

# SARRATT VILLAGE HALL

England & Wales · Charity number 302464

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1963-01-17

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Sarratt Village Hall Management Committee  
The Village Hall  
The Green  
Sarratt  
Rickmansworth  
Hertford

**Phone** 01923263123

**Email** [colin.plummer@btinternet.com](mailto:colin.plummer@btinternet.com)

**Website** [sarrattvillagehall.co.uk](http://sarrattvillagehall.co.uk)

## Activities

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**Objects:** A CENTRE FOR THE SOCIAL LIFE OF THE VILLAGE AND ITS VICINITY AND THE ENCOURAGEMENT OF PHYSICAL, SOCIAL AND INTELLECTUAL RECREATION AND ENTERTAINMENT AND OTHERWISE AS MAY BE FOUND EXPEDIENT AND BENEFICIAL TO THE INHABITANTS, WITHOUT DISTINCTION OF SEX OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS.

**Activities:** Hire of Village Hall

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Education/training, Religious Activities, Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** VILLAGE OF SARRATT AND ITS VICINITY
- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£65,263	£44,853	-	-
2023-09-30	£65,752	£49,683	-	-
2022-09-30	£65,429	£43,344	-	-
2021-09-30	£23,512	£23,429	-	-
2020-09-30	£59,712	£29,147	-	-

## Trustees

Name	Role	Appointed
ANNE GRIFFITHS		
Alan Poulton		2018-01-06
Anthony Bond		2025-03-13
Anthony Soothill		2025-01-08
CAROL CHORLEY		
COLIN LESLIE PLUMMER BEM		
DAWN PITTS		
Daniel Haynes		2022-01-19
Jackie Creed		2022-01-19
Jeffrey Baker		2022-01-19
Jennifer Haynes		2020-01-06
Jonatan Holmes		2022-01-19
LARRY GRIFFITHS		
MICHAEL WARNER		
ROGER DUDLEY		
VICTORIA FERN		



**SARRATT VILLAGE HALL**

England & Wales - Charity number 302464

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# Accounts

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**SARRATT VILLAGE HALL**  
**(Registered Charity Number 302464)**  
**Minutes of Annual General meeting**  
**Wednesday 10th January 2024 at 8.00 p.m.**

**Present:**

Roger Dudley (Chairman) – Tennis Club  
Michael Groom (Vice Chairman) - elected  
Colin Plummer (Treasurer) – elected  
Anne Griffiths (Kitchen & Bar Administrator) – SPLAT  
Jackie Creed (Kitchen & Bar Administrator) – Sarratt Care  
Larry Griffiths (Secretary) – elected  
Alan Poulton - Holy Cross  
Dawn Pitts – Afternoon WI  
Jeff Baker - elected  
Jonathan Holmes – History Society  
Michael Lowry – Parish Council  
Ted North – elected  
Vicky Fern – Sarratt Festival of Music

Also in attendance:

Sarah Altman

**1. Welcome**

The chairman welcomed all to the meeting, which covers the hall activities in the year ending in September 2023. He also welcomed Michael Lowry who now represents the Parish Council on the Village Hall Committee.

**2. Apologies for absence**

Carol Chorley – British Legion  
Daniel Haynes – Scout Group  
Jennifer Haynes – Horticultural Society  
Jenny Roberts – Bookings Secretary  
Joan North  
Muir and Margaret Stratford

**3. Minutes of last AGM**

These were previously distributed by email to committee members, and acceptance was then proposed by Michael Groom, and seconded by Anne Griffiths. This was then carried unanimously.

**4. Matters Arising**

From the last AGM:  
None outstanding.

**5. Treasurers Report**

Colin distributed copies of the Balance Sheet as at 30/9/2023, the Income and Expenditure Account for the year ended 30/9/2023, and the Independent Examiner's Report dated 12/12/2023.

Colin then gave the following report for the year October 2022 to September 2023: -

As you can see, donations are lower than last year mainly because the previous year the government gave us a grant of £5,661-00. But thanks to Larry, Anne, Roger and their teams the fundraising was increased. Basically, a lower sum of around £4,000-00 for this section.

