

Harrietsham Village Hall Trust

AGM - Saturday 16th October 2021 - 10.00am

Attendees:-

Steve Brown – Chairman (SB)
Paul Chandler – Vice Chairman (PC)
Beverley Chandler – Secretary (BC)
Frederick Stanley (FS)
David Oversby – Trustee (DO)
Tim Griffiths – (TG)
Chris Roots (CR)
Glenda Dean (GD)
Louise Ayres (LA)
Victoria Foster (VF)

Apologies:-

Mick Gibson
Roy Dayes

- **Minutes of Last Meeting**
 - No minutes from the last AGM as there was none due to the COVID Pandemic.
 - SB read out his notes for the Chairman, the Secretary and the accounts for 2021 up to 16 October 2021.
 - No questions on the accounts were made.
 - 2 people from the Committee proposed that the accounts were true.
- **Steve Brown**
 - SB confirmed that he will be standing down from this meeting and would like to thank the Committee, old and new for their support and hard work during this testing time.
 - The Committee confirmed that SB had done a great job with the Village Hall and had left it in a good place.
- **Management Committee**
 - The following agreed to stay on the Committee:-
 - Dave Oversby
 - Victoria Foster
 - Roy Dayes
 - Tim Griffiths

AOB

- **Parish Council**
 - GD mentioned that they have a meeting once a month on Wednesday in which they have to go to the Church. They were wondering if the

Brownies who meet on a Wednesday could choose another day. Unfortunately, this was not possible. However, will be looking for a solution to this.

- **Access to the Village Hall**

- CR mentioned that they could not get into the village hall one day because the code did not work. Tried to ring the booking clerk but got the answerphone. Was there a way where we could have more contacts so that if you could not get in touch with the booking clerk, we had another contact in situations like this.

Action

Contact TG if unable to get into the village hall if the code does not work. Also, a new Committee will be put in place for back-up in situations like this.

- **Date for the next AGM**

- TBC

AGM FOR 2021 (HELD BEFORE 30 APRIL 2022)

NOTES FOR CHAIRMAN & SECRETARY – 2021 – Up to 16 October 2021

CHAIRMAN

(Report should cover the building and grounds, any significant events, etc)

The wall heaters were found to be defective and inefficient so new heaters and ceiling fans were installed April/June, giving us a more energy efficient and hopefully cost saving heating system. Hadene Engineering have been given a service/maintenance contract for the heating. The floor in the Ambrose hall has been completely refurbished and a service contract given to Rob Birchmore to continue the upkeep.

NHS continued with vaccinations through till August. They approached the chairman with regard to hiring the hall from September to December 2021 for booster jabs. A lot of re-organisation had to be done to accommodate this request and they settled on 2 full days Tuesday & Wednesday every week through to December. Most clubs got the slots they wanted, others had to be moved, some clubs had closed and some new clubs had joined. September vaccinations were cancelled because NHS couldn't get the vaccine and they started on 4 October. Some other slots had also been agreed for staff, etc.

SECRETARY

(Reports on meetings, committee, staff changes, etc.)

Beverley Chandler (me) was appointed as Secretary in August 2021, her first meeting was 22 September.

Samantha Branchett, Treasurer, took a short break during the year and was re-appointed in September 2021. The accounts were kept up to date in her absence.

Our Booking Secretary resigned in August and an advert on Facebook brought forward an excellent list of applicants. Hannah Chawner was appointed and commenced looking after the bookings in September. Unfortunately, our Caretaker John Morgan, passed away after a brief illness, and we had to find a new Caretaker/Cleaner. Emily Russ responded to another Facebook advert, there was an excellent response from applicants. Emily also commenced work in September. We have found both Hannah and Emily to be extremely capable and ready to take on the appointed tasks - we are very grateful to have filled these vacancies so quickly.

Our AGM took place on 16 October and Steve Brown resigned as chairman. The following were elected at the AGM – Chair, Vice Chair, Secretary and Treasurer There needed to be a change in our election of committee members to accommodate other group membership and this was discussed and agreed at our meeting on The Charity Commission were advised.

