

Barton Village Hall Management Committee

Minutes of Annual General Meeting

8th June 2023

Present

Tom Chinnery - Chairman
Keith Whitwell - Treasurer
Rita Winters – Hon. Secretary
Jenny Archer - Elected
John Roberts - Elected
Gill George – Barton Players
Keith Badham - Upstage
Julia Leafe - WI
Carol Still – Carpet Bowls
Steve Laycock – Barton Parish Council
Keith Bowie - Caretaker
Rachael Bowie – Booking Officer
Brian Stoten - Elected

This was the AGM for 2023 and was a public meeting. It was attended by most members of the current committee and several members of the public.

Minutes

The Minutes of the previous AGM had been circulated to the current committee and were taken as read. Copies were also handed out to members of the public.

Matters Arising

Keith Badham felt that the Minutes of the AGM should list all members of the existing committee who were in attendance. The secretary agreed to do this for future AGM meetings. It was noted that the AGM was also open to the public.

Correspondence

None.

Finance Report

Keith Whitwell circulated copies of the annual accounts for 2022 which had been audited by Helen Rose and confirmed as correct. Keith Badham queried whether the accounts had actually been audited or merely verified. The treasurer confirmed that the accounts had been checked in accordance with all legal requirements.

Before proceeding to look at the accounts in detail Keith Badham advised that he was concerned the hirings figure for 2022 was incorrect as Upstage had not received a correct invoice for their use of the hall at the end of the year. He had queried the invoice sent to Upstage with the previous booking officer but had not received a revised invoice. He felt the annual accounts should therefore not be approved. His comments were noted.

The treasurer then proceeded with his report in relation to the annual figures. He advised that since the January meeting he had now received an updated analysis from Maureen regarding the annual hall hire figure. This was now shown as £22,811. For comparison the annual figure for 2019 which was pre-Covid was £32,167.

The income figure for 2023 had also been assisted by a grant of £6,065 from Central Beds Council in relation to Covid and a small grant from the parish council of £250 to replace the lighting in the foyer with LEDs.

With regard to expenditure, the treasurer advised that the major expenses under maintenance and repairs were £2,379 for a new gas boiler serving the small meeting rooms and £588 for remedial electrical work as a result of the five yearly inspection. There had also been a large sum of £3,900 which had been paid to the architects for producing a feasibility study in relation to the application for Section 106 monies.

Keith Badham queried the large amount paid to SWA Architects and requested clarification on when this expenditure was agreed. He also suggested that there should perhaps be a budget set for cleaning materials. This would be considered at future meetings.

It was disappointing to note that the annual accounts showed an operating loss of £4,855 even with the aforementioned grants.

After some discussion it was agreed that Keith Whitwell would look again at the hirings figure for 2022. The annual accounts were therefore not approved but would be reconsidered at the next committee meeting.

Booking Officer's Report

As the Booking Officer for 2022 (Maureen Turner) had now resigned for personal reasons no report could be given for the previous year. However the new Booking Officer (Rachael Bowie) who had taken over with effect from 1st April was able to give a brief review of the current situation.

She was pleased to advise that the new on-line booking system was now in operation and appeared to be working well. All regular hirers had been advised of the new system and how the booking and invoicing would be handled in future. The website had been updated and outside hirers could now book on-line. Most weekends were now fully booked and a regular Sunday morning hiring by a Church group had been obtained.

The committee thanked Rachael for all her hard work in setting up the new system.

Chairman's Report

Tom Chinnery then proceeded to give his report.

He started by reporting that it had been an interesting year. The new booking system had been introduced on 1st April 2023 and appeared to be attracting more interest and new bookings for the village hall. He again thanked Rachael for all her work on the new bookings procedure.

Tom also advised on the complete recent refurbishment of the foyer with many people giving up their time to redecorate. He expressed a big “thank you” to everyone who had been involved.

There had also been a recent village wide survey regarding the village hall with a very healthy response. The results were now being analysed in detail. One comment that had been mentioned by many participants was a requirement for an on-line booking system. This had now been introduced.

The last year had produced some tragedy with the loss of Fred Turner and Alan Auston and both were greatly missed. A memorial plaque had been obtained for Alan and his family would be asked if they wished to attend an “unveiling”. Following Fred’s death Maureen Turner had decided to leave the committee and retired as booking officer. Tom expressed the thanks of all the committee for Maureen’s hard work on behalf of the village hall for many decades.

Enquiries had been made with regard to the possibility of revarnishing the main hall floor. However this had proved to be prohibitively expensive with a quote in the region of £6,000. There was also a need for new chairs and tables and quotes were being obtained. It was hoped that part of the cost for this would be covered by grants. It was felt that new chairs in particular might assist with bookings for weddings etc.

There had been no further progress regarding Section 106 monies and there was now a new Central Beds Council following the recent local elections. It was hoped that progress could be made regarding this during the next year.

The village hall had been used for hosting events by the parish council and village groups during the past year at no cost to the hall committee. In particular there had been a Coronation event showcasing volunteering in the community.

Tom finished his report by advising that he thought the hall had a great future thanks to the wide support it receives. He felt unable to list all the volunteers who had worked tirelessly for the success of the hall but he thanked everyone for all their efforts.

Future Plans

There was nothing further to add. Tom had covered most matters in his report.

Any Other Business

Rachael raised a question regarding use of the car park. It was clarified that the main car park was owned by the village hall and was also used by visitors to the surgery. There was a large notice at the entrance confirming that it was a private car park for use by the village hall and surgery only. It had been reported that the car park was being used more and more by members of the public and there was some discussion on how to prevent this. Rachael also reported that there had been occasions when members of the public had entered the hall premises to use the toilets. This was obviously not permitted and anyone seen doing this should be spoken to.