Hall hire was down a little considering the rise of 5% on the previous year but was made up by other receipts - caretaker charges and interest from Cambridge and Counties bank and Redwood bank making a total additional income from last of £322-00.

However, expenses were up by nearly £6,000-00 due to the purchase of a floor cleaning machine, the planning application for the extension to the front of the Hall and utility costs. Considering the cost of inflation was around 10% I think we did well, and my thanks go to Jenny, John and Elaine for their help over the past year in keeping the hall running well and costs down.

After the untimely and sad death of David Clough who was our Independent Examiner for many years, I thank Sarah Altman for stepping in and examining our accounts and preparing her report and hope she will continue to do so in the future.

Roger Dudley proposed that the meeting accept the accounts; this was seconded by Michael Groom and carried unanimously. Roger thanked Colin for his report and the accounts.

#### **6. Appointment of Independent Examiner for 2023**

Roger Dudley proposed that Sarah Altman was appointed as Independent Examiner for 2022. This was seconded by Colin Plummer and carried unanimously. Roger thanked Sarah for taking over this important role.

#### **7. Chairman's Report**

We've had a busy year with a lot of bookings and financially we are very sound. Apart from various maintenance issues over the year, we have had 2 notable events –

- The Coronation –

Sarratt's celebrations were all planned to take place on the green, but because of the weather forecast at short notice everything was moved into the hall. We had a lot to fit in, as well as activities outside at the front and in the car park. It was very well attended, and it was a very successful day.

- BBC Radio 4 'Any Questions' -

This was broadcast live from the hall in January 2023 – we were very proud to see the hall with a BBC Outside Broadcast van in the car park – the hall worked very well. As a by-product one of the BBC's stipulations was that we had to have written General Risk Assessment, Fire Risk Assessment and a Fire Evacuation Procedure. The latter is now being issued to all new hall hirers.

Another piece of bureaucracy that might have affected us was the government introduction of a 'Terrorism (Protection of Premises) Draft Bill'. The legislation as it stood would have had a limiting effect on every booking in the hall. So most of our committee members wrote letters to our MP listing their objections, and Carol Chorley had a one-to-one meeting with him. Following many national objections, the bill has now been amended to exclude smaller village halls.

We are still pursuing our extension ideas. Last spring we submitted an outline planning proposal to Three Rivers District Council, which led to a site visit with the planning officer, and he produced a 10 page report, which indicated what the council may have objected to if it had been a full planning application. Our architect, Colin and I then discussed a number of alternative ideas. Colin also had a meeting with our local councillor, Ciaran Reed who made some useful suggestions. We are now putting forward a scaled back front extension, and a small extension at the rear to enlarge the chair store. The plans will give us all we need, and we intend now to make a full application in the coming year.

I would also like to thank my fellow executive members – Colin, Michael and Larry, who are always willing to help with whatever needs doing, and also to thank the whole committee – everyone does their bit – with some even willing to help with the heavy lifting required to erect the full stage! We also need to thank Jenny Roberts and John and Eileen Daly for their work on behalf of the hall.

#### **8. Elections for Committee members**

The committee currently consists of 11 members appointed by Sarratt Societies, Clubs, and Organisations, and 5 elected members, who have to be elected every year at the AGM. There are currently no co-opted members.

The following five persons offered themselves for re-election to the management committee:

Colin Plummer,  
Larry Griffiths,  
Jeff Baker  
Michael Groom.

Ted North,

These five were then proposed by Anne Griffiths and seconded by Vicky Fern. Their election was then agreed unanimously by the meeting.

Going forward the committee now consists of 12 members appointed by Sarratt Societies, Clubs, and Organisations, and 5 elected members.

#### **9. Any Other Business**

Roger reminded the meeting that fund-raising activities organised so far this year are:  
Village Hall Quiz Night – January 20<sup>th</sup>.

Jeff Baker asked if it was now likely that we would get the council's approval for our latest extension plans. Roger replied that with support from Councillor Reed, we were more hopeful.

