



Cookhill Village Hall

Minutes of the Annual General Meeting*

Date: 01/05/2024

Time: 18:30

Venue: Main Hall @ Cookhill Village Hall

1. Apologies:
Martin Woodhams, Andy Sumner, Tim Sturges, Victoria Powell,
2. Attendees:
(See Appendix 1)
3. Minutes of Last Meeting:
These were presented and 2 changes were made (see Appendix 2).
Minutes of last meeting Adoption:
Proposed: Anne Sumner
Seconded: Diane Davis
4. Officers Reports:
Chairman:
Thankyou to the Management Committee for all the support during the year and I would also like to thank individually..
Anne Sumner, who is not only the licensee of the bar, but also takes on several other responsibilities to keep the hall running, such as Fire Marshal, Health & Safety and showing speculative clients around as well as opening & closing the hall. She also took on the CVH coffee morning 12 months ago with great success.
Cookhill Parish Council, represented tonight by Bob Pinfield. their donations to help us fund village hall social events is truly appreciated
Cookhill Gardening Club represented tonight and founded by David Claydon, you started with friends in 2004, and the club has grown to over 90 members. Your 20 years old this year and now look after the halls community garden, it looks lovely, and your support is also truly appreciated.

David, thank you for taking on our next big venture, the Solar Project. For those present the hall is looking to put solar panels on the roof that will store electricity in a battery system as well as provide EV charging for the community and those that hire the hall.

Cookhill Village Hall, 10 Evesham Road, Cookhill, Alcester, B49 5JR
Correspondence: Little Cladswell Farm, Lower Cladswell Lane, Cookhill, B49 5JZ

Registered Charity No. 523157.



Cookhill Village Hall

This will not only help reduce our operating costs, but also do our part for the environment. Thanks to Davids support we have secured 75% of the funding required via a local authority grant and we are now down to the final two suppliers.

I would also like to thank Derek our treasurer, you have supported the hall by being the treasurer for several years now and though you are looking to take a step back the hall truly appreciates your dedication.

Thank you to Martin for looking after the bookings and arranging the calendar, as well as Melanie for being our secretary, who took on this role as well as having a full-time job.

I would finally like to thank Doug and Janet for all the support they give Anne at the bar and making sure the grounds look neat and tidy.

As chairman I am so proud of the hall and the number of clubs we present for the community including Judo, The Woman's Institute (WI), Bridge Club, Pilates, Holistic Yoga, Children's Dance, and new this year our Spinning and Weaving club, represented tonight by Rebecca. In addition, we support a local Choir, Tarantara, providing them with facilities to practise.

This year also saw the village hall co-opt the Seniors Lunch Club into our own social and community activities. This is a successful club, run by volunteers who provide a hot meal twice a month to those within the parish.

Finally, we have also started our very own coffee morning held every Friday to provide a warm space, a friendly chat, and a forum for any parish / community updates. It is a group that has seen continued growth over the year.

Personal Message from the Chairman, Eileen Payne:

I have been in the area for over 50 years, and when we moved in Peter Middleton asked me to come on to the committee, and I have not left since. I have grown from the position of Deputy Chairman to Chairman and have proudly served on both the Parish Council and Cookhill Village Hall.

Cookhill Village Hall, 10 Evesham Road, Cookhill, Alcester, B49 5JR
Correspondence: Little Cladswell Farm, Lower Cladswell Lane, Cookhill, B49 5JZ

Registered Charity No. 523157.



Cookhill Village Hall

Through the efforts of myself and Derek the hall has seen many changes most notably the renovation of 2004 it is therefore with great sadness that Derek and I feel the need to step back from the positions of chairman and treasurer.

Treasurer:

The Auditor has had the accounts for a few weeks, they were returned today, and copies have been circulated for those in attendance.

Looking at the account's income has risen around 15% in comparison to FY23. A slight fall in revenue from the regular clubs has been made-up by private functions and we are also grateful for the donations received including those from the Parish Council. Expenditure has also increased by around 10%, most noticeable within Repairs, Renewals and Maintenance, which saw a £1.3k increase on the prior year.

