV has taken over the role herself. K Baker proposed that the accounts be approved, seconded by F Brazier.

- 4     TO RECEIVE THE REPORT OF THE MANAGER**

**What a year it has been- the most expensive one too. We started off with the decision to repair the Annexe and then realised, through advice from the builder, that it was really beyond repair and began the process of sadly, demolishing the building, which happened in the October half-term, 2023. Fencing has been placed around the concrete base and a gated area provided for Preschool. I am still hopeful that we can move forward with a project of rebuilding this but this will take a long time and lots of financing.**

**The rear hall needed a new boiler in November 2023 as repairs were escalating and it was out of manufacturer's warranty. The new boiler has a 10-year guarantee so we are covered.**

**Then came the news that the fire alarm was not compliant with regulations and we booked to have extensive work done in February of this year to have all the updates done. But before that work began, the workshop adjacent to the hall caught fire and caused damage to the rear hall and main kitchen. The group in the rear hall followed procedure and evacuated to the car park assembly point and the insurance is dealing with the repair costs. The costs included work to the roof fascias, new windows, new fencing, electrical work and a new shed. The fire alarm system is now compliant.**

**The community fridge project is going strong. The grant of £450 received from the Co-op went towards the cost of replacing the old bottle fridge we had in the kitchen and also purchasing the freezer.**

**We have purchased recycling bins for halls and foyer and the large Euro recycling bin is now being collected once a month and only restricted by what Eastleigh Borough Council currently recycles. They are hopeful that a business food-waste scheme will become operational in 2025.**

**We had new outside lights put up for added security and I hope those are all the major expenses needed for a while.**

**Bookings are very buoyant and invoicing is the highest amount the hall has ever seen. Groups which start in September sometimes don't survive but they have all continued. There are still gaps in the main hall, particularly in the afternoons but no gaps in the evenings, Monday to Friday and there are only Thursday night gaps in the rear hall although the Local History Society**

books about six of these. Bookings are down in the summer but the cleaning costs are also reduced.

K Baker proposed the report be accepted, seconded by C Jones.

**5 TO APPOINT CHAIRMAN OF THE TRUSTEES**

RWV asked if the committee should continue to have a floating chair or a permanent one. It was agreed to continue with a floating chair and F Brazier offered to be the next one.

**6 TO APPOINT THE TREASURER OF THE TRUSTEES**

M Davies proposed that RWV continued acting as treasurer. This was seconded by K Baker who said RWV had done an amazing job during a very difficult year with so much expenditure and the fire to deal with. .

**7 TO ACCEPT NOMINATIONS OF TRUSTES**

M Davies, F Brazier, K Baker, C Jerromes, C Jones and RWV all agreed to remain trustees. I Underdown proposed the trustees be accepted, seconded by K Baker.

**8 ANY OTHER BUSINESS**

K Baker asked if the hall's public liability insurance covered groups hiring the hall. RWV said this was the case but hirers should also have their own insurance to cover their own activities.

F Brazier asked if the expenses from the fire were covered by the hall's insurance and RWV confirmed that the insurance would cover all the costs with the exception of the £450 excess.

I Underdown suggested going back to holding the AGM in the evening to encourage more members of the public to attend. RWV said it was difficult to get a slot in the hall in the evenings and M Davies said it was difficult to encourage people to come along whatever time it was. RWV said next year the meeting would go back to being in the evening. She said it was always a problem trying to attract more committee members and this had become more difficult since Covid. She asked members present if they had an ideas.

**The Parish Council would like to change their entrance to inside the foyer again. Their current door opens onto the car park and they have had near misses with cars and pedestrians. Also, the door needs to be wider to comply with disability regulations. Members of the committee inspected the current and proposed arrangements and this will be discussed at the next committee meeting.**

**K Baker said it was important that hall users should ensure that both doors are locked when they leave.**

**She also wished to record her thanks to the minutes secretary for getting the minutes out so promptly after each meeting.**

**There being no other business, the meeting closed at 3.07pm.**

**THE NEXT COMMITTEE MEETING WILL TAKE PLACE AT 7.30PM,  
TUESDAY, 17 SEPTEMBER, 2024.**



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

CC16a

For the period from	Period start date 01/04/2023	To	Period end date 31/03/2024
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### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Hall rental	58,392	-	-	58,392	53,442
Grants and donations		-	-	-	-
Beryl Rogerson Memorial luncheons		-	-	-	-
Bank interest	810	-	-	810	299
Other income	468			468	-
<b>Sub total (Gross income for AR)</b>	<b>59,670</b>	<b>-</b>	<b>-</b>	<b>59,670</b>	<b>53,741</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>59,670</b>	<b>-</b>	<b>-</b>	<b>59,670</b>	<b>53,741</b>
<b>A3 Payments</b>					
Lighting, heat and water costs	9,632	-	-	9,632	10,622
Insurance	1,812	-	-	1,812	1,649
Cleaning & caretaking	14,671	-	-	14,671	9,840
Repairs & maintenance of the hall	33,065	-	-	33,065	10,945
Cleaning and waste disposal	2,944	-	-	2,944	2,284
Booking clerk	17,306	-	-	17,306	14,444
Premises licence	180	-	-	180	360
Professional fees	-	-	-	-	720
Secretarial services and book-keeping	225	-	-	225	4,164
Independent examination and accounts	474	-	-	474	1,002
Telephone	2,170	-	-	2,170	1,336
Bank charges	60	-	-	60	72
Other, stationery and postage	2,029	-	-	2,029	2,359
<b>Sub total</b>	<b>84,569</b>	<b>-</b>	<b>-</b>	<b>84,569</b>	<b>59,797</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>84,569</b>	<b>-</b>	<b>-</b>	<b>84,569</b>	<b>59,797</b>
<b>Net of receipts/(payments)</b>	<b>- 24,900</b>	<b>-</b>	<b>-</b>	<b>24,900</b>	<b>6,056</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>84,791</b>	<b>1,177</b>	<b>-</b>	<b>85,968</b>	<b>92,024</b>
<b>Cash funds this year end</b>	<b>59,891</b>	<b>1,177</b>	<b>-</b>	<b>61,068</b>	<b>85,968</b>

## 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 £
<b>B1 Cash funds</b>	Bank deposit account	32,764	-	-
	Bank current account	27,127	1,177	-
		-	-	-
	<b>Total cash funds</b>	<b>59,891</b>	<b>1,177</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Debtors - hiring charges	1,797	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
<b>B4 Assets retained for the charity's own use</b>				
<b>B5 Liabilities</b>				

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

Kay Baker

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# 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 2024

**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:**

*J Bardolph*

**Date:**

24/6/2024

**Name:**

Jonathan Bardolph

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

FCCA



**Address:**

Accountably Ltd, 1<sup>st</sup> 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.