**10. Date of Next Annual General Meeting**

The next AGM will be on Wednesday 8<sup>th</sup> January 2025, at 8 p.m., in the main hall.

Next Committee Meeting - this will be immediately following this AGM.

The chairman then declared the meeting closed at 8.25 pm..

**Sarratt Village Hall**  
**Balance Sheet**  
As of 30 September 2023

	Total	
	YE 30.09.23	YE 30.09.22
<b>Cash at bank and in hand</b>		
Cash at Bank - General account	£ 17,801	£ 75,469
Petty Cash	£ 105	£ 50
Cash held on deposit	£ 168,666	£ 91,900
<b>Total Cash at bank and in hand</b>	<b>£ 186,571</b>	<b>£ 167,419</b>
<b>Current Assets</b>		
<b>Debtors and Prepayments</b>		
Accounts Receivable	£ 3,849	£ 6,746
<b>Total Debtors</b>	<b>£ 3,849</b>	<b>£ 6,746</b>
<b>Net current assets</b>	<b>£ 190,420</b>	<b>£ 174,165</b>
<b>Creditors: amounts falling due within one year</b>		
Trade Creditors		
Accounts Payable	£ 0	£ 0
<b>Total Trade Creditors</b>	<b>£ 0</b>	<b>£ 0</b>
<b>Current Liabilities</b>		
Damage Deposit Account	£ 3,323	£ 3,670
Deposit Bookings Account	£ 1,239	£ 1,325
<b>Total Current Liabilities</b>	<b>£ 4,562</b>	<b>£ 4,995</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£ 4,562</b>	<b>£ 4,995</b>
<b>Total net assets (liabilities)</b>	<b>£ 185,858</b>	<b>£ 169,170</b>
 <b>Capital and Reserves</b>		
<b>General Fund</b>		
As at 1st October	£ 169,170	£ 147,085
Profit for the year	£ 16,688	£ 22,085
<b>Total Capital and Reserves</b>	<b>£ 185,858</b>	<b>£ 169,170</b>

**Sarratt Village Hall ( reg no: 302464 )**  
**Income & Expenditure**  
As of 30 September 2023

	YE 30.09.23	YE 30.09.22
	£	£
<b>Income</b>		
<b>All Donations</b>		
Donations	-	176
Annual quiz night	2,156	867
Grants	-	5,861
Sunday Market Income	2,431	1,621
Vamp till ready	835	-
SVH Fund Raising	-	1,175
<b>Total All Donations</b>	<b>5,422</b>	<b>9,499</b>
Caretaker Generated income	3,004	-
Hall Hire Income	53,287	54,858
Other Income	274	246
Interest Income	3,766	826
<b>Total other Income</b>	<b>60,330</b>	<b>55,930</b>
<b>Total Income</b>	<b>65,752</b>	<b>65,430</b>
<b>Expenses</b>		
Other Miscellaneous Service Cost		-
Council rates	514	786
Building Extension	1,267	-
<b>Total Expenses</b>	<b>1,781</b>	<b>786</b>
<b>Net Operating Income</b>		
<b>Other Expenses</b>		
Damage Deposit Account refunds	728	-
Bank Service Charges	113	146
<b>Total Fund Raising Cost</b>	<b>841</b>	<b>146</b>
<b>Hall Expenses</b>		
Caretaking & Cleaning Wages	15,330	15,720
Cleaning materials	965	1,050
Equipment Purchase	1,840	-
Equipment Repairs	219	-
Fire Equipment testing & supply	775	763
Window Cleaning	200	197
<b>Total Hall Expenses</b>	<b>19,329</b>	<b>17,729</b>
Business Licenses and Permits	1,212	1,348
Kitchen equipment items replaced	211	-
Rubbish Disposal	1,094	909
External works Grounds.	1,106	814
General Liability Insurance	2,302	2,119
<b>Total Insurance Expense</b>	<b>5,925</b>	<b>5,190</b>
Miscellaneous Expense	1,271	642
Wages	10,731	10,204
Website	174	-
Stationery	30	-
Software	377	625
<b>Total Office Expense</b>	<b>12,584</b>	<b>11,471</b>
Professional Fees	260	260
Repairs and Maintenance	2,443	2,703
Telephone	825	772
Mobile	201	174
<b>Total Telephone</b>	<b>3,729</b>	<b>3,909</b>
<b>Utilities</b>		
Electric	2,685	1,828
Water	584	842
Gas	1,605	1,444
<b>Total Utilities</b>	<b>4,875</b>	<b>4,114</b>
<b>Total Other Expenses</b>	<b>49,063</b>	<b>43,344</b>
<b>Net Surplus/(Deficit ) for the year</b>	<b>16,688</b>	<b>22,085</b>

