



2024 Annual General Meeting

Meeting Minutes – 13 January 2025

Present	Peter Gieler	Chairman (Acting), Trustee
	Roland Wales	Treasurer
	Jasper McGuire	Secretary (Acting)
	Paul Cooper	H.A.G
	Jenny Ing	Preschool
	Diana Gibbons	Valley Players, Trustee
	Stuart Gibbons	Resident
	Natalie Wilson-Jones	Booking Secretary
	Bob Cook	Maintenance
	Richard Adams	Resident & Tech
	Andrew Flint	H.A.G.A
	Bev Beveridge	Conservation Group
	Paul Woodford	HVRA
	Peter Cannon	HVRA
	Louise Jones	Village Shop
	John Pateman	Resident
	Jill Thompson	Village Shop

Welcome and Appologies

The AGM was opened by Peter Gieler at 19:30

Apologies from Sam Morris, Graham Hall and Graeme Card

Record of the minutes

The minutes of the 2023 AGM were accepted by the committee and all present

Chairman and Trustees Report 2024

Peter Gieler – Trustee and Acting Chairman

2024 has been a challenging year for the Management Committee and trustees. A changing of the guard. Through retirement we lost the services of our long time Chairman Michael Sole, Secretary Clive and Booking Secretary Kerry. The gulf left by Michael has been enormous and we knew that nobody could replace his hard work, dedication and enthusiasm, Michael had made it a full-time job and also had an embarrassing understanding of all the tasks required. We are enormously indebted to him. Thank you, Michael, and these words do not do justice to what he achieved.

Thank you, Clive, for your efforts and Kerry we miss your enthusiasm and hard work and are extremely grateful that you found and inducted Natalie as Bookings Secretary. Our new secretary Jasper has taken up the challenge and is making great headway. Our treasurer, Roland, continues to lead with enthusiasm and great accuracy. All members of both the management Committee and also the Trustees have been enthusiastic and devote as much time and effort as their personal circumstances allow. During the year we have encouraged both Bob and Natalie to attend the monthly meetings in a non-voting capacity in order to update the committee first hand and enable us to resolve any difficulties or problems.

We have unfortunately to report that we have found difficulties in recruiting new volunteers and this has meant severe curtailment of our programme of events. The lack of volunteers is a nationwide occurrence, and we need to attempt to reach further into our community. The current committee are aging, and we need new blood. We would welcome you. We would also encourage all regular hirers of the hall to attend and join the management committee. Currently we do not have any fund-raising projects which is obviously affecting our funds. Our income is from bookings which continue to grow but so are our overheads.

We have, in spite of the challenges, achieved a great deal. Our maintenance of the building has been professionally and superbly led by Bob Cook who has dealt with several projects during the year both minor and major, from refurbishing the men's toilets, replacing the boiler and outside lights to supervising the resurfacing of the Car Park. The latter was achieved with grants from the Bernard Sunley Foundation, Hughenden Parish Council and Northwest Chilterns Business Intelligence and Community Support. These grants covered 50% of the costs of nearly £50,000. A substantial outgoing of funds but essential.

Our Playground continues to thrive, and Lisa Thyer Jones led the project to successfully replace the swings supported by a generous grant for Prince Risborough Lions as well as our own reserves. Thank you both.

We have carried out the Health and Safety survey of the premises and have almost completed all the tasks required. This has been a huge undertaking, and we are very grateful to the assistance of Pat Beveridge, Michael Sole and Bob Cook amongst others. Maintenance continues to be a major occupation and in the coming months we shall have the hall curtains cleaned and fireproofed (part of the Health and Safety Review) as well as an EICR Safety check (this is checking all electricity on the premises. These checks come with a substantial cost but are necessary.

Throughout 2025 we shall strive to continue to improve our information systems and reach out further into the community. The Village Hall is a vital part of local community life and embracing more of the local population is essential if we are to maintain the Village Hall for future generations.

Secretary's Report

Jasper McGuire – Acting Secretary

I joined the Village Hall Committee after expressing my interest following the AGM and soon noticed there was a need for someone to record minutes. Since I type quickly, I stepped in as the acting Secretary and took on this responsibility. Clive, the outgoing Secretary, has been enormously helpful in guiding me through this transition and ensuring I understood my duties. I am very grateful for his support and mentorship.

One of the key responsibilities I assumed was working with our Treasurer, Roland, on the Charities Commission submission. It was something of a baptism of fire, but with Clive's guidance, I was able to gain the necessary insights and help ensure our documentation was successfully submitted.

We are currently in the final year of a three-year agreement for the Village Hall insurance, with premiums remaining the same as in previous years. Moving into 2025, a primary objective will be to secure new insurance coverage at a favourable rate.

During October and November, I engaged with the Princes Risborough Rotary Club regarding their generous donation toward the playground. We successfully received the funds and extend our heartfelt thanks for their support. A formal letter of appreciation will be sent to the Rotary Club, and we are collaborating with them to install a plaque as a token of our gratitude.

