

**RECORD OF ANNUAL GENERAL MEETING MINUTES FROM THE HUGHENDEN VALLEY  
VILLAGE HALL HELD ON 4<sup>TH</sup> DECEMBER 2023 @ 19:30**

<b>Present</b>	Michael Sole Roland Wales Kerry Franklin Clive Webb Andrew Flint Diana Gibbons Stuart Gibbons Angus Idle Louise Jones Peter Gieler Steve Smith Graeme Card Sam Morrison Dave Hilling Vicky Bellamy Peter Cannon Paul Cooper Rosemary Hewitt Jill Thompson John Beveridge Lisa Thyer Jones Joe Cook Bob Cook Peter Spence Andrew Capey Bob Hawkins Jasper Mcgiuire Richard Adams Simon Kearey	Chairman Treasurer Bookings Secretary Secretary HAGA Valley Players/Trustee Resident Residents Association Village Shop Trustee Trustee Trustee Trustee Football Club Trustee Resident Art Group Resident Resident Resident Conservation Group Playground Users Resident Maintenance Residents Association Resident Resident Resident Resident HPC
<b>Apologies</b>	Linda Brunton Don Brunton Janet Idle	Resident Resident Resident

	<b>ACTION</b>
<p><b>Item 1 – Chairman’s Welcome and Introduction</b></p> <p>The Chair welcomed all in attendance to the 2023 Hughenden Valley Village Hall and King George’s Field Annual General Meeting (AGM) and declared the meeting open at 19:35, there were 29 members of the community present so the AGM was quorate.</p>	
<p><b>Item 2 – Apologies</b></p> <p>Apologies were declared, acknowledged and recorded.</p>	
<p><b>Item 3 - Record of Minutes from the last Annual General Meeting</b></p> <p>The minutes from the AGM dated 9<sup>th</sup> January 2023 (available via a QR code) were discussed and agreed as a true reflection of the meeting.</p> <p>Proposed – Diana Gibbons Seconded – Sam Morrison</p>	
<p><b>Item 4 – Actions Arising from the last meeting</b></p>	

None arising.

### **Item 5 – Chairman’s Report**

Please see attached Chairman’s report.

### **Item 6 – Treasurers Report**

The Treasurer distributed via QR codes the draft (unaudited) summary of the accounts for the year ending 30/09/23, see attached.

A general discussion was held and Roland highlighted the following from the end of year accounts:

- Unlike the previous few years 2023 has been a full year of operation, the period of closure due to the roof in 2022 had affected several totals and combined with the COVID shutdowns in the previous years comparison was difficult.
- Hire income exceeded running costs by a small margin.
- Roland explained that on the balance sheet there was an overcharge in 2022 by Castle Water of £3000, hence the adjustment this year.
- The balance sheet is temporarily inflated this year due to the receipt of £9600 Hughenden Parish Council Grant to help pay for the resurface of the car park that is due to occur after financial year end.
- Last years accounts were complimented on by the auditor for their clarity and completeness.
- Roland informed the meeting that our utility company has greatly increased our costs next year as we had been on a 3 year plan. Roland confirmed to an enquiry that he would be looking for other quotes.

Michael thanked Roland and asked that as the accounts were not audited that those present agree the accounts ‘subject to a satisfactory audit’, no objections were raised.

### **Item 7 – Secretary’s update**

There was no update from the secretary that hadn’t already been covered in the Chairman’s report.

### **Item 8 Booking Sec Report**

Kerry briefed the agm on the current use of both halls, at present there are 3 art groups, 3 pilates groups offering 7 different classes, 3 badminton groups, a drama club, Zumba, slimming world, a choir, a gardening and allotments group, antiques, photography, tai chi, pregnancy yoga and jazzercise all using the halls.

For the younger members of the community there is the football club, toddler football, street dance, cheerleading and of course the pre school who from January will be opening their doors 9 -3 Mon – Friday.

We have lost the flower arranging society due to lack of volunteers but we have gained this year a wildlife group, be creative workshops, the creation station, dance with attitude and forever cycling.

We also have been able to accommodate one off private hires for birthday parties, baby showers, wakes, weddings and private rehearsal events, the list is endless.

Our bookings this year have included hosting local events the HVRA's Potter Quiz and Senior Tea, the village day Barn Dance, award ceremonies included Bucks Netball and HVFC, the Hughenden Art Group had their "Big Paint" in August along with their exhibition in October, there were various "Yoga Retreats throughout the year a Brazillian Fayre and finally the Village Hall Xmas Fayre at the end of last month.

The BBC even held an event at the hall, moving forward we are hoping to arrange medical talks for residents (14/1 or 29/02), a children's library, playground improvement fundraisers, Burns Night event (27/01), Village Day (Date 29/06), Potter Quiz 06/04, we will be a polling station (02/05), the HVFC AGM 22/06 and the Hughenden Art Group Exhibition (18-20/10).