**Independent Examiners Report**  
**Sarratt Village Hall ( Reg'd no: 302464 )**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 September 2023 which are set out on pages 1 to 2

**Respective responsibilities of trustees and examiner**

As the charity trustees of the Trust, you 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to :

Examine the accounts under section 145 of the 2011 Act;

To follow the procedures laid down in the general Directions by the Charity Commission under section 145(5)(b) of the 2011 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 Commissioners . An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records, It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanation from you as 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 Examiners Satatemnt**

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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.



.....  
Sarah Altman ACA  
Sarratt Lodge  
The Green  
Sarratt  
WD3 6BL

Date 12th December 2023

**SARRATT VILLAGE HALL**

England & Wales - Charity number 302464

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# Accounts

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**SARRATT VILLAGE HALL**  
**(Registered Charity Number 302464)**  
**Minutes of Annual General meeting**  
**Monday 9th January 2023 at 8.00 p.m.**

**Present:**

Roger Dudley (Chairman) - Tennis Club  
Michael Groom (Vice Chairman) - elected  
Colin Plummer (Treasurer) - elected  
Anne Griffiths (Kitchen & Bar Administrator) - SPLAT  
Larry Griffiths (Secretary) - elected  
Alan Poulton - Holy Cross  
Carol Chorley - British Legion  
Daniel Haynes - Sarratt Scouts  
Dawn Pitts - Afternoon WI  
Jeff Baker - elected  
Jennifer Haynes - Horticultural Society  
John Gell - Parish Council  
Ted North - elected  
Vicky Fern - Sarratt Festival of Music  
Jenny Roberts - Bookings Secretary

Also in attendance:  
Sue Clark

**1. Welcome**

The chairman welcomed all to the meeting, which covers the hall activities in the year ending in September 2022.

**2. Apologies for absence**

Jackie Creed (Kitchen & Bar Administrator) - Sarratt Care  
Jonathan Holmes - History Society  
Joan North

**3. Minutes of last AGM**

These were previously distributed by email to committee members, and acceptance was then proposed by Michael Groom, and seconded by Carol Chorley. This was then carried unanimously.

**4. Matters Arising**

From the last AGM:  
None.

**5. Treasurers Report**

Colin distributed copies of the Balance Sheet as at 30/9/2022, the Income and Expenditure Account for the year ended 30/9/2022, and the Independent Examiner's Report dated 9/12/2022.

Colin then gave the following report for the year October 2021 to September 2022: - Like last 2 years, it is difficult to summarise or compare to previous years as we had time closed and time running at low capacity due to the Covid pandemic. We still have a healthy amount in the bank, to cover emergencies and some future improvements.

Luckily our electric and gas accounts have been protected by long term agreements which will expire in February and October 2023 respectively.

The accounts for the last year to September 2022 have been examined and agreed by David Clough, as our Independent Examiner. Colin also thanked David Clough for his advice and the independent examination and also thanked the committee and Jenny Roberts, the booking secretary, for their support.

Looking forward to 2023 we have increased the hire fee by around 5% and expect expenses to rise by about 8% which will reduce our surplus but help both hirers and the hall as the more the hall is used the greater the income. Now that the interest on savings for Charity accounts has risen we have invested a considerable sum with Redwood bank on a 95 day notice account.

Roger Dudley proposed that the meeting accept the accounts; this was seconded by Michael Groom and carried unanimously.

