

FYFIELD VILLAGE HALL

ANNUAL GENERAL MEETING 2025

28 April 2025 @7.30pm

MINUTES

PRESENT: P Ovel, S Turner, C Collins, K Hirst, R Barlow and S McGregor.

1. Welcome by the Chair

P Ovel welcomed everyone to the meeting and thanked them for coming.

2. Apologies for Absence

Apologies had been received from S Mead, T Jones and L Webster.

3. Approval of the Minutes from the Meeting Held on 29 April 2024

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

P Ovel (**PO**) thanked everyone for attending.

PO reported that 2024 saw a high turnover of trustees, which stabilized towards the end of the year. However, the charity continues to seek additional trustees.

Martin Baxter, former Chair of the committee, had retired during 2024. PO thanked him for his hard work over many years of service to the hall.

A number of repairs and improvements were made during the year, including replacement of a window unit, repair and renovation of the stock room door and the replacement of the fire exit door in the Monica Couling.

PO noted that the oven and fridge-freezer in the kitchen were replaced and a larger fridge-freezer for the club room kitchenette was acquired and installed. There was also investment in equipment, including:

- A projector and mobile large screen, immediately used for England men's Euro 2024 fixtures and available for hire.

- A floor cleaning machine.
- Free high-speed internet, courtesy of Gigaclear.
- A modern point-of-sales and inventory system in the bar, featuring a new tablet, which has streamlined stock-taking.
- An external noticeboard, prepared by the Men's Shed group.

The hall maintained a steady number of regular hires over 2024. Three new regular sessions were secured - two weekly adult dance classes and the U3A Rodings and Ongar branch monthly meeting. Unfortunately this was offset by the end of Sing and Sign classes.

PO reported that the community hub continued on Thursday mornings and had become a key part of the offering at the hall, being free to attend. This also included the regular 'Coffee with Cops' organised by FPC. PO noted that these sessions were popular and received visitors from surrounding villages.

A number of fundraising events were held, including a bingo night, two quiz nights, a series of 'Bangin' Friday!' barbecue evenings during the spring and summer months which proved very popular, a live band night, a magic night, a Halloween event and a Christmas party.

Finally, PO noted that Fyfield Village Hall were runners up in the RCCE community building of the year award, which PO received on behalf of the committee.

6. **Treasurer's Financial Report and Presentation of the 2024 Accounts**

S Turner (**ST**) presented the accounts to the year end 31 December 2024, which had been examined by an external auditor and accepted by trustees.

Income

The total income for the year ending 2024 was: £35,936.33. Overall this was healthy, despite private hall bookings being slightly down. A £250.00 grant for the Ride London event had been received in May.

Fundraising income included £7,590.23 from nine Friday BBQs, £950.62 from screening three matches during the Euro 2024 football tournament and £3,371.17 in bar sales and £1,777.00 in ticket sales from nine other FVH organised events.

Expenses

After three previous years of consolidating the financial position, ST noted it was decided by the committee to replace some hall items and pay for needed repairs. The total expenditure for 2024 was £39,513.27, an increase of £3,976.26 from 2023.

ST reported the following regular monthly outgoings (with changes from 2023):

- £36.00pcm to EFDC (an increase of £2.00);

- £184.74 to Ansvar Insurance (an increase of £6.00)
- £20.72 for Village Hall mobile phone (an increase of £1.50)

Annual utility costs were as follows:

- £1,146.86 for refuse/recycling (including a one month discount by paying for the full year in advance)
- £1,729.89 for oil (£2,779.88 in 2023)
- £1,148.00 for electricity (£1,504.00 in 2023)
- £807.36 for water (£379.87 in 2023)

The cleaning bill for the year totalled £5,653.00 (£5,678.00 in 2023). This included window cleaning and cleaning products. Maintenance costs for the year were £2,138.78, up from the previous year of £1,064.87.

Refurbishment costs were £7,253.79. The main items were:

- £2,278.79 - replacement oven
- £509.00 - replacement fridge-freezer
- £1,207.00 - window replacement and repairs and refurbishment of stock room door
- £846.00 - curtain cleaning and fireproofing
- £500.00 - renewal and repair of external security lights and other electrical work
- £1,350.00 - new fire exit door in the Monica Couling hall.

£8,394.70 was paid out under the 'sundries' heading. This included new equipment:

- £1,895.73 for a floor cleaning machine to improve the cleaning of the hall and make this more efficient;
- £1,195.20 for a projector and screen as potential hirers were asking if this was available at the hall.

Other sundry items included the cost of BBQ food, supplies for the Village Hall organised events and plants for outside decorations.

£6,451.73 was spent replenishing the bar stock (£7,391.70 in 2023). This included VAT @ 20% (£1,290.46) which is not reclaimable by the charity..

ST noted there was a deficit for the year of £3,576.94.

The total amount in the bank accounts as of 31 st December 2024 were:

- Current account - £30,091.73
- Savings account 1 - £4,210.27
- Savings account 2 - £10,370.35

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

It was noted that 2025 would include the large redecoration costs incurred in January 2025.

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, C Collins, K Hirst, S McGregor, P Ovel, S Turner and L Webster were prepared to stand again for the next 12 months. PO proposed and K Hirst seconded. This was agreed.

Representatives of Fyfield organisations were noted – S Mead (FPC) and T Jones (PCC) would continue.

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 20.30.

Signed _____ Date _____