



UGBOROUGH VILLAGE HALL

Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Mrs K Brampton	Ms V Hemming
14 Seldons Close	3, The Square	Hill House	Virginia Lodge
Ugborough	Ugborough	Ugborough	Ugborough
Ivybridge	Ivybridge	Ivybridge	Ivybridge
PL21 0NF	PL21 0NT	PL21 0NJ	PL21 0NR

MINUTES OF UGBOROUGH VILLAGE HALL ANNUAL GENERAL MEETING 9th MAY 2023

Present: Mrs C Martin (*Chair*) Mrs K Brampton (*Booking Secretary*), Mr T Slater (*Parish Council*), Ms V Hemming (*Treasurer*), Mrs C Walliker (*Pre-School*), Mrs T Baretto (*Pre-School*), Mrs N Williams (*Pre-School*), Mr T Holway (*SHDC*), Mr M Greaves, Mr S Williams (*Secretary*).

Apologies: Mrs J Hosking.

ITEM 1. MINUTES OF LAST MEETING

The minutes of the 2022 AGM were approved as a true record.

ITEM 2. MATTERS ARISING

There were no matters arising.

ITEM 3. CHAIR'S REPORT

The Chair highlighted aspects from the review of the year and Annual Report for the Year Ending 31st March 2023, available at Annex A:

The external doors had been replaced this year and a new carpet was laid in the Committee Room. A new front door sign was also put up. Bookings had picked up after COVID and returned to normal. A Thank You was given to the Committee, grant bodies, the Caretaker and all Hall supporters. A letter from Mrs Joy Hosking offering her resignation after many years of service was read to the assembly.

Caroline Martin
Chairperson

ITEM 4. TREASURER'S REPORT

The Treasurer presented the audited accounts and report for the past year. The Treasurer report is included at Annex A and The Income and Expenditure Account for the Year Ended 31 March 2023 is included in Annex B. The Treasurer highlighted:

The surplus for the year was noted as was the grant funding for new audio speakers that was yet to be spent. The impact of energy costs and the significant balance was explained, noting that COVID grants had remained in the account pending use on infrastructure projects. Thanks was given to Tom Holway for the independent check of the accounts.

Vici Hemmings
Treasurer

ITEM 5. REVIEW OF HIRE CHARGES

No proposals for changes to Hire Charges were submitted by Committee. No further changes were required, and the following charges were therefore in force as at this AGM.

Table 1. Hire Charges

	Hire Charges
Main Hall and Kitchen	£12.50 first hour, £10 per hour thereafter*
Committee Room	£5.00 per hour
Official bodies (e.g. elections)	£40.00 per session**
School	£10.00 per hour
Pre-School	£4.50 per hour
	£1.50 per hour for Committee Room
Deposit (when required)	Up to £200.00 per hire

* Any discount requested must be agreed by committee on a case-by-case basis.

** Session is defined as one of the following: AM, PM and Evening.

A query was made about the impact on income of the Pre-School moving out. This had been assessed previously and it was considered that demand existed to replace the income should it occur.

ITEM 6. HIRE CONTRACTS AND INFORMATION PACK

Changes had been made to the Welcome Information Pack and a consolidation of the Conditions of Hire and Contract were underway. No amendments to other Hall Policies were required.

Recent changes had been made to the existing Caretaker/Cleaner contract to reflect the increases from inflation and the time since last update.

ITEM 7. MANAGEMENT COMMITTEE

Explanatory note from the Secretary: According to the governing constitution of the Hall, the current officers of the Committee were asked to stand down prior to election of a new Committee for the coming year. The task thereafter was to nominate a Chair and seek volunteers to serve on the Committee.

The Chair announced her intention to stand-down, but in the absence of an immediate successor she volunteered to remain in post until the June Committee Meeting. It was necessary to advertise for a new Chair as well as replace other roles that would become vacant soon. With the resignation of Mrs Hosking, the Committee sought *ad hoc* members and with the departure of the Booking Secretary anticipated during the coming year, there was another Committee Official required.

The remaining officers and representatives of the 2022-23 Committee were happy to stand again and no other nominations for Officer roles were received. Mr Michael Greaves volunteered to become an *ad hoc* Committee member and was welcomed to the Committee. **Action: Chair to advertise for the roles of Chair and Booking Secretary.**

ITEM 8. ANY OTHER BUSINESS

A vote of thanks was made for the service of the Chair over the previous 6 years in the role.