#### **6. Appointment of Independent Examiner for 2023**

Carol Chorley proposed that David Clough was appointed as Independent Examiner for 2022. This was seconded by Anne Griffiths and carried unanimously.

#### **7. Chairman's Report**

This was our first full year post-pandemic. At the start of the year we started our recycling efforts in earnest, and this is now going fairly well, except for some of the larger external events where hirers will not obey our rules. The new building plans are progressing, Derek Kent did these and we put them in to Three Rivers District Council, but the planning officer wrote back suggesting changes that the council might require in order to approve them, and this is now being worked on.

The new noise limiter works well, but we had a problem when one hirer's DJ bypassed the system by plugging in to an unmonitored power point. This power point has now been removed.

We obtained quotes for redoing the tarmac in front of the hall, but the cheapest was about £6000, and we now intend to repair the worst parts ourselves. We replaced the sound mixer unit when a hirer broke the old one, and we investigated buying a new main hall projector, but for the use this projector gets this did not seem worthwhile, but we intend to put a new bulb in it, which will improve its projection. The new photo of the village people on the green, taken on the Queen's Jubilee weekend, is now hung in the front hall, at the same time the older photo taken at the millennium has been reprinted and replaced. Roger thanked Steve Cavalier for his work on these.

Fund raising during the year included the 2022 Quiz Night - the last to be run by Peter and Trish Clements, who Roger thanked for their over 20 years of quizzing! The Ferret Racing night in April was a great success raising over £2000, and we also had a valentine show with Ian McMillan and Luke Carver Goss and the Vamp Til Ready Concert party in November. The Sunday Markets have been run each month all the year, still proving a popular attraction, and providing a modest extra income. Roger thanked Scilla Roe, Steve Cavalier, Jenny Roberts, and Anne and Larry Griffiths for their efforts on these.

Roger also thanked Jenny Roberts for doing an excellent job with the bookings, John Daly for his caretaking work, and Elaine Daly for cleaning and tidying the kitchen. We must also thank Colin for his Treasurer activities during another difficult year for the hall, and we must thank Ted North for helping with heating and plumbing problems.

Finally Roger mentioned the BBC Radio 4 Any Questions broadcast from the hall in January 2023 - not exactly a fund-raiser, but good publicity for the hall!

#### **8. Elections for Committee members**

The committee currently consists of 12 members appointed by Sarratt Societies, Clubs, and Organisations, and 5 elected members, who have to be elected every year at the AGM. There are currently no co-opted members.

The following five persons offered themselves for election to the management committee:

Colin Plummer,  
Larry Griffiths,  
Jeff Baker  
Michael Groom.  
Ted North,

These five were then proposed by Anne Griffiths and seconded by Vicky Fern. Their election was then agreed unanimously by the meeting.

Going forward the committee now consists of 12 members appointed by Sarratt Societies, Clubs, and Organisations, and 5 elected members.

### **9. Any Other Business**

Roger reminded the meeting that fund-raising activities organised so far this next year are:

Village Hall Quiz Night - January 21<sup>st</sup>.

Sue Clark pointed out that the lighting outside the front door is not very good - the committee will check whether they are working properly, or perhaps need an upgrade.

Sue Clark also asked if the History Society could have some sort of display cabinet at the hall to show some of their collection of historical artefacts. Perhaps this could be provided during the proposed alterations.

### **10. Date of Next Annual General Meeting**

The next AGM will be on Wednesday 10<sup>th</sup> January 2024, at 8 p.m., in the main hall.

Next Committee Meeting - this will be immediately following this AGM.

The chairman then declared the meeting closed at 8.30 pm..



## INDEPENDENT EXAMINER'S REPORT TO THE SARRATT VILLAGE HALL COMMITTEE

I report on the accounts of the Trust for the year ended 30 September 2022 which are set out on pages 1 to 2.