TREASURER

Samantha will have to do her own report on the finances.

REPORTS TO AGM – HARRIETSHAM VILLAGE HALL TRUST - 16 OCTOBER 2021
Period 1 January 2019 to 31 December 2021

CHAIRMAN

1.1.2019 to 31.12.19 -There was no Annual General Meeting held for this period owing to the Coronavirus pandemic.

1.1.20 to 31.12.20 – It's been a difficult 2 years since our last AGM. The pandemic put us into the first lockdown on 23 March 2020 and the Hall, like everything else, shut down. The Primary Care Trust started carrying out vaccinations in December 2020 on the over 80s and have worked continually since. During the lockdown, we were fortunate to have grants from Maidstone Borough Council and Harrietsham Parish Council which allowed us to have a new boiler installed in August/September. There were a few hiccups which were overcome eventually. Not much else to report because 9 months of the year we were closed.

I am standing down after this meeting and I would like to thank the Committee, old and new, for their support and hard work during this testing time.

SECRETARY

In 2019 we had 8 meetings, the first being held on 16 May 2019 (seems so long ago now). Committee members were Paul Chandler, Roy Dayes, Victoria Foster, Mick Gibson, Tim Griffiths, David Oversby & Chris Roots. I (Steve Brown) was appointed Chairman along with Paul Chandler as Vice Chairman at the meeting held on 13 June 2019. Chris Roots would continue as Treasurer. Hazel Roots confirmed her role as Secretary (representing Harrietsham Craft & Chat) at our meeting on 7 August 2019. At the last meeting of the year on 11 December 2019, the committee was made up of 10 members and our booking secretary and caretaker.

2020 – Unfortunately Chris and Hazel Roots stood down from their positions of Treasurer and Secretary respectively, also as Trustees, on 12 January 2020. This left me as Chairman and acting Treasurer and Secretary. During the year we had 5 face to face meetings and 3 zoom meetings. Samantha Branchett was appointed Treasurer at our meeting on 8 July.

TREASURER

Copies of the certified accounts for 2019 (Chris Roots) and 2020 (Samantha Branchett) can be found on the table at the back of the hall. We had to transfer £7,900 from the deposit account to help with our regular expenses. Several grants were applied for during the lockdown period, most were rejected but we did have generous grants from Maidstone Borough Council (£11,334) and Harrietsham Parish Council (£5,000) which helped enormously with the new boiler installation.

At Year End 31.12.20, total income was £41,475.33 and expenditure £38,945.25, leaving a carry forward balance of £6,845.05. Deposit account balance at year end was £6,123.05.

**Report to the trustees of Harrietsham Village Hall Trust
(registered charity number 283009)
on the accounts for the year ended 31 December 2020**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which give me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *MFGear*

Date: *07 April 2021*

Name: Michael Gear

Relevant professional qualification(s) or body (if any):
By experience of accountancy

Address: Little Hatch, Ashford Road, Harrietsham, Kent ME17 1AJ

HARRIETSHAM VILLAGE HALL TRUST
INCOME & EXPENDITURE 2020

DATE	DETAILS	IN	OUT	HALL HIRE REGULAR	HALL HIRE ONE OFF	DEPOSITS	MISC
Jan-20		£ 3,215.96	£ 2,459.81	£ 1,378.33	£ 872.63	£ 700.00	£ 265.00
Feb-20		£ 4,384.10	£ 1,981.39	£ 1,355.13	£ 923.47	£ 1,400.00	£ 705.50
Mar-20		£ 7,359.65	£ 6,420.97	£ 1,221.03	£ 738.62	£ 400.00	£ 5,000.00
Apr-20		£ 3,702.20	£ 4,082.74	£ 202.20	£ -	£ -	£ 3,500.00
May-20		£ 160.00	£ 4,704.36	£ -	£ -	£ -	£ 160.00
Jun-20		£ 275.00	£ 1,500.51	£ 15.00	£ -	£ -	£ 260.00
Jul-20		£ 10,799.76	£ 1,357.30	£ -	£ -	£ -	£ 10,799.76
Aug-20		£ 238.83	£ 6,877.19	£ 55.35	£ -	£ -	£ 183.48
Sep-20		£ 195.45	£ 1,339.42	£ 195.45	£ -	£ -	£ -
Oct-20		£ 9,101.15	£ 1,121.17	£ 1,041.15	£ -	£ -	£ 8,060.00
Nov-20		£ 709.23	£ 6,378.19	£ 184.80	£ -	£ -	£ 524.43
Dec-20		£ 1,334.00	£ 722.20	£ -	£ -	£ -	£ 1,334.00
		£ 41,475.33	£ 38,945.25	£ 5,698.44	£ 2,534.72	£ 2,500.00	£ 30,792.17