Election of new committee

Tom Chinnery confirmed that he would be resigning from the Committee and a new Chairman would need to be appointed. Many existing members of the committee agreed to continue for another year. The secretary advised there were two new members, i.e. Steve Laycock for the parish council and Ron Kennedy for Dixieland.

The new committee was as follows:

Keith Whitwell - Elected
Rita Winters - Elected
John Roberts - Elected
Carol Still – Carpet Bowls
Julia Leafe - W.I.
Gill George – Barton Players
Steven Laycock - Barton Parish Council
Ron Kennedy - Dixieland
Keith Badham – Upstage Group
Christian Taylor – Shillington & District Camera Club
Jenny Archer - Elected
Brian Stoten – Elected
Keith Bowie – Elected
Rachael Bowie – Elected

Election of Officers

The AGM would be followed by the first normal monthly committee meeting and it was agreed that a new Chairman should be elected by the new committee.

Two candidates were nominated – John Roberts (proposed by Rita Winters and seconded by Jenny Archer) and Keith Badham (proposed by Rachael Bowie and seconded by Gill George). Both candidates were asked to give a brief presentation on why they should be elected as chairman. They were then asked to leave the room whilst a secret ballot was taken. Both candidates received a vote of five and the chairman was asked to cast his vote and make the final decision. John Roberts was duly elected and it was agreed that Keith Badham should take the post of vice-chairman.

The current Treasurer and Hon. Secretary were asked to continue in office and this was agreed by the members present.

Date of first meeting

The AGM closed at 8.30 pm and was followed by the normal monthly committee meeting.

Barton Village Hall registered charity no:308187

Income and expenditure account

for the year ending 31st December 2022

	Note	2022	2021
		£	£
Income			
Hall Hire	1	22,638	13,767
Car Park Rental Income		4,034	3,971
Fund Raising		0	0
Grants		6,315	25,357
Interest		84	2
Donations		301	14
Transfer from reserves		0	0
Total Income		<u>33,372</u>	<u>43,111</u>
Expenses			
Staff salaries		18,942	16,350
Maintenace Repairs		4,398	2,749
Insurance		1,808	1,683
Water		416	192
Gas		2,774	1,659
Electricity		1,998	1,007
Refuse Collection		1,247	1,003
Broadband		320	0
Committee Expenses		0	0
Staff Telephone		0	0
Postage		0	0
Electrical, Gas & Fire Testing		735	424
PRS		330	0
Licences		180	180
Miscellaneous		4,904	2,028
Auditors fees		100	0
Depreciation		250	250
Total Expenses		<u>38,401</u>	<u>27,524</u>
Surplus/Deficit for year		-5,028	15,587

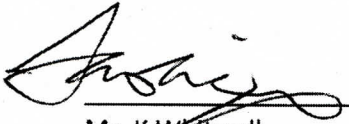
Statement of Assets and Liabilities

as at 31st December 2022

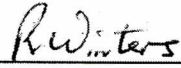
	Note	2022 £	2021 £
Fixed Assets			
Land and Buildings		136385	136,385
Equipment	2	12871	13,121
		<u>149256</u>	<u>149,506</u>
Current Assets			
Debtors		4770	3,877
Treasurers Bank Account		6858	28,726
Fund Raising Bank Account 1		17814	3,807
Fund Raising Bank Account 2		0	2,922
Special Projects Account		0	0
Cash in Hand		165	165
Bowls Club Loan		679	0
		<u>30285</u>	<u>39,497</u>
Liabilities			
Deposits received in advance		0	0
Creditors		<u>514</u>	<u>0</u>
		<u>514</u>	<u>0</u>
Reserves			
Co-op Reserve 1		0	821
Co-op Reserve 2 (Bowls Club)		0	4,125
		<u>0</u>	<u>4,946</u>
Net assets		<u>179028</u>	184,057
Represented by:			
Revaluation reserve		12000	12,000
Accumulated fund	3	167028	<u>172,056</u>
		<u>179028</u>	<u>184,056</u>

Approval of accounts

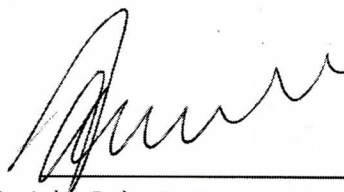
We approve the above financial statements and confirm that we have made available all relevant records and information for their preparation.



Mr. K Whitwell



Mrs. R Winters



Mr. John Roberts

Treasurer

Secretary

Chairman

Barton Village Hall registered charity no:308187

Notes to the accounts

for Year ending 31st December 2022

	2022	2021
	£	£
1 Hall hire		
Monies received in the year	22,013	11,709
Outstanding fees b/f	-3,877	-1,819
Outstanding fees c/f	4,502	3,877
Deposits received in advance b/f	0	0
Deposits received in advance c/f	0	0
Refunds in the year	0	0
	<u>22,638</u>	<u>13,767</u>
2 Equipment		
Cost		
Brought forward	35,546	35,546
Additions	0	0
Disposals	0	0
Carried forward	35,546	35,546
Depreciation		
Brought forward	22,425	22,175
Charge for year	250	250
On Disposals	0	0
Carried forward	<u>22,675</u>	<u>22,425</u>
Net book value		
Carried forward	12,871	13,121
Brought forward	13,121	13,371
3 Accumulated fund		
Brought forward	172,056	156,469
Surplus(deficit) for the year	-5,028	15,587
Carried forward	167,028	172,056



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Barton Village Hall

On accounts for the year
ended

31.12.22

Charity no
(if any)

308187

Set out on pages

attached

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

Date:

31.5.23

Name:

Helen Rose

Relevant professional
qualification(s) or body