With regards to investments, our project funds, we need to take our time on how much we invest and make sure it is invested wisely. The Solar Project is our next major spend and we need to make sure we get a satisfactory return for this investment over the coming years.

Secretary: Nothing to Report

5. Are there any questions from the floor?

Q. Bob Pinfield, Reference the solar project, what is the current situation?

A. David, currently we have a project fund of £20k with a grant available to cover 75%. The two final supplier's quote's range between £30k-£35k and exclude any additional requirements or alterations. In both cases the battery life we are looking at is between 10 and 15 years depending on the options we select.

Officers Reports Adoption:

Proposed: Bob Pinfield

Seconded: Martin Hill

Cookhill Village Hall, 10 Evesham Road, Cookhill, Alcester, B49 5JR
Correspondence: Little Cladswell Farm, Lower Cladswell Lane, Cookhill, B49 5JZ

Registered Charity No. 523157.



Cookhill Village Hall

6. Any Other Business:

Upcoming Events for FY25:

June: D-Day 80th Anniversary, Beacon will be list as part of the UK's Commemoration, Tarantara will lead a singalong, and the bar will be open.

July: Abervally Male Voice Choir

Generally, keep an eye on Cookhill News and Social Events for any Village Hall Community Events.

7. Would anyone wish to Stand and join the Cookhill Village Hall Committee:

Joanne Hill

8. First Committee Meeting of FY25:

21st May 2025

9. Meeting Closed:

20:04

*_

Minutes of the Annual General Meeting*

to be formally adopted at next AGM in May 2025.

Any updates will then be notarised and submitted with our 2025 return.



Cockhill Village Hall

Appendix 1 - Attendees

Cockhill Village Hall Annual General Meeting

Date: Wednesday, 1st May 2024

Time: 18:30

Venue: Main Hall @ Cockhill Village Hall

Register of attendance

Name	Street	Post Code	E-mail	Phone No.	I can help*
e.g. Joe Smith	Eden Drive	B49 ***	js123@email.com	01527 *****	✓
Anne Sumner	Church Lane	B49 5JS	anversaid902@btinternet.com	07891 732888	✓
Melanie Hart.	Lower Cladwell Lane	B49 5TZ	mel0963@cladwell.com	01527 342576	✓
Rebecca Jordan	Greenham & Fildes		secreary-@aard e	07835579117	✓
Martin Hill	Lower Lane	B26 6AN	martin.hill@cokehill.com	07982 248442	—
Jeanne Kirk	Lower Lane	B56 6AN	Donna@h.kh.com	07963 232358	—

* I can help is a way to show your support without becoming a member of the committee. By ticking we will e-mail you where your assistance would be appreciated, but you are always free to say no without prejudice.



Cockhill Village Hall

Register of attendance (continued)

Name	Street	Post Code	E-mail	Phone No.	I can help
e.g. Joe Smith	Eden Drive	B49 ***	js123@email.com	01527 *****	✓
F.M. Payne.		B96 LT	dandepayne@	892225	
Kate Clavro					
DAN CLARON	THE RIDGEWAY		daniel@claron.co.uk	01527 894317	
David Payne.		B96 LT			
Maria Davis		B96 4HS	alibris@btinternet.com		
David Towell		B49 5SY	dj20wel747@gmail.com		
Bob Pinfild	CUNSWELLANE	B49-5ST	bobpinfield1944@btinternet.com		



Cookhill Village Hall

Appendix 2 – Adopted Minutes FY23 – as amended

COOKHILL VILLAGE HALL

Minutes of the AGM

Date: 10th May 2023

1. Apologies:

Martin Woodhams (bookings Clerk), Andy Sumner

2. Attendees:

Melanie Hart, Anne Sumner, Diane Davis, Victoria Powell, David Powel, Derek Payne, Eileen Payne *plus members of the public*

3. Minutes: Not prepared – will prepare and submit for next meeting

Proposed:

Seconded:

4. Officers reports:

a) Chairman:

