

Barton Village Hall Management Committee Minutes of Annual General Meeting 12th June 2025

Present

Ron Kennedy – Acting Chairman
Keith Whitwell - Treasurer
Rita Winters - Hon. Secretary
Gill George - Barton Players
Keith Knight - Shillington & District Camera Club
Kalim Qureshi – Parish Council
Keith Badham - Caretaker

This was the AGM for 2025 and was a public meeting. There were only two members of the public present. This was disappointing as there had been extensive advertising to promote the village hall and the urgent need for new members to join the management committee.

Minutes

The Minutes of the previous AGM were circulated and accepted as correct.

Matters Arising

None

Correspondence

The secretary advised that she had now received official consent from the Charity Commission to amend the benefit clause set out in the original Lease & Trust Deed of 4th July 1972 as follows:

A trustee of the charity (or connected person/entity) may enter into a contract for the supply of (non-trustee) services to the charity, or of goods which are supplied in connection with the provision of services, where that is permitted in accordance with, and subject to, the conditions in section 185 of the Charities Act 2011.

This rule shall expressly not apply to Trustees who are Elected Officers of the Management Committee (Chair, Deputy Chair, Treasurer and Secretary).

Furthermore, if a Trustee who is also a paid contractor/supplier is voted to chair any Committee meeting, they shall not have a personal vote on any potential conflict matter, nor shall they (in the event of equal voting) be able to make a casting vote as chair.

Booking Officer's Report

The Booking Officer had been unable to attend the meeting and in her absence the secretary read out her annual report (attached).

It was pleasing to note that bookings were going well and the hall was being widely used by local groups and also for private functions.

It was reported that there were some current problems with the website and booking system and Keith Badham confirmed that he would look into this as a matter of urgency.

Finance Report

Keith Whitwell circulated copies of the annual accounts for 2024 and gave his annual report on the figures (attached). It was disappointing that the Village Hall was showing a loss for the year despite an increase in hirings. There had been a general increase in running costs and several large miscellaneous expenses as detailed in the Treasurer's report. In particular these included resurfacing of the main hall floor, survey and removal of asbestos, and emergency electrical works.

The accounts had been audited by Helen Rose. There were no queries on the figures and the accounts were accepted by the meeting.

Chairman's Report

There was no Chairman's report as Ron Kennedy had only been elected to act as a temporary chairman at the May monthly meeting. The Committee would be looking for a new permanent chairman as a matter of urgency.

Any Other Business

It was noted that anti-social behaviour both inside and outside was an on-going problem. There had been a recent occurrence of kids/teenagers entering the building and running around the main hall and foyer whilst a meeting was being held in the committee room. There was a brief discussion on the matter. It was agreed that all incidences of anti-social behaviour should be reported to the police using the 101 number. Notices would be put up in the foyer requesting hirers to do this.

Election of new committee

The old committee then officially resigned and the new committee was formed. Several members of the old committee agreed to continue for another year. Jenny Archer had advised that she was retiring.

The following representative members had been put forward for the new committee:

Gill George - Barton Players
Kalim Qureshi - Barton Parish Council
Ron Kennedy – Dixieland CMC
Keith Knight – Shillington & District Camera Club
Brenda McDonald – Helping Hands
Carol Still – Barton Carpet Bowls
Keith Badham – Upstage

The following were accepted as elected members:

Keith Whitwell
Joanne Baxter
Rita Winters

Keith Whitwell confirmed that he would be retiring in a few months as previously indicated and Rita Winters advised that she would also be hoping to retire in the near future.

The AGM would be followed by the first normal monthly committee meeting at which time the officers of the committee would be formally elected.

Date of first meeting

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

Treasurer's Notes for AGM – 12th June 2025

These accounts are for the calendar year 2024. They have been inspected and approved by an independent examiner. They are in the new format as produced by the Clubtreasurer application.

Income

- 1) Hall Hire at 37,740 is 5.8% ahead of 2023.
- 2) We received a grant from Central Bedfordshire, negotiated in 2023, for £3,354 which was to pay for 50% of the floor resurfacing project.
- 3) We received a legacy of £500 from the will of Mr. Trevor Arnold, a long-time resident of the village. The money was used to buy a replacement fridge/freezer.
- 4) Car park rental income of £4,814 was received from the surgery for use of our car park. This amount increases, annually, by the rate of inflation.

