

HEATH END VILLAGE ROOMS TRUST

Charitable Trust No: 301735

MINUTES of the Annual General meeting held on February 12th 2020 at Heath End Village Hall

PRESENT: Chairman Susan Gale Janette Hewitt Jean Pennington
Treasurer Brenda Woods Pauline Postance Sylvia Patrick
Warwick Lovegrove

In attendance :

Mike Cassidy	U3A
Colin Hewitt	U3A
Roland Higgins	U3A
Monica Curry	Trefoil Guild
Judith Goodchild	Trefoil Guild
Joanne Rhoades-Walkley	Messy Play
Mr Desai	TMSS
Ann Jeffery	

1. Apologies for absence

Apologies for absence were received from Penny Bryett, Penny Waterfield, Sue Jordan, Jane Ford, Pat Lewis, Sarah Filsell, Chris Spencer, Tony Jeffrey and Rosemary Pomroy.

2. To approve the minutes of the last AGM held on February 13th February 2019.

The minutes of the meeting held on February 13th 2019. were approved as a true record and signed by the Chairman.

3. Matters arising from the minutes

There were no matters arising from the minutes

4. Chairman's Report

The Chairman welcomed everyone to the meeting and thanked them for attending. Her second year as Chairman has been somewhat less eventful than the first one, no major accidents, stability on the committee and a number of very successful events.

In April there was a very successful Charity Quiz held in the hall which raised money for two local hospices.

In May we had the first of our two concerts this year, which was an Elvis Tribute evening. It was a complete sell out and much enjoyed by all who attended. We tried a hot meal of Sausages and Mash which proved quite popular but was a lot of work for the committee and helpers. Our 2nd tribute evening in October was Dusty Springfield and again it was sold out. The singer was excellent and we shall be having her back in May to do a Whitney Houston tribute, so get you tickets quickly. This time we tried baked potatoes rather than mash with our sausages, which was slightly easier, but still quite hard work. Both events raised money to help with hall maintenance.

For our Christmas Carol concert this year we were able to get the Tadley Brass Band, who were excellent. Unfortunately the event was again rather poorly attended, despite us having the additional attraction of an outside Christmas Tree, which was ceremonially lit up by local councillor

and committee member, Warwick Lovegrove. Once again we had tea and coffee and mince pies afterwards, plus some excellent mulled wine. As for the tree, well sometime between Christmas and New Year it was vandalised, with the lights being broken, some stolen, the batteries removed and the tree stand damaged beyond repair and the tree thrown against the fence. We are unlikely to have an outside tree this year.

Our focus in 2020 is to look at how we can improve the kitchen facilities. We will form a small sub-committee to look at options for improving what we have. More on this next year I am sure.

Many thanks to Brenda for her excellent work keeping control of the finances and managing our insurance claims. Thanks too to Janette for sourcing all the grants for us, without which much of the work we have had done would not have been possible. Thanks also to Tony for all the routine maintenance that he does for the Hall, now also helped by one of our new Committee Members, Chris Spencer. Thank you also to all the other committee members who help with many things, from Health and Safety checks, organising PAT testing of equipment, arranging with plumbers, electricians and other trades people, meeting hirers, helping with events and generally helping to keep the hall running, all of which is done voluntarily.

5. Treasurer's report

The Treasurer presented the annual, audited accounts for the year ending December 31st 2019.

Brenda noted that overall the Hall income has increased from last year. The Committee will continue to review the cost of hiring the Hall to ensure all expenses can be met. Gas and electricity costs are ever increasing but we always ensure we are on the best tariff. Other costs such as cleaning and rubbish collection are also rising. The largest expense last year was the purchase of a new fire alarm system which will ensure the safety of all users. There is a small surplus of £1374.04 over the year which means the finances are in a healthy state.

6. Booking Secretary's report.

The number of private parties was up from 93 to 115. New groups include Messy Play who now have 7 sessions per month and Doodles Art Class on Saturdays in the Jeffrey Room. Thriveology only lasted 2 months then ceased to thrive. Other groups leaving us during the year were the Home-Start Additional Needs Group, The WI Coffee Mornings and the U3A committee. The Hall continues to be well used throughout the year.

7 Election of committee to serve from February 2019-20

The existing committee members were re elected en bloc.

8 Any other Business

Ann said she felt the carol concert was too early in December and not well enough advertised. The Committee said we are hoping to get a local school choir which will bring more families. Jo sings with a Silchester choir and they might also perform.

U3A asked about a projector in the large hall. We now have a quote and hope to get one installed soon.

Jo thanked the committee for providing extra small tables. Mr Desai thanked the committee for allowing them to use the hall.

The chair thanked everyone for coming and closed the meeting at 7.50.

SECRETARY.