CHAIRMAN'S REPORT

EXTRA SPECIAL THANK YOU'S

- 1 A SPECIAL THANKS TO EVERYONE ON THE MANAGEMENT CITY AND MEMBERS OF THE PUBLIC WHO HAVE GIVEN THEIR TIME AND HELPED WITH THE RUNNING OF THE HALL.
- 2 TO ANNE RE BAR
- 3 TO DAVID EAVES who resigned during the year
- 4 TO PARISH COUNCIL FOR A DONATION TOWARDS THE CHRISTMAS PARTY HELD
- 5 TO WHATS ON PUBLICATIONS FOR A DONATION OF £500
- 6 TO THE GARDENING CLUB FOR LOOKING AFTER THE MEMORIAL GARDEN
- 7 TO THE P. C. AGAIN FOR THEIR GENEROUS DONATION AND PURCHASE OF THE DECORATIONS ETC TO HELP CELEBRATE THE CORONATION. ATION OF KING CHARLES 111 AND OUR NEW QUEEN CAMILLA.
- 8 TO ANNE, ANDY, DIANE, MEL AND ALL OTHERS WHO GAVE THEIR TIME to help all celebrations go along smoothly
- 9 *to run this hall* WE REQUIRE A GOOD SECRETARY, WE ARE FORTUNATE TO HAVE THE SERVICES OF MELANIE, A GOOD BOOKINGS OFFICER AND WE ARE STILL FORTUNATE TO HAVE MARTIN DESPITE HIS STRUGGLES AND HE WORKS ALONG WITH DEREK OUR TREASURER, WHO WE ALL KNOW TAKES VERY GOOD CARE OF OUR FUNDS. THANK YOU.
- 10 THANK YOU DAVID FOR YOUR ADVICE AND HELP WITH THE CHANGE OVER OF GAS AND ELECTRICITY WHICH WE HAD TO DEAL WITH DURING A DIFFICULT TIME OF THE YEAR. DAVID HAS ALSO TAKEN ON THE TASK OF LOOKING AT SOLAR PANELS WHICH IS A PROJECT WE ARE SERIOUSLY LOOKING AT, AT THE MOMENT AND HOPE TO GET INSTALLED QUITE SOON.
- 11 COMMUNITY AND SOCIAL ACTIVITIES

RACE NIGHT	£668
Skittles	£248
Aber Valley M.V.C.	£306
- 12 CLEANING
A SPECIAL MESSAGE OF THANKS TO SOPHIE

Cookhill Village Hall, 10 Evesham Road, Cookhill, Alcester, B49 5JR

Correspondence: Little Cladswell Farm, Lower Cladswell Lane, Cookhill, B49 5JZ

Registered Charity No. 523157.



Cookhill Village Hall

COOKHILL VILLAGE HALL Minutes of the AGM

13 MY CONCLUSION

ALTHOUGH OUR MANAGEMENT COMMITTEE IS SMALL, IT IS THANKS TO THEIR HARD WORK WHICH HELPS THE HALL TO RUN AS SMOOTHLY AS IT DOES. NEW COMMITTEE MEMBERS ARE URGENTLY REQUIRED AND SOMEHOW WE NEED TO FIND A WAY OF RECRUITING MORE.

I FEEL A THANK YOU IS REALLY NOT ENOUGH FOR ANNE. WHATEVER HAPPENS AT THE HALL, ANNE IS ALWAYS THE PERSON WILLING TO TRY TO SORT IT. ANNE IS AN ENORMOUS ASSET TO HAVE AT OUR HALL. THANK YOU ANNE FOR ALL YOU DO.

b) Secretary: Nothing to Report

c) Treasurer: New Auditor has been appointed as our old accountant has retired and sold the business to Matthew Elms. He has happily accepted us as a client and agreed to charge the same rate.

The Annual Accounts have been prepared and audited and nothing has been raised. A copy is on file and will be submitted to the Charities Commission.