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the 2011 Act;

to follow the procedures laid down in the general Directions by the Charity Commission under section 145 (5)(b) of the 2011 Act; and

to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. 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 you as 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

  
.....  
**David Clough FCA**  
**Tanglewood**  
**Church Lane**  
**Sarratt**  
**Rickmansworth**  
**WD3 6HL**

**9 December 2021**

**SARRATT VILLAGE HALL**

England & Wales - Charity number 302464

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# Accounts

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**SARRATT VILLAGE HALL**  
**(Registered Charity Number 302464)**  
**Minutes of Annual General meeting**  
**Monday 8th March 2021 at 7.00 p.m.**  
**Via ZOOM**

**Present:**

Colin Plummer (Chairman and Treasurer) - elected  
Roger Dudley (Vice Chairman) - Tennis Club  
Carol Chorley (Kitchen & Bar Administrator) - British Legion  
Anne Griffiths (Kitchen & Bar Administrator) - SPLAT  
Larry Griffiths (Secretary) - elected  
Anthony Soothill - Parish Council  
Chris Youell - elected  
Daniel Haynes - Sarratt Scouts  
Dawn Pitts - Afternoon WI  
Jennifer Haynes - Horticultural Society  
Michael Groom - elected  
Ted North - elected  
Warren Gillmore - elected  
Jenny Roberts - Bookings Secretary

Also in attendance:

Alan Milsom  
Barnaby Jackson  
David Clough  
Emma Dickens  
Graham Peiser  
Isabella Aitken  
Jane Faulkner  
Joan North  
Linda Clough  
Nick Mortimer  
Peter Thorp

**1. Welcome**

The chairman welcomed all to the meeting, which covers the hall activities in the year ending in September 2020. He explained that this AGM was delayed from its normal time in January due to the Covid pandemic.

**2. Apologies for absence**

Jacky Creed - Sarratt Care  
Vicky Fern - Sarratt Festival of Music

**3. Minutes of last AGM**

These were previously distributed by email to all attending, and acceptance was then proposed by Carol Chorley, and seconded by Colin Plummer. This was then carried unanimously.

**4. Matters Arising**

From the last AGM:  
None.

**5. Treasurers Report**

As previously distributed by email, all had copies of the Balance Sheet as at 30/9/2020, the Income and Expenditure Account for the year ended 30/9/2020, and the Independent Examiner's Report for 30/9/2020.

The treasurer than gave the following report for the year October 2019 to September 2020: -

It is difficult to summarise this year as we had a lot of time closed due to the Covid pandemic. We were open from October 1<sup>st</sup> 2019 to mid-March 2020 during this accounting period which gave us a surplus. We Applied for a grant which I thought was for £5,000 but were in fact given £25,000 therefore now we have a healthy Surplus on the year of £30,565.

We have installed a sound monitoring system as requested at the last AGM at a cost of £2,255.

For the current year to date (2020-2021) we have a deficit so far of £7,500 and predict that we will continue to lose money for the rest of the year. We also have not been able to hold our usual fund-raising events which would have amounted to around £5,000 and did not claim for a Parish Grant (2021). We have also had to invest in a new rear boiler. Both Jenny and John have been Furloughed for some of the time which has helped.

The accounts for the last year to September 2020 have been examined and agreed by David Clough, as our Independent Examiner. Colin also thanked David Clough for his advice and the independent examination, and thanked the committee for their support.

Larry Griffiths proposed that the meeting accept the accounts; this was seconded by Carol Chorley, and carried unanimously.

#### **6. Appointment of Independent Examiner for 2020**

Carol Chorley proposed that David Clough was appointed as Independent Examiner for 2021. This was seconded by Warren Gillmore and carried unanimously.

#### **7. Chairman's Report**

This report covers from January 2020 to today. As agreed at the last AGM I would stand for one year which means I am standing down as chairman as of today. I will be willing to continue to do the Treasurer's role if re-elected.

I would like to thank the committee and the executive committee for all the help and support you have given me during my time in office and in these very difficult times. Unfortunately 3 Members are standing down this year. They are: Chris Youell leaving us after 4 years of service during which he was 3 years as Chairman, Steve Rickard who has been on the committee for over 20 years offering technical help and advice, and Warren Gilmore who has been on the committee for 3 years and on the executive committee and dealt with a lot of the paperwork on the Covid Government requirements. Thanks to you all for you for all you have done in this time.