HEATH END VILLAGE ROOMS TRUST
INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 December 2019

	2019	2019	2018	2018
INCOME				
Hire of Hall				
Community	4814.25		6534.75	
Commercial	14057.40		10227.55	
Events	3205.90		1759.97	
Solar Panels	1255.09		1257.50	
Private	3480.15	26812.79	3233.35	23013.12
Maintenance Deposits	6150.00		3150.00	
Maintenance Deposits	7029.00	-879.00	2642.60	507.40
Donations		1550.00		1664.00
Sundries		756.06		342.06
Bank Interest Received		57.31		40.24
TOTAL INCOME FOR YEAR		<u>28297.16</u>		<u>25566.82</u>
EXPENDITURE				
Repairs and Maintenance:				
Boiler	1843.50		897.00	
Equipment (Dishwasher, Furniture etc)			2880.38	
Fire Alarm (last year curtains)	2876.24		1215.51	
General Maintenance and Repairs	3437.54	8157.28	4636.00	9628.89
Electricity and Gas		2999.81		2714.75
Water		1145.79		1265.04
Parity Loan Interest		236.52		236.52
Booking Secretary				762.24
Broadband, Internet and Website		897.68		325.87
Cleaning Rubbish and Recycling		8090.58		7280.01
Gardening		1201.00		964.50
Insurance		1688.79		1052.90
Event Expenses		1730.52		756.55
Performing Rights Society		522.14		451.58
Fire Control				279.66
Sundries		253.01		658.52
TOTAL EXPENDITURE FOR YEAR		<u>26923.12</u>		<u>26377.03</u>
Surplus for year		<u>1374.04</u>		<u>-810.21</u>
BALANCE SHEET AS AT 31 DECEMBER 2019				
ASSETS				
Cost of Extension	102834.36		102834.36	
Less Grants Received	95704.13		95704.13	
	7130.23		7130.23	
Cash at Bank (See below)	18118.96		18744.96	
		25249.19		25875.19
Less Parity Trust Loan Outstanding		2166.51		4166.55
TOTAL NET ASSETS		<u>23082.68</u>		<u>21708.64</u>
ACCUMULATED FUNDS				
Surplus funds brought forward		21708.64		22518.85
Surplus for year		1374.04		-810.21
Surplus Funds carried forward		<u>23082.68</u>		<u>21708.64</u>
Bank Accounts at end of year				
HSBC	Account Number 51162306	2249.95		5933.26
HSBC	Account Number 51162314	8125.04		5111.55
CCLA	Account Number 030300001C	7743.97		7700.15
		<u>18118.96</u>		<u>18744.96</u>

I certify that the above Income and Expenditure Account for the year ended 31 December 2019 and Balance Sheet as at that date have been prepared from the records given to me and that they are in accordance therewith.

M S Dove FCCA
1 Andromeda House
Calleva Park
Aldermaston
RG7 8AP
5 February 2020



SECRETARY.

HEATH END VILLAGE ROOMS TRUST
INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 December 2019

	2019	2019	2018	2018
INCOME				
Hire of Hall				
Community	4814.25		6534.75	
Commercial	14057.40		10227.55	
Events	3205.90		1759.97	
Solar Panels	1255.09		1257.50	
Private	3480.15	26812.79	3233.35	23013.12
Maintenance Deposits	6150.00		3150.00	
Maintenance Deposits	7029.00	-879.00	2642.60	507.40
Donations		1550.00		1664.00
Sundries		756.06		342.06
Bank Interest Received		57.31		40.24
TOTAL INCOME FOR YEAR		<u>28297.16</u>		<u>25566.82</u>
EXPENDITURE				
Repairs and Maintenance:				
Boiler	1843.50		897.00	
Equipment (Dishwasher, Furniture etc)			2880.38	
Fire Alarm (last year curtains)	2876.24		1215.51	
General Maintenance and Repairs	3437.54	8157.28	4636.00	9628.89
Electricity and Gas		2999.81		2714.75
Water		1145.79		1265.04
Parity Loan Interest		236.52		236.52
Booking Secretary				762.24
Broadband, Internet and Website		897.68		325.87
Cleaning Rubbish and Recycling		8090.58		7280.01
Gardening		1201.00		964.50
Insurance		1688.79		1052.90
Event Expenses		1730.52		756.55
Performing Rights Society		522.14		451.58
Fire Control				279.66
Sundries		253.01		658.52
TOTAL EXPENDITURE FOR YEAR		<u>26923.12</u>		<u>26377.03</u>
Surplus for year		<u>1374.04</u>		<u>-810.21</u>
BALANCE SHEET AS AT 31 DECEMBER 2019				
ASSETS				
Cost of Extension	102834.36		102834.36	
Less Grants Received	95704.13		95704.13	
	7130.23		7130.23	
Cash at Bank (See below)	18118.96		18744.96	
		25249.19		25875.19
Less Parity Trust Loan Outstanding		2166.51		4166.55
TOTAL NET ASSETS		<u>23082.68</u>		<u>21708.64</u>
ACCUMULATED FUNDS				
Surplus funds brought forward		21708.64		22518.85
Surplus for year		1374.04		-810.21
Surplus Funds carried forward		<u>23082.68</u>		<u>21708.64</u>
Bank Accounts at end of year				
HSBC	Account Number 51162306	2249.95		5933.26
HSBC	Account Number 51162314	8125.04		5111.55
CCLA	Account Number 030300001C	7743.97		7700.15
		<u>18118.96</u>		<u>18744.96</u>

I certify that the above Income and Expenditure Account for the year ended 31 December 2019 and Balance Sheet as at that date have been prepared from the records given to me and that they are in accordance therewith.

M S Dove FCCA
1 Andromeda House
Calleva Park
Aldermaston
RG7 8AP
5 February 2020