Annex A: Annual Report for the Year Ending 31st March 2023.

Annex B: The Income and Expenditure Account for the Year Ended 31 March 2023.



Stafford Williams, Secretary

Annex A. Annual Report for the Year Ending 31st March 2023.

Legal Status

Ugborough Village Hall is a Registered Charity – Number 301002.

The provision and maintenance of its facilities is managed in accordance with the Governing Conveyance for the Village Hall dated 17th May 1968.

Objects

The Governing Conveyance for the Village Hall states the Hall facilities are “for the use of the inhabitants of Ugborough and the neighbourhood (hereinafter called “the area of benefit”) without distinction of sex or political, religious or other opinions and in particular for use for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants”.

The charity carries out these objects by;

- a) A commitment to open the Hall every day of the week at affordable rates, with specific subsidised charges where appropriate.
- b) Maintenance of the building’s facilities to a proper standard, ensuring compliance with relevant legislation ^{[[1]]}_[SEP]
- c) Proper management of the organisation’s finances, with budgeting and detailed analysis and review, thus ensuring long term stability for the Hall’s activities ^{[[1]]}_[SEP]
- d) Support and initiatives to help existing and new activities in the Hall.

The Committee is committed to enabling as many people as possible to access the facilities provided by the Hall in line with the above Village Hall Governing Conveyance, the Charities Act and the Charity Commission’s guidance on public benefit.

Additional Information

The Committee/Trustees meets the cost of insuring the Village Hall and its contents and of providing Trustee Indemnity cover.

Management Committee and Trustees

The following Trustees have held office during the year ending 31st March 2022:-

- Caroline Martin – Chairperson - Standing down
- Stafford Williams – Secretary
- Kate Brampton –Temporary Booking Secretary - Standing down
- Vici Hemming – Treasurer
- Charlotte Walliker - Ugborough & Bittaford Preschool Representative
- Joy Hosking (non-assigned)
- Tim Slater (Parish Council Representative)

The members of the management committee are either appointed by the organisation nominating them, elected annually by the community, or co-opted.

Bankers

Lloyds Bank Plc
13, Fore Street
Ivybridge
Devon PL21 9AD

Independent Examiner

Registered Charity No. 301002

Tom Holway F.C.M.A (Honorary)
Sou' West
Ugborough
Devon PL21 0NR

Ugborough Village Hall

Annual Review for the Year Ending 31st March 2023

The Trustees present their Annual Report and Accounts for the year ended 31st March 2023. The Village Hall continues to operate under the control of the Committee of Trustees with the support of the Caretaker/Cleaner.

The Committee meet monthly to which all user groups are welcome. These meetings are mostly over Zoom but there have been in-person meetings in the Hall on occasions. These formal monthly meetings oversee the operation and activities of the Village Hall, establish resource budgets, exercise financial control and plan for its future and also provide a useful opportunity to share concerns, information and consult with users about the running of the Hall.

We have had a wide range of users in the Hall, both groups and individuals, including Preschool, Toddler Group, Breakfast Club/After School Club/Holiday Club, Friends of Ugborough Primary School, Yoga, Sustainable Saturdays including Cafe, Summer Holiday Café, Winter Warmer Lunches, Christmas Senior Citizens Meal, Harvest Bring and Share, Annual Village Flower and Produce Show, Family Film Night, Children's parties, Ugborough Parish Council, Greener Ugborough Parish, Ivybridge Young Farmers, Ugborough Dramatic Society, Village Fair activities and the Turkey/Syrian Earthquake Big Breakfast fundraiser.

It is still the policy that organisations and individuals should obtain their own Temporary Event Notice when wishing to sell alcohol at events in the Hall.

Virus control measures have been in place including additional cleans and "fogging" as required. This year the main update to the fabric of the hall was the replacement of external doors and we also had a new sign after 20 years. Minor repairs and replacements have taken place this year as usual. Planned annual legislative maintenance works have taken place as required.

An annual asset and equipment audit was completed during this financial year and no increases or replacements were required.

The Hall continues to use Ugborough.com for the Hall calendar and online booking facility, as well as hire rates and terms and conditions, and other information relating to the facilities offered.

The Committee have carried out an annual review of hire fees from September 2023 and no changes are currently planned.

The Parish Council defibrillator continues to be housed externally on the front of the Village Hall and all appropriate weekly and monthly checks are undertaken and reported.