In December, in my capacity as choirmaster of the Hughenden Valley Village Shop Choir, I focused on organising Christmas events, including collaborating with Louise on the Christmas Lights at the Shop. Unfortunately, we had to cancel this due to Storm Darragh. Two other significant events where the choir would normally perform - Village Day and the Christmas Fete- also did not take place this year due to a shortage of volunteers. It is imperative that we secure additional support in 2025 to ensure important community events like these can proceed successfully.

It has been a pleasure to serve in this role and to collaborate with so many dedicated members of the Committee. Seeing firsthand how we can make a direct and positive impact on our local community has been incredibly rewarding. I encourage everyone to explore opportunities to get involved, whether by joining the Committee or volunteering to support our upcoming events in 2025.

Treasurer's Report

Roland Wales – Treasurer

See addendum for:

- Year-end Profit & Loss
- Year-end Balance Sheet
- 2023-2024 Monthly Summary

Hall Hire Income

Income from hall hire for 2023/24 was over £57,000, reflecting a 20% increase compared to the previous year.

The increase is due to the Hall's roof being repaired after the damage sustained the previous year.

Other Income

Other income, including fundraising, donations, and grants, was £1,000 lower than in 2022/23, totalling £19,000.

The decrease is because one of the grants for car park resurfacing (£9,600 from Hughenden Parish Council) was received in 2022/23, though the work was completed in 2023/24.

Funding the Car Park Resurfacing

The total cost of the car park resurfacing project was £51,240, funded as follows:

- £9,600 from Hughenden Parish Council
- £5,000 from The Bernard Sunley Foundation
- £7,028 from Bucks Council

The remaining £29,792 from committee reserves, set aside for projects of this kind.

Maintaining healthy reserves is essential to fund projects like this and others planned for 2025, which are expected to be costly.

Hall Running Costs

The day-to-day running costs, excluding the car park project, totaled £61,923, exceeding the income from hall hire and car park rental (£60,467) by £1,456.

This shortfall, coupled with anticipated increases in energy and other costs, has led the committee to approve a 5% increase in hall hire charges.

Audit of Accounts

The official financial year ends 30th September 2024.

The accounts are due for submission to the Charities Commission by July 2025, with the intention to submit them to auditors in March 2024, provided all relevant documents are received by then.

A Plea from the Treasurer

Regular Hall users are urged to:

- Include invoice numbers in the payment description to simplify tracking and reduce administrative time.
- Ensure the payment matches the invoice amount to avoid confusion.

Non-compliance increases the workload significantly and makes it harder to reconcile payments.

It also affects the Hall's ability to offer unused slots to others, impacting income potential.

Booking Secretary's Report

Natalie Wilson-Jones – Booking Secretary

I took over from Kerry in Feb 2024 and have loved doing this role. Kerry made the whole handover smooth as possible with a very detailed handover, I couldn't have done it without that.

At present there is one art group, 4 Pilates groups, 3 badminton groups, a drama club, photography, tai chi, Zumba, slimming world, jazzercise, antiques, midwife courses, dance classes. For the younger residents there is football club, toddler football, dance class and preschool. We have gained mum and baby sound baths and midwife courses. We have lost forever cycling, and the bucks art group due to lack of sign up.

We have also been able to accommodate one off hires for birthdays, baby showers, wakes, weddings and private rehearsals.

We have hosted local events this year, Burns night, art workshops, potter quiz, barn dance, photography exhibition, art exhibition, charity jazz night, yoga retreats and pantomime.

Next year we have the Potter Cup 01/03, valley players spring production 05/04, valley players murder mystery 17/05, art exhibition, Christmas fete

Election of the Committee

All rolled members of the committee intend to stand again for the same roles -

Peter Gieler as Chairman

- Proposed: Bob Cook
- Seconded: Diana Gibbons

Roland Wales as Treasurer

- Proposed: Diana Gibbons
- Seconded: Louise Jones

Jasper McGuire as Secretary

- Proposed: Andrew Flint
- Seconded: Bob Cook

No vote required.

All Trustees intend to continue:

- Peter Gieler, Trustee
- Diana Gibbons, Trustee
- Graeme Card, Trustee
- Steve Smith, Trustee
- Sam Morrison, Trustee

No vote required.

Existing members of the committee will also continue:

- Andrew Flint representing HAGA
- Bev Beveridge representing the Conservation Group
- Richard Adams (Resident and Technology)
- Graham Hall representing the Football Club
- Louise Jones representing the Shop
- Bob Cook who manages the hall and grounds facilities
- Natalie Wilson-Jones, the Booking Secretary, and
- Simon Keary (Hughenden Valley Parish Councillor) – advisory, non-functionary position

Questions and Any Other Business

Question posed by Jenny Ing

Previously, the Committee has specified that commercial users of the hall are not allowed to attend Committee meetings. How is the shop able to be present in committee meetings?

