

## Topcliffe & Asenby Village Hall Annual General Meeting

Wednesday 9 May 2023 at 7.30pm.

### MINUTES

1. Attendance: Tony Bruce, Doug Allan, Anne-Marie Mulley, Malcolm Morley, Karen Morley, Nicola Wood, Jane Burnett, Richard Byas, Andrew Eckersley, Sarah Halshaw, Emily Collard.  
Apologies: Linda Robinson, Lee & Alison Wainwright, Paul Walpole
2. Minutes of previous AGM – 7 June 2022
  - Nothing outstanding
3. Chairman’s Report - see Appendix 1
4. Treasurer’s Report – see Appendix 2
  - Copy of annual accounts – see Appendix 3
  - Independent Review of Accounts – signed off by John Graham. See Appendix 4.

In relation to the Annual Accounts for 2022/23 the Independent Examination has now been completed and the Independent Examiners Report was tabled at the meeting and is attached to these Minutes for the record.

As a result of the introduction of the HallMaster system and the opening of the Village Hall Committee PayPal account the Independent Examiner suggested a change in practice for accounting for money received in the booking process which has not yet been deposited into the Santander Account at year end. Previously funds held by the Bookings Secretary at 31 March were not shown in the accounts for that year. As these amounts are now held in the PayPal account it was agreed to show these as both “Receipts” in the year, and as “Unpresented Credits” in the Bank Reconciliation. The Draft Accounts issued for the meeting have been adjusted to effect this change to the value of £882.04, being the amount held in the PayPal account on 31/3/23, and transferred to Santander on 1/4/23. This also increases the Closing Balance by the same amount to £21,976.88.

The Treasurer informed the Committee that this was not additional money available, simply that it is now shown in 2022/23 rather than in 2023/24.

The Revised Bank Reconciliation showing the new figures, signed by the Independent Examiner, was tabled at the meeting. The revised “Receipts” page of the accounts was also tabled.

The Revised Bank Reconciliation signed by the Independent Examiner, together with the full set of Final Annual Accounts for 2022/23 are attached to these Minutes for the record.

Having received the above information, the Committee Agreed and Approved the following:

- Approved the “Externally Examined and Signed” Final Annual Accounts for 2022/23, noting the change made from the Draft Accounts explained above

- Received the External Examiners Report
- Noted the Financial Position and Future Forecasts and Risks of the Committees finances and agreed to be cognisant of these in decision making, particularly in relation to setting hire charges for 2023/24 and in the commitment of any further discretionary replacement/improvement schemes.
- Approved the Outline Budget for 2023/24, subject to any changes needed to reflect decisions to be made in respect of Hire Charges and Cleaners Honorarium later on the agenda.
- Decided to further increase the Cleaners Honorarium beyond the recommendation made and to increase this from £10/hr to £12/hr with effect from 1 May 2023, reflecting the quality of work and duties undertaken and the inflation of c10% in the economy. This will cost an additional £208 per year, of which £104 is reflected in the Outline Budget presented to the meeting.
- Agreed to express are thanks to John Graham for his continued support and commitment to the Committee by acting as the Independent Examiner, and to purchase a suitable gift by way of thank you.

5. Annual Review of Constitutional & Operational Matters

- Charitable Purpose – reviewed and agreed
- Constitution – reviewed and agreed
- Policies and other documents - reviewed and agreed
- Financial Controls - reviewed and agreed
- Organisational Risks – TB to inform insurers of code entry system which every user has access to.
- Charity Commission - reviewed and agreed
- Review of cleaner’s honorarium – reviewed and increased to £12 p/hr, with effect 1<sup>st</sup> May.
- Hire Charges for 2023-24 – with effect 1st September. See Appendix 5.

6. Hallmaster Bookings Report – verbal report. Adoption of the system is generally fine. Some regular users don’t use paypal/internet. TB and NW aware of who they are. Clubs/Scouts won’t be invoiced until end of school year (July).  
Please can someone else help monitor the Gmail account – SH volunteered to take phone and monitor email account while NW away.

7. Election of Officers for 2023-24 –  
Chairman – Andrew Eckersley  
Treasurer – Tony Bruce  
Minutes Secretary – Emily Collard  
Secretary – Nicola Wood

8. Confirmation of Trustees and Committee Members for 2023-24 – reviewed and updated.

9. Date of next AGM – same date of Ordinary Committee meeting in May 2024.

**THE AGM WILL BE FOLLOWED BY AN ORDINARY MEETING OF THE VILLAGE HALL COMMITTEE**