

Minutes of Annual General Meeting of Shorne Village hall management Committee
Held on 7th April 2022 at 7.30 pm.

Present

Mr J Bugg (Vice-Chair - Shorne Parish Council)
Mrs P Doyle (Treasurer and acting Secretary)
Mr B Lane (Shorne Parish Council)
Mrs S Muckley (Shorne & Thong WI)
Mrs E Hopkins (Shorne Cottage Garden Society)
Ms P Clifton (Stages)
Mr A Holt (elected)
Mr C Clarke (Elected)
Mr N Trice (Shorne Matt Bowls)
Mr B Judkins (Dickens Lodge)
Mrs M Horsham (Shornara)
Mrs J Craig (Replacing Mrs Hopkins for Shorne Cottage Garden Society)
Mr Allan Chandler (Caretaker)
Mrs M Smails (Public member)

Apologies for Absence

Mr M Fitzsimons (Chairman - Probus)
Mrs E Woolley (Shornara)
Rev T Hurst (St Peters & St Pauls Church)
Mr B Woolley (Early Retirement Club)
Mrs M Jones (Shorne Flower Arrangers)
Mrs C Stevens

1. Approval of Minutes of the AGM held on 9th June 2021, these were proposed by Mr Bugg and seconded by Ms Hopkins. All agreed.
2. Matters arising from the Minutes – Nothing arising.
3. Chairman's Report –:

(Mr J Bugg spoke as Vice-Chairman for Mr Fitzsimmons who sent apologies.) He began by stating that it had been a challenging year due to the pandemic. The hall came very close to permanent closure and was only saved by furloughing of staff and local and central grants.

He thanked the previous treasurer, Sarah Poole for her help in obtaining the grants that kept us afloat. There was a problem on Sarah's retirement in that we needed to address the way in which the hall was managed. This led to the appointment of three new trustees and an improved method of the way the hall is run.

He thanked the new trustees, Pauline Doyle, Christopher Clarke and Alan Holt and also the staff for their sterling service that they have offered since the reopening.

Carol, our secretary has unfortunately broken her leg and is likely to be away for some considerable time. Pauline Doyle has stepped in to take both roles of treasurer and secretary. He thanked her for taking this on.

Unfortunately, we lost the services of our cleaner Claire Burchell, which was a blow, however, she still retains a connection to the hall via her help in our publicity drive. She helped greatly in a search for her replacement.

He also thanked Andrea, the booking secretary, stating that she works extremely hard on our behalf. Bookings appear to be holding up, however, Covid is still proving to be a hold on some people wishing to book.

He stated that there had been problems with the heating and damp n the large hall floor. The heating is now working satisfactorily with a new maintenance contract in place. It is hoped that we can relay the large hall floor in the not too distant future. The assumed cause of the problem has been cured by the redirection of the rainwater pipe to the surface water drain at the front of the hall.

Finally, Sarah Poole had asked to remind everyone that tickets for the Jubilee Ball are now on sale.

4. Treasurer's Report – Statement for the year

Mrs Doyle stated that she had only been acting as Treasurer since the middle of December 2021, so was still establishing herself in the role. She had reviewed the accounts from the previous year which had been maintained by Mrs Poole.

Mrs Doyle stated that at the end of 2020 the account balance was £13,311.38. However, due to the hard work of Sarah Poole in obtaining various grants during the lockdown period, and Andreas continuing efforts to engage bookings once we reopened, we had a balance of £31,991.01 as of 31st December 2021.

From January 2022 to date there have been 21 children's parties/ functions (with 2 events refunded due to Covid cancellations)

At this time there are 24 children's parties and 8 functions booked between April-November 2022.

5. Appointment/Confirmation of Representative Members of the Committee (max 17)

Mr B Lane (Shorne Parish Council)
Mr J Bugg (Shorne Parish Council)
Mrs S Muckley (Shorne & Thong WI)
Mrs J Craig (Shorne Cottage Garden Society)
Mrs M Jones (Shorne Flower Arrangers)
Mrs M Halsham (Shornara)
Ms Clifton (Stages)
Mr B Woolley (Early Retirement Club)
Rev T Hurst (St Peters & St Pauls Church)
Mr M Fitzsimons (Probus)

Mr N Trice (Short Mat Bowls)
Mr B Judkins (Dickens Lodge)

All Trustees confirmed which organisation they represented and completed a Trustee Eligibility Declaration form.

6. Nomination and Election of Elected Members of the Committee (max 3)

Mrs P Doyle, Mr C Clarke and Mr A Holt were nominated by Mr J Bugg. Their appointments were unanimously agreed and unopposed

7. Appointment of any Co-opted Members of the Committee (optional - max 2)

There were no nominations from the community to be on the committee.

8. Any other business:

Mrs M Smails stated that she was aware that work had been completed on the gardens outside of the hall. She explained that she had been involved in the design and planting of the hall and asked if it was possible to have some involvement in the future planting. In addition, she offered £200 towards the new planting of the area. Mr Bugg thanked her for her kind generosity and stated that he would arrange a meeting with her to discuss the planting.

