

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 20th.

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 8th 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
Cash at bank and in hand		
Cash at Bank - General account	£ 17,801	£ 75,469
Petty Cash	£ 105	£ 50
Cash held on deposit	£ 168,666	£ 91,900
Total Cash at bank and in hand	£ 186,571	£ 167,419
Current Assets		
Debtors and Prepayments		
Accounts Receivable	£ 3,849	£ 6,746
Total Debtors	£ 3,849	£ 6,746
Net current assets	£ 190,420	£ 174,165
Creditors: amounts falling due within one year		
Trade Creditors		
Accounts Payable	£ 0	£ 0
Total Trade Creditors	£ 0	£ 0
Current Liabilities		
Damage Deposit Account	£ 3,323	£ 3,670
Deposit Bookings Account	£ 1,239	£ 1,325
Total Current Liabilities	£ 4,562	£ 4,995
Total Creditors: amounts falling due within one year	£ 4,562	£ 4,995
Total net assets (liabilities)	£ 185,858	£ 169,170
Capital and Reserves		
General Fund		
As at 1st October	£ 169,170	£ 147,085
Profit for the year	£ 16,688	£ 22,085
Total Capital and Reserves	£ 185,858	£ 169,170

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

	YE 30.09.23	YE 30.09.22
	£	£
Income		
All Donations		
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
Total All Donations	5,422	9,499
Caretaker Generated income	3,004	-
Hall Hire Income	53,287	54,858
Other Income	274	246
Interest Income	3,766	826
Total other Income	60,330	55,930
Total Income	65,752	65,430
Expenses		
Other Miscellaneous Service Cost	-	-
Council rates	514	786
Building Extension	1,267	-
Total Expenses	1,781	786
Net Operating Income		
Other Expenses		
Damage Deposit Account refunds	728	-
Bank Service Charges	113	146
Total Fund Raising Cost	841	146
Hall Expenses		
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
Total Hall Expenses	19,329	17,729
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
Total Insurance Expense	5,925	5,190
Miscellaneous Expense	1,271	642
Wages	10,731	10,204
Website	174	-
Stationery	30	-
Software	377	625
Total Office Expense	12,584	11,471
Professional Fees	260	260
Repairs and Maintenance	2,443	2,703
Telephone	825	772
Mobile	201	174
Total Telephone	3,729	3,909
Utilities		
Electric	2,685	1,828
Water	584	842
Gas	1,605	1,444
Total Utilities	4,875	4,114
Total Other Expenses	49,063	43,344
Net Surplus/(Deficit) for the year	16,688	22,085

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 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.



.....
Sarah Altman ACA

Sarratt Lodge

The Green

Sarratt

WD3 6BL

Date

12th December 2023