I would also like to thank Jenny Roberts and John Daly for their support during these difficult times.

A special thanks must go to Larry for all the work he has put in not only as Secretary but overseeing the hall during lock down and trying to keep us up to date with the Government rulings.

Finally, to Ted North for helping with the heating and the new rear boiler which has been a problem but now is sorted.

As you realize the Hall has been closed for most of the past year and will continue to be closed until government guidelines allows us to reopen.

#### **9. Elections for Committee members**

The committee currently consists of 12 members appointed by Sarratt Societies, Clubs, and Organisations, and 7 elected members, who have to be elected every year at the AGM. There are currently no co-opted members.

The following four persons offered themselves for re-election to the management committee:

Colin Plummer,  
Larry Griffiths,

Ted North,  
Michael Groom.

Anthony Soothill, who was previously representing the Parish Council but has now resigned from this, also agreed to stand for election.

These five were then proposed by David Clough, and seconded by Linda Clough. Their election was then agreed unanimously by the meeting.

Going forward the committee now consists of 11 members appointed by Sarratt Societies, Clubs, and Organisations, and 5 elected members. The Parish Council is still able to nominate a representative whenever they feel minded to do so..

### **9. Recycling at the Village Hall**

Colin introduced this by saying that we would not be able to actually make any decisions about this at the AGM, but we could have a discussion, and then the topic would be brought up at the next full committee meeting. He then asked Anthony Soothill to introduce the topic, who said:

The members of this committee represent the community in running our village hall.

In the last few years, we have seen a surge in interest in 'green' issues globally and in our community. Where recycling was once a new concept it is now the norm, expected, even in public spaces. We can and should ensure Sarratt is doing our bit.

Some might say the village hall ought to be leading by example. The AGM presents a once in a year opportunity to directly gauge public mood on the matter and help inform our deliberations. Let us be under no illusions though: Recycling will cost us as a commercial operation. If there is real interest in us doing so, people must understand it will cost real money, from either higher fees or using public money from grants. In the full knowledge of that, let us hear what our community wants us to do in running their space. The village hall committee will make decisions on exactly what, when how etc, but tonight is about hearing people's views. So, Chairman, I would request we open the floor to hear what people think.

The secretary then read out a list of 19 people who had emailed expressing support:

-

Nick Mortimer, Peter Thorp, Alan Milsom, Flo Garvey, Dennis Goldthorpe, Angela Coakley, Jane Faulkner, Graham Peiser, Simon Diggins, Isabella Aitken, Will Hobhouse, Elaine Cervantes-Watson, Scilla Roe, Emma Dickens, Kate Soothill, Peter Hoskin, Barney Jackson, Sue Clarke, Audrey Hammett.

Chris Youell then explained the background to the current recycling situation at the hall: -

Being a non-domestic facility the hall would have to pay to have recyclable waste collected. In the past we have found that non-hall users use the facility to dump their excess waste, that neighbours have complained about the noise being created by many bottles being dropped into the bins late at night when the hall is being cleared, and that the refuse is not necessarily separated correctly meaning the caretaker then has to re-sort it. Therefore, on balance, the committee thought it is best for the hall if we had a policy of requesting users to take any recyclable products away with them to dispose in their domestic facilities. It avoided costs and those that are diligent in their recycling do help out and those that aren't don't place extra burden on the hall personnel. To help this policy we enhanced the signage in the kitchen area to encourage users to dispose of their recyclable refuse responsibly and altered the 'Instructions to Hirers' document to reflect this. Chris agreed with Anthony's opening remarks, and said he thought that cost was a less important issue.

Colin Plummer described how in the past, when we had separate recycling bins for glass, paper, etc., he and Pete Watker, the then caretaker, had to sort these out practically every week, which was not very pleasant.

Jenny Roberts pointed out that neither the current hall staff nor the committee would be very keen on sorting out the refuse in the bins, and that the current policy did minimise this activity.

Carol Chorley suggested that those who were in favour of having a recycling bin alongside our existing general waste bin should be responsible for monitoring the bins and handling any sorting of the refuse.