Accounts Adopted:

Proposed Melanie Hart

Seconded: Anne Sumner

5. Election of the Committee:

Everyone is happy to continue to stay on the committee, Anne Sumner has clarified that she will now be representing Cookhill Parish Council, and as such will not be a trustee,

personal
but will be noted as
Mr Sumner being a trustee

AGM Closed: 19:25

COOKHILL VILLAGE HALL10 EVESHAM ROAD COOKHILL WORCS. B49 5JRREGISTERED CHARITY No. 52315731.3.23BALANCE SHEET 31ST MARCH 2024

<u>NOTES</u>			<u>COST</u>	<u>ADD'N</u>	<u>DEPREC'N</u>	<u>NET</u>
<u>FIXED ASSETS</u>			<u>To</u>			<u>BOOK</u>
			<u>31.3.23</u>			<u>VALUE</u>
454,219		Freehold Land Building }				454,219
200		and Electrical Installatons)	454,219			200
		Storage Container No 1.	1,909		1,709	
		Storage Container and Base			-	
1,800	1	No. 2.	5,316			5,316
		Furnitue, Fittings,				
30,100		Fixtures & Equipment)	67,695		41,665	26,030
<u>486,319</u>			<u>529,139</u>	<u>-</u>	<u>43,374</u>	<u>485,765</u>
<u>CURRENT ASSETS</u>						
3,131	2	Debtors			3,471	
300		Sundry Stocks			-	
1,888		Bar Stock			2,061	
30,079		Lloyds Bank - Business Account			30,399	
40,045		Current Account			45,722	
-		Lunch Club Account			566	
1,926		HSBC Bank- - Bar Current Account			4,459	
1,123	3	Cash in Hand			3,356	
<u>78,492</u>					<u>90,034</u>	
<u>CURRENT LIABILITIES</u>						
1,602		Creditors and Accrued Expenses			1,442	
1,230		Letting and Hire Charges Received in advance			-	
<u>2,832</u>					<u>1,442</u>	
<u>75,660</u>		<u>NET CURRENT ASSETS</u>				88,592
<u>561,979</u>						<u>574,357</u>

31.3.23NOTES561,979NET ASSETS574,357REPRESENTED BY:CAPITAL FUNDS

313,702 4

Endowments and Grants

317,218

172,617 5

General (unrestricted income)

168,547486,319

485,765

GENERAL FUNDS

41,920 6

Fixed Assets Replacement
Fund

45,990

20,000

Energy Project Fund

20,000

5,000

Contingency Fund

5,000

500

Estate Legacy Fund

500

4,821 7

Bar General Fund

8,125

-

8

Lunch Club Fund

894

3,419 9

Unallocated Income Fund

8,083

75,660

88,592

TRUSTEES

CHAIRPERSON



VICE CHAIRPERSON



TREASURER



SECRETARY

5th April 2024.

561,979574,357

2022/23

GENERAL INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2024

NOTESINCOME

15,208		Letting and Hire Charges	14,471	
5,960		Regular Clubs etc.	8,605	23,076
		Private Functions		
<u>21,168</u>				
1,067	10	Donations		1,095
57		Bank Interest		256
869	11	Community Social Activities		2,213
<u>23,161</u>				<u>26,640</u>

LESS:-EXPENDITURE

4,026	12	Electricity	4,124	
3,207		Gas	3,507	
624	13	Water & Sewerage	210	
1,602		Insurances	1,706	
2,213		Cleaning, Toiletries, Laundry & Kitchen	2,416	
599	14	Fees and Licences	437	
750		Officers' expenses	750	
100		Audit Fee	100	
89		Postage, Printing & Stationery	67	
373		Website and sundry expenses	619	
520		Function attendance expenses	480	
2,194	15	Repairs, Renewals & Maintenance.	3,490	
<u>16,297</u>				<u>17,906</u>

SURPLUS BEFORE PROVISIONS

6,864

8,734

2022/23

4

6,864

SURPLUS BEFORE PROVISION

8,734

DEPRECIATION

4,110

Furniture , Fittings & Equipment

4,070

2,754

SURPLUS FOR THE YEAR

(To unallocated income fund)

