SHOTLEY VILLAGE HALL MANAGEMENT ANNUAL COMMITTEE MEETING
Tuesday 10 February 2026 @ 7.30pm
Held in main hall of Shotley Village Hall

Present: Norman Bugg, Jim Catling, Lynne Catling, Maureen Coulson, Peta Hillier, Jo Lee and Ian Peters

Apologies: Sharon Kennedy, Steve Leach and Mel Connell

The minutes of the AGM held on 11th February 2025 were agreed and signed by the Chairman.

1. Chairman's Annual Report – Jim Catling reported that this year had been a challenging time as the hall had rising electric and heating oil increases which will probably be repeated in the coming year and will require fundraising efforts. There was also the threat of possible problems with asbestos, which was found not to be presented, and legionella which is now checked for regularly to ensure it is not present. Our thanks go to Lin Howell for her contribution to the committee as she has retired for personal reasons. Maureen Coulson and myself had made a start on clearing the small committee room (SCR) but more work needs to be done to make it accessible. In order to make room under the stage for storage two of the carpet bowls scoreboards and a bowls mat have been sold. It is hoped to sell some of the bowls and other items in the near future. At the end of the year the area outside the large committee room was made into a picnic area with hard standing and 3 picnic tables: one of them specifically adapted for wheelchair users.

2. Treasurer's Annual Report – Norman Bugg reported that income had been £25,641.27 and expenditure £24,990.57.

3. Booking Secretary's Annual Report – Lynne Catling reported that bookings have been consistent this year and we have gained the Holbrook Scouts and Blossom (the SCC) as regular bookings but lost the Gardening Club, which sadly had to close. Although the chess club is transferring to the Rose as the numbers of players are not high we have regular caravan clubs and one outdoor club taking advantage of what we have to offer; this is good for the summer season.
For Blossom to have a session here we had to confirm there was no asbestos in the hall (and there wasn't) and make sure legionnaires disease wasn't present (it isn't).
The snooker room continues to be used well and I will advertise it after the panto has finished.
It's great now to have the NatWest app on my phone as I can see if people have paid invoices or not. The majority of groups and individuals pay their invoices on time and I have a spreadsheet monitoring that as don't want to let anyone get behind with payments.
We have had problems during the winter with the heating as people turn it up but then don't turn it off.
The weekends are generally quite quiet so when advertising the snooker room I will promote the hall as well.

4. AOB – no other business to report.

TREASURERS REPORT

2025 was a good year for the hall, financially. Booking income was up by 8$. Other income sources almost doubled. The auctions were again well supported.

Total expenditure was up 11% but a large amount of that was due to the purchase of the tables in the picnic area. However, this cost was self-funded so is shown on both sides of the accounts. The building now costs more to maintain but as it is over 30 years old this is to be expected.

	SHOTLEY VILLAGE HALL COMMITTEE OF MANAGEMENT			
	Receipts and Payments Account and Balance Sheet			
	For the year ended 31 December 2025			
2024		**Income**		**2025**
£13,484.00		Bookings		£14,554.40
£122.18		Interest		£108.16
£2,087.90		Fund Raising		£1,814.35
£3,661.39		Donations/Grants		£9,164.36
£2,904.39		Excess Expenditure/Income		
£22,259.86				£25,641.27
2024		**Expenditure**		**2025**
£5,675.00		Cleaners Wages		£6,294.60
£2,592.63		Building costs		£3,733.59
£480.00		Management Fee		£480.00
£109.19		Telephone etc		£136.10
£776.12		Miscellaneous		£113.86
£3,458.08		Electricity		£2,254.30
£850.09		Rates		£1,099.50
£697.10		Oil		£1,608.29
£0.00		Deposits returned		£100.00
£1,500.18		Insurance		£1,864.65
£5,194.01		Special Projects		£6,566.00
£249.61		Cleaning Materials		£215.11
£329.94		Licenses		£354.17
£348.00		Fire Safety		£170.40
		Excess Expenditure/Income		£650.70
£22,259.95				£25,641.27
Balance brought forward as at 01 January 2025				£7,751.38
Excess Income/Expenditure				£650.70
Carried Forward as at 31 December 2025				£8,402.08
Represented as:				
NatWest Deposit Account				£8,308.68
NatWest Current Account				£45.00
Cash in Hand				£48.40
				£8,402.08
Bank Reconciliation				
Current Account				£145.00
Unpresented cheques				£100.00
				£45.00

Examiners Report

I have examined the accounting records of the Shotley Village Hall Management Committee and am satisfied the figures shown on the balance sheet provided show a true and accurate record for the financial year ended 31 - 12 - 2025.

Independent Examiner

PAMELA ANNE ROWE