## **Committee Stands Down**

### **Item 9 – Elections**

The eight groups who had nominated Committee members are:

Angus Idle – Residents Association  
Andrew Flint – HAGA  
Diana Gibbons – Valley Players  
John Beveridge – Village Hall Conservation Group  
Lisa Thyer-Jones – Playground Users  
Louise Jones – Valley Shop  
Dave Hilling – Football Club  
Paul Cooper – Art Club

Michael asked if there were any objections to the members put forward by the respective clubs. No objections were raised.

The following candidates put themselves forward to be considered as members of the Committee from the residents.

Roland Wales

The Chair highlighted that as only 1 nominee had put themselves forward no vote was required.

The Chair therefore confirmed that the resident member of the committee would be Roland Wales, the society members would be

Angus Idle – Residents Association  
Andrew Flint – HAGA  
Diana Gibbons – Valley Players  
John Beveridge – Village Hall Conservation Group  
Lisa Thyer-Jones – Playground Users  
Louise Jones – Valley Shop  
Dave Hilling – Football Club  
Paul Cooper – Art Club

There are therefore 5 vacancies for public members if anyone would like to volunteer.

There are at present 6 Trustees of the charity Peter Gieler, Steve Smith, Graeme Card, Sam Morrison, Diana Gibbons and Vicky Bellamy who are also members of the Management Committee.

One of the Trustees has indicated they will step down at the next Management Committee meeting.

### **Item 9 – Any Other Business (AOB)**

A resident of the village asked if he could have a private meeting with Michael to enquire about joining the management committee as a public representative. Michael agreed.

Peter Spence from the RA highlighted the problems in recruiting volunteers at all organisations.

Louise Jones from the shop queried whether the booking sec vacancy would be advertised in the village.

### **Item 10 – Date of Next Meeting**

All present agreed that the meeting was held in an open manner and all present had an opportunity to contribute.

The next AGM will be held on the 2nd December 2024 at 7:30pm.

The next committee meeting will be held on the 8th January 2024 at 8pm in the committee room when the Chairman, Treasurer and Secretary will be chosen along with up to 6 Trustees.

All those interested in becoming a Trustee should write a small bio of no more than 100 word and email it to the [Secretary@hughendenvillagehall.com](mailto:Secretary@hughendenvillagehall.com) at least one week before the meeting.

The Chairman thanked all those that attended and the AGM was closed at 20:08 and refreshments were served.

## **Committee Chair Report 2023**

This is the first AGM for 3 years that I can report we have had a full year of activities in the halls without any interruption. Whereas we suffered Covid disruptions in 2020 and 2021, then in 2022, Storm Eunice tore our roof off resulting in almost 2 months of closure. Thankfully we have not experienced any such-like occurrences this year, and long may that continue.

I generally start my report with a summary of our financial situation, which overall, is still healthy. Whilst it was good to see the income from hirings showing an increase on the previous year, our costs also rose in a similar trend meaning overall we just about kept our head above the water. Unfortunately, our fundraising suffered due to the weather-related cancellation of the planned village fete in July. I know an awful lot of hours were put in by the planning group and, on behalf of the hall committee, we would like to publicly thank that small band of volunteers for their efforts. Although a new date of 29th June 2024 has been set for the village fete, this will only be realised if more residents come forward to assist with the planning and implementation. The old adage of *many hands make light work* definitely applies, so please, please respond to the appeal for volunteers. Your village fete needs you, now.

Regrettably, our traditional Christmas Dinner & Dance did not happen, primarily due to the lack of volunteers to organise the event. Let's hope it will return to our social calendar next year.

One event that did happen was the Christmas Craft Fare held on Saturday 25<sup>th</sup> November. Now in its 2nd year, and growing both in popularity and size, this years' event proved to be a resounding success from the minute the doors opened. The 30-odd stalls offered a wide variety of quality gift items to suit all tastes and budgets and our thanks go to Kerry Franklin and her colleagues for bringing this successful formula into our midst.

There were a couple of major cost items over the past twelve months that I should highlight. The first was the cost of our ongoing tree maintenance plan which we implemented as a result of the major survey undertaken in February last year following the impact of Storm Eunice, and that was just over £2k. The second was the acquisition and installation of a new set of Christmas lights around the outside of the hall which cost £2.4k.

Last year I announced our intention to resurface the entire car park due to the deterioration of the surface and to seek grants from external organisations to contribute towards the overall cost. I am pleased to report that 3 organisations have committed to funding almost 50% of the total project cost of £47k, and our thanks are given to Hughenden Parish Council, NW Chilterns Community Board, and the Bernard Sunley Foundation for their very generous contributions. It is hoped work will start on the car park within the next few weeks.

We also wish to record our thanks to Hughenden Parish Council for their support in funding the replacement multi-play unit in the children's playground. It is now hoped we can raise £6k to part-fund the replacing of both the swings and slide in the playground with the other £6k being match-funded by the village hall.

Next year we also have plans to replace our aging boiler and to replace all of the external doors, that combined, could cost around £25k. Both of these projects will only proceed if existing income levels remain buoyant as, unfortunately, we do not have a money tree on the estate.

