

# FYFIELD VILLAGE HALL

## ANNUAL GENERAL MEETING 2024

29 April 2024 @7.30pm

### MINUTES

**PRESENT:** M Baxter, D Spanton, S Turner, C Collins, S Mead, P Ovel, L Webster, G Phimister, T Jones, K Hirst, R Barlow and 5 residents of Fyfield as per attached.

1. **Welcome by the Chair**

M Baxter welcomed everyone to the meeting and thanked them for coming.

2. **Apologies for Absence**

No apologies were received.

3. **Approval of the Minutes from the Meeting Held on 12 June 2023**

The minutes were approved and signed by the Chair as a true record of the meeting.

4. **Matters Arising from the Minutes**

There were no matters arising.

5. **Chair's Annual Report**

M Baxter (**MB**) thanked everyone for attending.

MB noted that over the last year new members had volunteered for the committee, but on a sadder note the village had seen the passing of Mary Ellis, who had been on the committee for a number of years before moving away from Fyfield. MB also thanked D Spanton for remaining on the committee over the last year as her expertise and experience was handed over..

Fundraising events during 2023 had been successful, including the spring/summer series of 'Bangin' Friday' barbecues. In particular, the band night was very popular and would be repeated in 2024. Other events held included a quiz night and children's Christmas party.

Bookings in the hall had included the wedding of a local resident, which was a privilege for the hall to host. Over the winter months, sadly a number of wakes had also been held. More regular classes in the hall were also available, with new yoga classes. In addition, the weekly community hub run by FVH continued on Thursday mornings and had steady attendance.

The committee had also planned a series of events for 2024, including quiz nights, bingo night, a magic night and more summer barbecues. Looking further forward, planning had also begun for village fete type event in 2025 to be jointly organised with FPC.

There had also been a number of improvements and refurbishments in the hall. Gigaclear had finally been installed to provide ultrafast broadband, and the committee was now considering investing in a projector and big screen now that fast, reliable internet was available.

The external terrace had required some work to level and make safe a number of loose and uneven slabs. Work had also been carried out on a number of windows and doors. In addition, a new oven and fridge-freezer had been installed in the kitchen. It was noted that further works were likely to be required over the coming months and years, in particular a new boiler (including potentially investing in greener energy sources) and redecoration. In addition, the felt roof was past its expected lifespan.

MB thanked the committee and the hall cleaner for their time and work over the previous year.

## 6. Treasurer's Financial Report and Presentation of the 2023 Accounts

S Turner (ST) presented the accounts to the year end 31 December 2023, which had been examined by an external auditor and accepted by trustees.

### Income

The total income for the year was £38,854.80. This was a healthy income, especially considering the loss of income of around £7,000 as against 2022 from the Stage One group, who had moved to a new venue. This income was from hall hire fees, grants and fundraising events.

Grant income consisted of £1,000 for the community warm room initiative (January 2023) and £300 for a Ride London event (May 2023). ST also noted a small electricity rebate of £150.

ST noted that FVH had held 13 'Bangin' Friday' fundraising events, with total income of £8,453.60 for food and drink sales. There were seven other fundraising events during 2023. The total income from all fundraising events was:

- £13,229.18 - bar takings;
- £2,353.68 - food sales;
- £1,804.18 - ticket sales for ticketed events.

### Expenses

The total expenses for the year were £35,537.02. This was an increase of £4,732.97 from 2022.

ST reported that monthly direct debits during the year were as follows:

- £147.07 - repayment of long-standing public works loan, which finished in August 2023.
- £34 - EFDC tax (£2/month increase vs 2022)
- £178.15 - insurance (£22.25/month increase v 2022)
- £19.21 - mobile phone contract (£2.18/month increase v 2022)

ST reported that non-monthly utility costs were:

- £1,135.20 - waste collection, including a one month discount for paying for a year upfront
- £2,779.88 - oil/heating costs (slight decrease from £2,869.13 v 2022)
- £1,504 - electricity (decrease from £1,891.58 v 2022). ST noted this was paid for monthly, with a decrease in the direct debit amount during the year to £64/month.
- £5,678 - cleaning costs, including window cleaning (increase from £4,460 v 2022). ST noted that this increase was largely due to the increased cost of the main cleaning service.

Other significant expenses during 2023 were:

- £1,064 - general maintenance of the hall
- £1,678 - works to the patio area, being lifting, laying a proper base and levelling a number of slabs.
- £7,143.71 - sundries, including food and other supplies acquired for fundraising events, plants etc.
- £7,391.70 - bar stock (including VAT of £1,478.34). It was noted due to the amount of stock held at the end of year, not much had been spent so far in 2024.

To summarise, ST reported a surplus for the year of £3,317.78.

The total amount in the current account as of 31 December 2023 was £35,820.30 and the two savings accounts stood at £4,166.49 and £10,262.50. ST noted a small amount of interest had been received on the savings accounts.

All figures had been balanced and agreed to the bank statements, and inspected and agreed by an independent verifier. ST had bank statements and spreadsheets available for inspection.

### Questions

A question was asked whether stock should be included in the accounts. It was also noted that a full balance sheet would also show other assets, with a depreciation value. ST noted that stock checks were now carried out and the year end value had been given to the independent verifier, however this had not been included as the accounts only showed cash balances. It was noted that the form of the accounts (an income and expenditure account with a balance sheet showing assets held in the bank accounts) was sufficient for Charity Commission reporting.

A question was asked about whether the cash deposits could be placed in an account with higher interest rates or otherwise invested. ST noted that he had investigated other accounts, however even though interest rates had increased the rates available for charity/community treasurer accounts were generally very low (especially for accounts that were free to use).

A resident noted that it was pleasing that a good amount of reserves had now been built up as for many years this was not the case. C Collins noted that there was now also a published reserves policy, available on the website. A request to consider replacing the dishwasher was made following the recent purchase of the new oven and fridge.

**7. To Consider any Resolutions and/or Recommendations**

There were no resolutions or recommendations.

**8. Appointment and Election of the Management Committee of Trustees and Representatives**

Elected trustees R Barlow, M Baxter, C Collins, K Hirst, P Ovel, S Turner and L Webster were prepared to stand again for the next 12 months; D Spanton proposed and S Mead seconded.

Representatives of Fyfield organisations were noted – G Phimister (WD50+) and S Mead (FPC) would continue and J Phimister was appointed as the representative from PCC.

It was suggested that the possibility of the Bridge Club appointing a representative member be explored.

**9. Nominations for residents' vacancies.**

C Collins noted that seven elected representatives were continuing, which left one vacancy for election. No nominations had been received for the vacancy by the appointed time. The vacancy therefore remained unfilled. It was confirmed the committee could fill the vacancy at its discretion. It was also noted the committee can appoint up to 4 co-opted members.

**10. Any Other Business.**

No items for AOB had been received by the secretary.

The meeting closed at 19.55.

Signed \_\_\_\_\_ Date \_\_\_\_\_