Expenditure

- 1) The services of our caretakers, booking officer and gardener are as shown.
- 2) Maintenance and repairs at £4,523 are slightly up on the previous year. Principal items include a new fire door, sliding door timber and equipment, new LED lights, memory cards etc. in connection with the CCTV installation and Various cleaning equipment items.
- 3) All risks insurance was £2,105. A slight increase from 2023.
- 4) Water at £543 was £72 up on 2023. Partly due to an increase in charges of some 9% and a small increase in consumption.
- 5) Gas at £2,195 was £751, or 52% more than last year. I've calculated that this increase was due, entirely to increased consumption. The 2023 consumption was lower due the boiler outage.
- 6) Electricity at £2,200 was \$373 or 20% higher than 2023. This is entirely due to increased consumption.
- 7) Refuse collection at £1680 is £339 higher than 2023. Mainly due to timings of invoices meaning that we paid for 11 months in 2023 and 13 in 2024. There was also a 5% in the collection rate.
- 8) Electrical gas and fire testing at £298 was £120 less than last year. The alarm system check was £60 cheaper and we didn't need the extinguishers refilling, saving a further £60
- 9) PRS (Performing Rights Society) charged us £756 based on 2023 turnover of £31,505. The previous year's charge of £543 was based on 2022 turnover of £22,638 which was considerably lower as we were still affected by COVID restrictions.
- 10) Licences at £360 was for two years' licences 2023 & 2024. The £156 in last year's accounts was for paying for Keith Badham's training.
- 11) Miscellaneous at £12,981 covered 15 items. The big ones included £6,708 for the floor resurfacing of which £3,354 was offset by the grant From CBCC, £2,571 for the survey and removal of asbestos, £990 for emergency electrical works, £627 for our Hygiene services contract, £500 to the parish council for our contribution to the upkeep of the

private road, £265 for the purchase of the CCTV system for which we received a grant in 2023, £367 for heaters and fire guards purchased as cover for the boiler breakdown, £131 for a wheelchair ramp, £204 for annual licences to run the booking system and the accounting package and £70 for a new microwave oven.

12) All other items are self-explanatory.

General

Given the high levels of expenditure and despite an increase in hirings we report a loss of £568.

You will see from the balance sheet that we finished the year with £4,092 in the current account and £17,228 in the savings account. A total of £21,320 of cash reserves.

Booking Officer Report – AGM 2025

Bookings are still going well and we have had a wide variety of events using the hall. Over the past year we have lost a few regular hirers and gained some new regular hirers who are adding in additional sessions and extending their hours. We are in a very good place regarding slots for regulars and are now at the stage where we have had to turn people away due to not having available slots for new regulars.

We have 16 regular hirers, some who run sessions once or twice a week, some who run sessions once a month and some who are term time only or only run for part of the year. As regulars we have 2 dance groups, 1 youth drama group & art club, 1 amateur theatre group, 1 NHS clinic, 1 social care training group, 1 community café, 1 martial arts group, 1 fitness group, 1 camera club, 1 bowls club, 1 line dancing group, 2 council/committee meeting groups, 1 science workshop and 1 messy play group. There is a good variety for all ages and most of the above are available for local residents to join or attend sessions.

Our weekends are mostly full, sometimes with up to 3 different events on one day with an average of 2 events a day. Hirers are currently happy with the prices in general and most people pay by the required deadline. There has been some debt management policy in place for regular hirers and some issues regarding payment for event hirers which may need some adjustments. At the moment the debt management policy is aimed at regular hirers and is being used efficiently at this stage. We don't, however, currently have anything in place for event hirers regarding payments and deadlines, other than what is written in the terms and conditions. The new committee may need to look into setting another policy up in the future for managing these.

We have a good balance of events for the community which are widely advertised and we make good use of the notice board and screen in the foyer to advertise events to local residents and users. We have hirers booking events up till 2027! I have arranged numerous show rounds and the feedback about the hall has been very complimentary and positive. The new system is effective and we have had no issues regarding hirers not showing up or double bookings. The only issue has been regarding the NHS to communicating within their own team regarding to availability but the system itself has completely removed the issue of double bookings.