4,664

NOTES TO THE ACCOUNTS

1	<u>STORAGE CONTAINER No 2</u>		
	Cost at 31st March 2023 (concrete base)		1,800
	Lunch Club Donation - Storage Container		3,516
			<u>5,316</u>
2	<u>DEBTORS</u>		
	Hire Charges		<u>3,471</u>
3	<u>CASH IN HAND</u>		
	Bar		1,605
	Coffee Mornings Banked April		1,170
	Lunch Club		328
	Petty Cash		253
			<u>3,356</u>
4	<u>Capital Funds -Endowments and Grants</u>		
	Balance at 31st March 2023		313,702
	<u>ADD:</u> Storage container No.2 donated by Lunch Club		3,516
			<u>317,218</u>
5	<u>CAPITAL FUNDS - GENERAL</u>		
	Balance at 31st March 2023		172,617
	<u>LESS:</u> Transfer to fixed assets		
	Replacement Fund - Depreciation		4,070
			<u>168,547</u>
6	<u>FIXED ASSETS REPLACEMENT FUND</u>		
	Balance at 31st March 2023		41,920
	<u>ADD:</u> Transfer from Capital Fund - Depreciation		4,070
			<u>45,990</u>
7	<u>BAR GENERAL FUND</u>		
	Stock		2,061
	Cash in hand		1,605
	HSBC Bank		4,459
			<u>8,125</u>
	Balance as at 31st March 2023		4,821
	<u>ADD:</u> Surplus for the year		
	Takings		9,765
	Stock 31.03.23	1,888	
	Purchases/Expenses	<u>6,634</u>	
		8,522	
	<u>LESS:</u> Stock 31.03.24	<u>2,061</u>	
			6,461
	Surplus for the year (33.8%)		<u>3,304</u>
			<u>8,125</u>

8	<u>LUNCH CLUB FUND</u>		
	Cash in Hand		328
	Lloyds Bank		566
			<u>894</u>
	Balance as at 31st March 2023		682
	<u>ADD:</u> Surplus for the year		<u>212</u>
			<u>894</u>
9	<u>UNALLOCATED INCOME FUND</u>		
	Balance at 31st March 2023		3,419
	<u>ADD:</u> General Income Surplus for the year		<u>4,664</u>
			<u>8,083</u>
10	<u>DONATIONS</u>		
	Cookhill Parish Council ;	Coronation	125
		Christmas Decorations	300
	Estate		500
	Bar and Sundries		<u>170</u>
			<u>1,095</u>
11	<u>COMMUNITY SOCIAL ACTIVITIES</u>		
	Coffee Mornings		1,170
	Quiz Night		323
	Skittles		501
	Magic Christmas		<u>219</u>
			<u>2,213</u>
12	<u>ELECTRICITY</u>		
	Charges (inc. Estimate for March 2024)		5,922
	LESS: SSE Compensation for delayed take-up of contract		-1,798
			<u>4,124</u>
13	<u>WATER AND SEWERAGE</u>		
	Low cost due to over-estimated readings 2022/2023		
14	<u>FEES AND LICENCES</u>		
	Premises Licence		180
	Lotteries Licence		20
	Music/Performance Licences		<u>237</u>
			<u>437</u>

15

REPAIRS RENEWALS & MAINTENANCE

Gardening & Grounds maintenance	1,094
Clock repairs and service	742
Fire Equipment maintenance and service	193
Roof Guttering etc. maintenance	680
Gas Boiler service	192
Water Heater installation	55
Electrical Testing	156
Hall Floor repairs and sundries	378
	<hr/>
	3,490

Independent Examiner's Report to the Trustees of Cookhill Village Hall

I report on the accounts and notes of Cookhill Village Hall for the year ended 31st March 2024.

Respective responsibilities of Trustee Examiner

The Village Hall Trustees are responsible for the preparation of the accounts.

The Village Hall's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:-

Examine the accounts (under section 43(3)(a) of the 1993 Act);

To follow procedures laid down in General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act);

To state whether particular matters have come to my attention.

Basis of Independent Examiners Report

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 within those 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 I do not express an audit opinion on the view given by the accounts.

Independent Examiner's 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 41 of the 1993 Act; and

To prepare accounts which accord with the accounting records and comply with the Accounting requirements of the 1993 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.

Signed: Matthew J. Elmes & Co.

Matthew J. Elmes & Co
Chartered Accountants