The meeting closed at 19.50

The next AGM meeting will be held in April 2023 at 19.30 in the Small Hall.

Signed by Mr A Holt (Chairman).....

Dated:.....

Shorne Village Hall Management Committee

Registered Charity Number 302841

Receipts and Payments Accounts – For the year 1 January to 31 December 2022

	£	2,021.00	£	2,022.00
Income				
Grants Covid 19	£	19,359.29	£	-
Grants Furlough Covid 19	£	3,986.75	£	-
Fundraising/Donations	£	150.00	£	163.44
Lettings	Inside	£ 8,228.00	£	15,074.00
	Outside	£ 15,249.75	£	10,988.88
Website income	£	220.00	£	175.00
Sundry Income	£	-	£	-
Interest on deposit account	£	0.26	£	0.01
	£	47,194.05	£	26,401.33
Payments				
Cleaner	£	4,380.31		
Caretaker	£	1,685.11		
Booking Secretary	£	4,295.01		
Treasurer	£	2,239.27		
Wages Total	£	12,599.70	£	10,718.76
HMRC	£	245.60	£	-
Payroll Co.	£	536.90		Admin expense
Other Staff	£	-	£	-
Total Staff	£	13,382.20	£	10,718.76
Maintenance & Stores	£	3,577.33	£	5,247.67
Major repairs	£	-		
Lighting & Heating	£	3,652.62	£	3,097.42
Water	£	1,376.36	£	196.15
Waste & Rates	£	634.33	£	762.00
Telephone	£	373.48	£	731.03
Gardening	£	150.00	£	350.00
Returned Deposit	£	241.50	£	670.00
Administration & Expenses	£	211.74	£	775.87
Advertising	£	95.00	£	190.00
Insurance	£	1,484.94	£	1,392.97
Music licence	£	313.00	£	693.26
Website Costs	£	420.00	£	420.00
	£	25,912.50	£	25,245.13
In year excess income over expenditure			£	1,156.20

Notes to above 2022 account:

Changing of main bank account, Treasurer and Booking Secretary have changed some allocation categories within the above summary

Signed:

T B Davies DSBM, Auditor

Accepted on behalf of Shorne Village Hall Management

At meeting held on (Date)

Chair

SHORNE VILLAGE HALL MANAGEMENT COMMITTEE

**INDEPENDENT EXAMINER'S AUDIT REPORT
for Financial Year to 31 December 2022**

I have examined and verified the accounts of Shorne Village Hall Management Committee and created the required Receipts & Payments Account and Statement of Assets & Liabilities from the documentation provided.

The assets of Shorne Village Hall Management Committee are currently held in three bank accounts and are sufficient to meet all the liabilities of Shorne Village Hall Management Committee at this time.

It should be noted that Shorne Village Hall Management Committee returns should have been filed with the Charities Commission by the end of October 2023 and every effort should be made to ensure late filing does not occur in the future. I have attached to this report a summary of actions which should be undertaken to ensure that the internal management of the accounts is timely, accurate and informative as well as simplifying the processes.

At the Committee Meeting where the accounts and finalising the legal returns are adopted the Committee should review and sign the Finance Policy.

Signed:

10 August 2022

Mrs T B Davies DSBM

Recommendations to Shorne Village Hall Management Committee in response to the 2022 Financial Year End Audit

Control of Bank Accounts:

1. Final closure of the Santander current account which still has a credit balance of £589.79 showing at the time of audit
2. In view of the low balance in the Santander savings account of £201.90 this be closed.
3. Payments made must be supported by a relevant invoice which has been signed by the Treasurer and the Chair Vice Chair (the finance delegated Trustees noted in the Finance Policy) before any BACS payment or cheque is issued. This is particularly important now that more payments are being made by the committee by BACS (prior to which two signatories would have signed the cheques).

Expenditure Payments:

Regrettably the monthly spreadsheets were incomplete and had missing items for expenditure and there was no evidence of authorisation of payments.

Action: As noted above, two signatories should sign the invoice or claim for payment and copy payslips prior to payment.

Claims for reimbursement were not clear.

Action: Use of appropriate expenses claim form.

The Finance Policy is strong but is not adhered to.

An example of this is a quotation was received from Olio Limited for exterior rainwater works with a value of £685 in November 2021. This was not discussed or approved at a committee meeting. Further, a payment was made to Olio in March 2022 for £718 and no invoice is available or reason for increase in charge.

Lettings Income:

The system for recording lettings, their invoicing and payments is too disconnected. In order to create a set of meaningful accounts the income figures have come primarily from the deposits into the Bank account over the year as the paper trail is ineffective. In particular the trail for regular internal users invoicing and payment is extremely poor and difficult to link payments to rentals.

As previously recommended a spreadsheet accessible to Bookings Secretary and Treasurer would be extremely advantageous and allow for late payment or disputes to be pursued.

Committee Monitoring:

A short income and expenditure account should be presented at each committee meeting highlighting any particular issues and allowing meaningful discussion.

To meet the requirements of the Charities Commission it would be advantageous to have a set agenda style adding in at various times in the year the required reviews of the statutory policies.