I have been updating photos of the venue, as they have been decorated and I created a virtual tour video for hirers to view the hall. The online booking system, social media and website have been regularly updated as well as the signage and contact information that is put up in the hall to ensure that up to date information is available for our hirers. Invoices have been sent out in a timely fashion and the system also has the option to send credit notes so if the committee decide to go ahead with the refundable deposits for larger events then we have a way of tracking that payment has been returned.

The hall is in a strong place regarding hirings and hopefully this will be reflected in the treasurers report too.

Profit & Loss Report

Barton-le-Clay Village Hall

01-JAN-2024 - 31-DEC-2024

	Current Yr	Current Yr	Prior Yr	Prior Yr
INCOME				
4000 INCOME		46,612.52		44458.60
4001 Hall Hire	37,740.90		35670.60	
4002 Hall Hire - Occasional Hirers (not in use)	0.00		0.00	
4003 Grants	3,354.00		4198.58	
4004 Interest	203.40		211.23	
4005 Donations	500.00		26.95	
4007 Car Park Rental Income	4,814.22		4351.24	
TOTAL INCOME		46,612.52		44458.60
EXPENSES				
7200 OVERHEADS		-47,180.78		52406.51
7201 Servives - caretaker	-16,824.00		16824.00	
7202 Services - Booking Clerk	-1,800.00		1800.00	
7203 Gardener	-230.00		375.00	
7204 Maintenance/repairs	-4,523.03		3921.52	
7205 Insurance	-2,105.40		2014.17	
7206 Water	-543.67		471.46	
7207 Gas	-2,195.65		1444.66	
7208 Electricity	-2,200.68		1827.43	
7209 Refuse Collection	-1,680.25		1341.83	
7210 Broadband	-331.56		316.27	
7211 Electrical, Gas and Fire Testing	-298.96		418.44	
7212 PRS	-756.12		543.32	
7213 Licences	-360.00		156.00	
7214 Miscellaneous	-12,981.46		20602.41	
7215 Auditors Fees	-100.00		100.00	
7216 Depreciation	-250.00		250.00	
TOTAL PAYMENTS		-47,180.78		52406.51
NET PROFIT/(LOSS) FOR PERIOD		-568.26		-7947.91

Statement of Assets & Liabilities Report

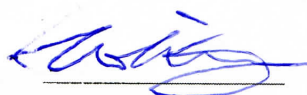
Barton-le-Clay Village Hall

Period Ending 31-DEC-2024

	Current	Current	Prior Yr	Prior Yr
ASSETS				
SAVINGS AND INVESTMENTS		17,228.26		14,024.86
Savings Account	17,228.26		14,024.86	
FIXED ASSETS		0.00		0.00
CASH AT BANK AND IN HAND		4,092.09		6,251.00
Current Account	4,092.09		6,085.91	
Cash Account	0.00		165.09	
OTHER ASSETS		150,452.5		158,020.65
DEBTORS-*DEBTORS	1,696.50		8,986.08	
DEBTORS-Fixed Assets Net of depreciation at take on	12,371.00		12,621.00	
DEBTORS-Land and Buildings	136,385.00		136,385.00	
DEBTORS-Carpet Bowls Loan	0.00		28.57	
TOTAL ASSETS		171,772.8		178,296.51
LIABILITIES				
CURRENT LIABILITIES		-1,037.00		-6,992.40
*CREDITORS	-1,037.00		-6,992.40	
<u>TOTAL NET ASSETS @ 31-DEC-2024</u>		<u>170,735.8</u>		<u>171,304.11</u>
REPRESENTED BY FUNDS				
General Fund	170,735.85		171,304.11	
LONG-TERM LIABILITIES				
<u>TOTAL FUNDS BALANCE @ 31-DEC-2024</u>		<u>170,735.8</u>		<u>171,304.11</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

Treasurer



Mrs. R. Winters

Secretary



Mr. R. Kennedy

Acting Chairman



Ms. Helen Rose

Independent Examiner



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Barton Village Hall

On accounts for the year
ended

31.12.24

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 31 / 12 / 2024

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: 31.5.25

Name:

Helen R Rose

Relevant professional
qualification(s) or body

Give here brief details of
any items that the
examiner wishes to
disclose.

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Only complete if the examiner needs to highlight material matters of concern
(see CC32, Independent examination of charity accounts: directions and
guidance for examiners).

Section B Disclosure

(if any):	
Address:	1 New Cottages
	Hexton
	SG5 3JD