BANK RECONCILIATION

Bank Balance 1.1.20	£ 4,314.97
Banked/Credited	£ 41,475.33
Cheques/cash Not Credited	£ -
Expenditure	-£ 38,945.25
Cash in Hand	£ -
Balance 31.12.20	£ 6,845.05
Bank Statement 31.12.20	£ 6,845.05
	Agrees

DEPOSIT REFUND	FEES REFUNDED	UTILITIES	INSURANCE	BROADBAND	MOBILE	REPAIRS/ MAINTNCE	STAFF Caretaker	STAFF Bookings Sec	FUND RAISING	TRANSFERS Misc.ous
-£ 100.00		-£ 1,452.22	-£ 182.85	-£ 71.99	-£ 238.00	-£ 199.75	-£ 215.00			
-£ 500.00		-£ 251.46	-£ 182.85	-£ 71.99	-£ 586.90	-£ 388.19	£ -			
-£ 700.00	-£ 22.20	-£ 230.00	-£ 182.85	-£ 194.99	-£ 3,721.01	-£ 290.25	-£ 530.00	-£ 549.67	£ -	
-£ 600.00	-£ 125.70	-£ 2,828.25	£ -	-£ 72.31	-£ 89.60	-£ 167.88	-£ 175.00	-£ 24.00	£ -	
-£ 200.00	-£ 334.13	-£ 257.42	£ -	-£ 59.81	£ -	£ -	-£ 45.00	£ -	-£ 3,808.00	
-£ 200.00	£ -	-£ 257.42	-£ 185.38	-£ 59.81	-£ 710.40	-£ 42.50	-£ 45.00	£ -	£ -	
-£ 200.00	-£ 22.20	-£ 451.63	-£ 185.36	-£ 92.31	-£ 171.30	-£ 59.50	-£ 175.00	£ -	£ -	
		-£ 174.42	-£ 185.36	-£ 17.55	-£ 505.486		£ -	£ 125.00		-£ 320.00
-£ 100.00		-£ 174.42	-£ 185.36	-£ 116.94	-£ 720.21	-£ 42.49				
-£ 100.00		-£ 429.99	-£ 185.36	-£ 59.26	-£ 196.56		-£ 150.00			
		-£ 438.05	-£ 185.36	-£ 14.32	-£ 5,576.96	-£ 13.50	-£ 150.00			
		-£ 55.55	-£ 352.23	-£ 185.36	-£ 59.26		-£ 70.00			
-£ 2,700.00	-£ 559.58	-£ 7,297.51	-£ 1,846.09	-£ 890.54	-£ 13,065.80	-£ 1,204.06	-£ 1,680.00	-£ 573.67	-£ 4,128.00	
-£ 38,945.25		Running costs:	-£ 28,099.94							
		Staff:	-£ 2,884.06							

DEPOSIT ACCOUNT

Start Balance 1.1.20	£ 14,013.27
Transfers In/Out	-£ 7,900.00
Interest	£ 10.00
Final Balance 31.12.20	£ 6,123.27

I have examined these accounts and they are in accordance with the documents presented for my inspection. In my opinion they are correct.

M. Spear 14-3-21