**Hatfield Peverel Community Association**

Charity Number 270120

**ANNUAL GENERAL MEETING**

**OF THE SOLE TRUSTEE**

**Held at the Village Hall on**

**Tuesday 26th July 2022 at 7.30pm**

## Minutes

Sole Trustee Members Present:

Mark Weale (Chairman)

Ted Munt (Treasurer)

Mike Renow

Diane Wallace

Marel Elliston

2 members of the public

1. **Welcome**

The Chairman welcomed everyone to the meeting.

1. **Apologies for absence**

Apologies were received from Charley Dervish.

1. **Approval of the minutes of the last AGM**

The minutes from the AGM on 16th December 2020 were approved.

1. **Matters Arising**

No matters arising.

1. **Chairman’s Annual Report**

The Chairman presented his reported (appendix 1).

1. **Treasurer’s Financial Report**

The Treasurer presented the 2021 accounts and noted the RCCE’s recommendation of accounting on a receipts and payments basis, rather than income and expenditure. The 2021 year started in lockdown, followed by a progressive re-opening of the hall. The hall bar was contracted out to an external provider in the autumn. The coffee machine was purchased for the community café. The accounts from 2020 were offered as a comparison. However, they only show the charity’s figures, although at the start of 2020, the limited company was still in operation. The COIF investment fund put by some years ago is now at £25,000. This is to pay off the loan from the previous charity in 2042. Once this charity is dissolved, as there are no trustees, this fund will be available for the hall to use. It was noted that the 2021 accounts are currently unaudited; the internal auditor will be reviewing them shortly, and they will then be uploaded to the Charity Commission website.

1. No questions were submitted in advance of the meeting. However, during the meeting, the following comments and questions were raised:

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| Question and comments | Meeting Response |
| Was the last AGM similarly attended? | Confirmed as similar, but meeting held online |
| Hopes for the publication of another events brochure before the end of year |  |
| What are the Braintree District Council unrestricted grants shown on the accounts? | The hospitality and leisure grants from the Government through principal authorities to support organisations through lockdown |
| Why are the 2020 heating and lighting costs higher than 2021 when the hall was closed for a portion of the year? | Large bill outstanding at the end of 2019 which was paid by the incoming Sole Trustee at the start of 2020 |
| What is the debtor figure at the end of 2020? | Includes VAT and some hall hire charges |
| How would you summarise the trajectory from 2020 to 2021, and what is known for 2022? | An increase of £6,000 over the year |
| There has been a lot of maintenance carried out in 2021 and more in 2022, funded by grants |  |
| There have been some major improvements, including the replacement of windows |  |
| Do the bar/café costs show the coffee machine? | No, reflected further down the accounts |
| Is the café sustainable? | Not profit-making currently, it is offered as a service to the community. Not sustainable to pay for an additional member of staff to run |
| If the figures related to Covid fund receipts and payments are removed, it does not look like it is making a profit? | There are grants for capital projects available to help support the hall |
| What is the utilisation of each room? | No data, but can see usage on the bookings calendar |
| What is the situation with the new developments and amounts of Section 106 funds for the hall? | Approximately £50,000 is available now, with a further circa £50,000 following the Maldon Road development |
| Is there a mandate for the COIF investment fund? | Yes |
| Is the bar run by the external provider showing on the accounts? | No |
| How does the bar contractor pay the charity? | The agreement is 10% of takings over £500 per event. The hall charges a flat rate to the hirer which it retains. The contractor covers all staff and stock costs  |
| Was Party in the Park successful for the bar contractor? | A meeting needs to be held with the contractor to discuss this. The future purchase of new tills will help with the monitoring of the agreement |
| Will the café open for the forthcoming inflatable days on the recreation ground? | Yes, operated by the bar contractor, and selling ice creams, drinks etc |
| Where are we in terms of covering costs of the coffee machine? | The machine can generate statistics so we will have a better view of this in the future |
| Will film shows take place? | Yes, we would like support in setting this up |

***The meeting closed at 8.37pm***

**Appendix 1 - Chairmans Report for Hatfield Peverel Village Hall Charity for 2021/22**

Firstly, I’d like to thank the management committee and the staff for their help, hard work and commitment in supporting and contributing to the first year of trading for Hatfield Peverel village hall under the new management structure.

A special thank you goes out to Sarah and Carly for the many hours of hard work and patience getting all the systems and reports in place, and also for their contribution to the change in procedures and systems required to run a charity.

I’d also like to thank the Parish Council as Sole Trustee for the support shown during the transition period and their trust which has been given to the management committee.

I would also like to thank some of the generous people of the village who have given their time and donations to help the village hall undertake essential work.

The Village Hall is now run by the Parish Council as Sole Trustee, who delegate their duties to a management committee. As you would expect, the management committee has to ensure that the Charity meets all the requirements required under law to operate successfully.

**How is this done?**

Well, it is important that the Charity keeps good financial records which can be scrutinised and stand up to audit. They must be published on the charity’s commission’s website.

The Charity must understand its risks and put in place mitigation measures to reduce the risks or remove the risks.

The Charity must operate within Charity law and ensure that the Charity comes first before anything else.

The Management committee must have a vision plan which is a dynamic document to aid the charity to adapt within the law to changes in an operating environment.

The Charity has undertaken a building improvement plan which came from a building survey undertaken in 2021. Unfortunately, the extent of work required can only be done from seeking grants or sponsorship and capital saving, if a profit is made. Charities are allowed to make small profits, but they are not allowed to accumulate moneys without a good reason, but we are confident we can work our way through the list of issues prioritising them then seeking financial support from grants or donations.

We have sought support from Rural Community Council of Essex and other professional people in our quest to work within the Charity guidelines and we will endeavour to do so over the coming years.

I’m not going to talk about our financial position as the Treasurer is going to give you an update.

**Changes you may have seen**

We have improved the lounge area of the Hall with a re-paint and new flooring.

We have opened a café for all to use which is growing in support.

The booking process has been streamlined using our online enquiry forms and are now dealt with by the Assistant Clerk to the Parish Council.

We have introduced theatre productions and Tribute bands which are proving to be very successful.

We still have the old favourites like the EMC club, Bingo, and Quizzes, and also have a Thursday coffee morning club.

We continue to spend money on updating the toilet facilities and décor.

One new project is the refurbishment of the Vic Olley room, which will be available to hire as a meeting and training room, as well as for small parties and wakes etc. The interest in this room as a meeting room and a training room is picking up pace and it will have video conferencing facilities and furniture to suit that environment.

We have also replaced the cooker in the kitchen and have recently purchased an extractor hood.

 **Our new website**

You may have seen our new website which is far easier to navigate thanks to Paul Goddard - please have a look.

**What’s coming up for this year**

Seeking grants for work required.

Offering new packages for things like wedding and Parties.

Offering new things for the village, like a possible man shed.

Opening the Vic Olley room for meetings and parties.

Growing the Café and facilities.

Listening to villagers and seeing if there are new things we could put on. There is just one caveat - anything we do must be in accordance with charity law and be a benefit to the charity directly.

Thank you for your time. I’d like to again thank all the people who have offered their support up to now. We have vacancies on the management committee if anyone is interested in joining us to help support our village hall.

*Mark Weale, Chairman of the Sole Trustee*