I would like to pass on my thanks to all those, who for the last 12 months have been part of the Committee. The Committee wish to express their appreciation to all those who have provided support in various ways for the Village Hall, to the groups and individuals who have hired the Hall and also those Bodies and Groups who have provided grant funding and/or made donations to the Hall.

Thanks also to our cleaner/caretaker Leo Heintz for keeping the Hall looking good and providing any additional support required due to Covid-19. Window cleaning and carpet/vinyl floor deep cleans have been carried out by external contractors on a regular basis.

Thank You

Caroline Martin *Chairperson*
Charity Number 301002

Ugborough Village Hall

Financial Performance for Year Ending 31st March 2023

The Village Hall accounts for the year ending 31st March 2023 show the Hall to be in a healthy position financially. The accounts show a small surplus for this financial year of £128.68.

The accounts include a locality grant from SHDC for a film projector and speakers and several donations from local groups and individuals.

Longer term contracts over several years are negotiated at renewals for insurance, energy and internet as this offers best value and also assists with ongoing budgeting particularly in the case of our energy contracts which are in place until January 2024. The next contract will no doubt reflect the increase in energy costs moving forward.

The Village Hall enters the next financial year with hire income gradually increasing as more people hire the spaces. A replacement carpet in the meeting room has made it a much more appealing room and it is now used for regular yoga sessions.

Our thanks go to Tom Holway who has once again examined our accounts independently for the financial year 2022-2023.

Finally, I want to thank all those who have volunteered to support the Hall, hired for use, paid promptly for Hall hire, used the utilities economically, left the Hall clean for other users - thank you.

Victoria Hemming *Treasurer*
Charity Number 301002

Annex B. The Income and Expenditure Account for the Year Ended 31 March 2022.

UGBOROUGH VILLAGE HALL COMMITTEE

Income & Expenditure Account for the Year Ended 31 March, 2023

Income	£	Expenditure	£
Hirings	10,951.75	Heat, Light, Water & Waste	3,767.92
Donations - General	1,280.00	Cleaning, supplies etc.	2,509.61
Grants - SHDC	1,500.00	Repair, Renewal & Servicing	5,777.15
		Fees, Licences, Subs	385.64
		Insurance	804.75
		Internet Charges	258.00
		Donation to Newsletter	100.00
		Surplus for 2021/22	128.68
	<u>13,731.75</u>		<u>13,731.75</u>

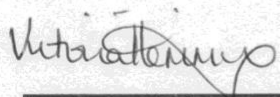
Statement of Assets & Liabilities as at 31 March, 2023

	£	£
Opening Balance as at 1 April, 2022		41,693.93
Add: Surplus for 2022/2023		128.68
Closing Balance as at 31 March, 2023		<u>41,822.61</u>

Represented by:

Balance Current A/c Statement 31 March, 2023	42,290.69	
Less: Unpresented Cheques	495.58	
Add: Unpresented Receipts	27.50	
Current Account Balance per Books		41,822.61
Closing Balance as at 31 March, 2023		<u>41,822.61</u>

The Books and papers of the Ugborough Village Hall Committee have been inspected and the above accounts prepared from them. It is confirmed that these accounts give a true picture of the finances of the Committee for the Year ended 31 March, 2023.



Vici Hemming, (Hon. Treasurer)
Virginia Lodge, Ugborough, Devon, PL21 0NR



Tom Holway, F.C.M.A. (Independent Examiner)
Sou' West, Ugborough, Devon, PL21 0NR

20:07 ; 08/05/2023

HALL ACS ; 22-23

VMDH/TRH

Notes

1) Basis of Accounting:

- In accordance with Charity Commission Regulations, these accounts have been prepared on the Receipts and Payments basis.
- Payments received in respect of hall hires, including advances and refundable deposits, are recognised as Hall Hire Receipts when the payment is received.
- Receipts and payments in respect of events are recognised in the accounts when the cash is received or paid.
- Other payments are recognised in the accounts when payment is made.
- Grants applied for and donations, are recognised in the accounts when received.

2) Trustees:

- None of the Trustees received any remuneration for their services to the Trust during the year.

3) The Committee of Trustees endeavour to hold cash reserves generally no greater than the annual gross expenditure. These accounts still include Covid – 19 business support grants received in previous financial years so the cash reserves include a higher amount than usual.

4) The Trustees have not identified any uninsured major risks to which the Charity is exposed.

5) The Trustees have updated and confirmed the Internal Financial Control Policy.