Peter Thorp said that he would be prepared to help with this activity, although others were less keen.

Michael Groom described his own admirable intensive litter collecting activities round the village, and said that he had been disappointed to find recyclable material in the hall general waste bin, such as plastic milk bottles. He thought more could be done to avoid this.

Alan Milsom and several others then said that they hadn't realised that the hall had this simple recycling policy, nor the organisation that was needed around multi-bin recycling.

There was a brief discussion on solar panels - and Alan Milsom asked if the hall was using 100% renewable electricity - Colin replied that actually we have been for some years now, via a company called Haven Power which provides electricity from sustainable resources for business users.

It was agreed that we should discuss these topics at the next full management committee meeting, and try and make some decisions then, and that prior to this: Colin would get a quote from the council for a recycling bin, Anthony would find out more about solar panel possibilities and costs (with assistance from Barney Jackson, who has a colleague in the solar panel trade), and that the existing 'take home' policy would be strengthened by making it a condition of the 'Terms of Letting' rather than just an 'Instruction for Hirers'. The signs in the kitchens can also be made more explicit about what is recyclable.

#### **10. Any Other Business**

The meeting thanked Colin for his chairmanship and treasurer activities during an exceptionally difficult year for the hall, especially in dealing with all the paperwork around the Covid financial rules.

#### **11. Date of Next Annual General Meeting**

The next AGM will be on Monday 10<sup>th</sup> January 2022, at 8 p.m., we hope this will be in the main hall.

#### **12. Next Committee Meeting**

This will be immediately following this AGM.

The chairman then declared the meeting closed at 7.45 p.m.



# THE SARRATT VILLAGE HALL MANAGEMENT COMMITTEE

## BALANCE SHEET AS AT 30TH SEPTEMBER 2020

2019 £	ASSETS	2020 £
26172	Cash at bank-general account	57702
88814	Cash on Deposit with COIF/Camb&Counties	90150
13	Cash in hand	0
<u>114999</u>		<u>147852</u>
3410	Debtors & prepayments	1272
<u>118409</u>		<u>149124</u>
	 <b>LIABILITIES</b>	
1972	Creditors	2122
<u>116437</u>		<u>147002</u>
	 <b>REPRESENTED BY:</b>	
118230	<b>General fund</b>	116437
-1793	As at 1st October 2019	30565
<u>116437</u>	Surplus for year	<u>147002</u>

**Note:** In addition to the assets shown above, the Trust owns the freehold of the Village Hall and furniture, fixtures and fittings contained therein. The Committee consider it inappropriate to attempt to place a value on these items for incorporation in the Balance Sheet.

**Creditors 30th September 2020**

	£
Accounts payable	0.00
Deposits	350.00 !
Deposits	-265.00 !

Havenpower	96.79 *	
Lloyds charges	7.15 *	
Wages J Roberts	363.64 *	
J Daly	332.02 *	
PAYE	413.2 *	
S Bass	580 *	
Nest	33.53 *	
P/Cash reimbursemen	210.57	
	<u>2036.90</u>	
	<u>2121.90</u>	

Posted 0 to creditors

Reserves per Quickbooks	205049.42	
Less Builing work	<u>-56344.90</u>	
	148704.52	
Less deposits as above !	85.00	
Less Creditors as above *	<u>1826.33</u>	to be written back next year
	146793.19	
Add Prepayment British Gas	<u>209.10</u>	to be written back next year
Per SVH accounts	<u>147002.29</u>	

## **INDEPENDENT EXAMINER'S REPORT TO THE** **SARRATT VILLAGE HALL COMMITTEE**

I report on the accounts of the Trust for the year ended 30 September 2020 which are set out on pages 1 to 2.

### **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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the 2011 Act;

to follow the procedures laid down in the general Directions by the Charity Commission under section 145 (5)(b) of the 2011 Act; and

to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. 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 you as 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 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.



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**David Clough FCA**  
**Tanglewood**  
**Church Lane**  
**Sarratt**  
**Rickmansworth**  
**WD3 6HL**

**2 December 2020**