As a community amenity, it is only right that we support other community organisations and one important way we do this is by discounting the hire fees for all community not-for-profit groups such as the Residents Association and the Allotments & Garden Association, who both enjoy below-cost hire fees. These losses are mostly offset by the income we gain from weekend party hirers. In addition, we support the community shop by only them charging a very modest monthly rental fee that saves them a considerable sum compared to other local corner-shop retailers.

Talking about hire fees, we had decided to hold our current hire rates for 2024 unless a significant change to our operating costs becomes apparent. Within a week or so of announcing this decision, the notification of a significant increase to our energy costs from January 1<sup>st</sup> was received and, no doubt, we will need to pass these higher costs on to our hirers very soon.

I would like to finish with a few thank you's to those people who have given so much time and effort during the year to ensure our village hall and grounds remain the envy of many other villages across the county.

Our intrepid band of volunteers who get together every week to maintain the conservation area on the bank beyond the football pitch under the guidance of our in-house nature specialist, namely John Moorby. Thank you to the village hall conservation group.

Thank you also to our cleaner Charlie Stallwood and to Bob Cook our property maintenance provider for their invaluable work over the past 12 months.

A special thank you to our bookings secretary, Kerry Franklin, who, apart from managing the on-line bookings systems, has spent many hours showing prospective hirers around the halls as well as posting regular updates on our website and social media pages. Thank you, Kerry.

Finally, this is a team effort and I would like to thank all of my colleagues on the hall management committee, especially my fellow officers Clive, Roland and Kerry, for their support and guidance over the year. We are all volunteers and together, we have achieved so much, thank you to all of the committee.

# Hughenden Valley Village Hall

## Profit & Loss Account

For the year ended 30th September 2023

	2022/23	2021/22 £
<b><u>Income</u></b>		
Grants & Donations	9,700.00	2,814.74
Fund raising	1,983.11	24,938.72
Other Income	4,809.15	
Bank Interest	643.29	47.08
Hire charges, hall & grounds	50,801.04	44,264.28
Castle Water Over-payment		3,055.99
<b>Total Income</b>	<b>67,936.59</b>	<b>75,120.81</b>
<b><u>Expenses</u></b>		
Lighting & Heating	7,230.85	8,797.13
Insurance	2,678.43	1,915.30
Water	2,139.77	5,780.16
Caretaker & Cleaning	9,461.43	9,084.94
Repairs & Decorating	4,459.16	46,729.36
Upkeep of grounds	9,604.06	9,734.62
Admin, Office consumables etc.	8,581.35	10,077.97
Legal, Professional & Bank Charges	60.00	4,373.00
Rates	690.36	707.60
HV Fete 23	3,559.90	
Miscellaneous	766.78	879.97
<b>Total Expenses</b>	<b>49,232.09</b>	<b>98,080.05</b>
<b>Profit / -Loss</b>	<b>18,704.50</b>	<b>-22,959.24</b>

### Notes

January 2023 - Castle Water submitted an invoice for the period ending 30th September 2022.

The invoice showed an over payment of £3055.99, hence the amended figures above.

In previous years the P&L Accounts have not included or shown data on Returnable Deposits.

This information 2022/3 is shown below

Returnable Deposits Received	14,700.00
Returnable Deposits Refunded	12,940.00

# Hughenden Valley Village Hall

## Balance Sheet

For the year ended 30th September 2023

	Notes	2022/23 £	2021/22 £
<b>Current Assets</b>			
Trade Debtors	1	2,430.59	897.80
Castle Water - Overpayment	2		3,055.99
CAF Bank Cash Account		18,240.77	86,490.00
CAF Bank Gold Account	3	71,116.81	8,009.77
HSBC Fund Raising Account		<u>100.00</u>	<u>100.00</u>
		91,888.17	98,553.56
<b>Current Liabilities</b>			
Trade Creditors	4	910.91	30,781.49
Returnable Deposits	5	4,500.00	
Other Liabilities & Accruals		<u>-</u>	<u>-</u>
		5,410.91	30,781.49
<b>Net Current Assets</b>		<u><b>86,477.26</b></u>	<u><b>67,772.07</b></u>
<b>Represented by Capital account</b>			
Balance at start of period		67,772.76	90,732.00
Net (loss)/ profit	6	18,704.50	-22,959.24
		<u>86,477.26</u>	<u>67,772.76</u>

### Notes

1. Mainly Regular users who are billed in arrears at the end the month with payment terms of 15 days
2. Amount overpaid in 2021/2 to Castle Water. not known at year end.
3. Includes £9,600 grant received from Hughenden Parish Council toward cost of resurfacing the Car park
4. Trade invoices are usually paid upon receipt.
5. Returnable Deposits, held to cover the cost of repair of hall property damaged by the hirer.
6. Profit shown under 2021/22, adjusted to account for the over payment to Castle Water - See P&L.