There appears to be a confusing contradiction in the Village Hall constitution. This will be reviewed by the Committee.

As it stands, all users including all commercial and non-profit organisations are welcome to the monthly Committee meeting

As long as the group declare vested interests, and withhold from voting on areas that directly impact them

Question posed by Peter Cannon

Why can't we see the AGM documents on the Village Hall website like we normally can?

There is a change in supplier involving a technical handover occurring which is underway.

Roland will send Peter the documents in email

Question posed by Paul Woodford

Can we tell hirers that if they don't pay their invoice within a certain period of time they will be charged a service charge?

We need to get tighter on breaches of terms for regular and casual hirers. Casual hirers do not always return the hall to a good state requiring more work by Natalie, Bob or the cleaner. The Committee will be looking at our Terms and Conditions from February.

Question posed by Paul Woodford

The Resident's Association is organising events this year for the village, e.g. family picnic and Potter Cup Quiz. We don't have a chairman, and we are losing road reps. How can we have assistance from the Village Hall Committee?

We are in the same boat with a lack of volunteers. We need people to help with areas such as fundraising and the Playground. The committee have committed to waving the hire fees for the halls that have been booked by the HVRA.

Peter suggested that as both committees meet in the first week of every month, which discourages attendance to both, could one of the committees move to the third week of the month? This will be raised by both committees.

Bob asked if both committees could be amalgamated?

Peter responded that each has similar and different purposes. We must work closer. We have a calendar that is going to help us not drop balls in 2025. This will be an agenda item for the HVVH Committee each month, and we can share it with the RA.

We also need to ensure trustees check pending payments, as the current process means we miss the authorisation window.

Question posed by Peter Cannon

Is the committee aware of the work to cut back the path that recently occurred?

Yes, it was done without our knowledge. As we understand, permission was granted by Hughenden Parish Council even though the path is on Village Hall ground and is owned by Buckinghamshire Council.

It is very concerning because it is a part of the Conservation Area, and could require remediation work.

Question posed by Louise Jones of the Shop

Why is the Football Club not listed on the Hire Rates provided by Roland?

This appears to be an omission; Roland will investigate it.

Meeting Closure

The meeting was closed at 8:30 by Peter Gieler.

Hughenden Valley Village Hall AGM 2025 meeting is proposed for the second Monday of January 2026

Year-end Profit & Loss

Profit & Loss Account - to date

For the year ending 30th September 2024

	2023/24 £	2022/23 £
<u>Income</u>		
Grants & Donations	12,949.93	9,700.00
Fund raising & Other Income	1,342.76	1,983.11
Special Events		4,809.15
Bank Interest	1,877.63	643.29
Hire charges, hall & grounds	60,468.25	50,833.04
	<u>76,638.57</u>	<u>67,968.59</u>
<u>Expenses</u>		
Lighting & Heating	7,853.31	7,230.85
Insurance	3,834.86	2,678.43
Water	2,640.31	2,139.77
Caretaker & Cleaning	8,020.02	9,461.43
Repairs & Decorating	7,370.28	4,459.16
Upkeep of grounds	72,432.91	9,604.06
Telephone, postage, stationery etc.	9,889.97	8,581.35
Legal, Professional & Bank Charges	172.74	60.00
Rates	733.25	690.36
Special Events		3,559.90
Miscellaneous	395.83	766.78
	<u>113,343.48</u>	<u>49,232.09</u>
Profit / -Loss	<u><u>-36,704.91</u></u>	<u><u>18,736.50</u></u>
Notes		
Returnable Deposits & Overpayments - Received	18,347.75	14,700.00
Returnable Deposits & Overpayments - Refunded	20,004.75	12,940.00

Year-end Balance Sheet



Balance Sheet - to date

For the year ended 30th September 2024

	Notes	2023/24 £	2022/23 £
Current Assets			
Trade Debtors	1	2,423.15	2,737.27
CAF Bank Cash Account		9,253.69	18,240.77
CAF Bank Gold Account		56,967.18	71,116.81
H58C Fund Raising Account		100.00	100.00
		<u>68,744.02</u>	<u>92,194.85</u>
Current Liabilities			
Trade Creditors	2	16,128.67	1,217.59
Returnable Deposits etc.	3	2,843.00	4,500.00
Other Liabilities & Accruals		-	-
		<u>18,971.67</u>	<u>5,717.59</u>
Net Current Assets		<u>49,772.35</u>	<u>86,477.26</u>
Represented by Capital account			
Balance at start of period		86,477.26	67,772.76
Net (loss)/ profit		-36,704.91	18,704.50
		<u>49,772.35</u>	<u>86,477.26</u>

Notes

1. Mainly Regular Hirers who are billed at the end of the month with payment terms of 15 days.
2. Trade Invoices are usually paid upon receipt.
3. Returnable Deposits, held to cover the cost of repair of hall property damaged by the hirer.

2023-2024 Monthly Summary

HV Village Hall - Income & Expenditure - Summary - 2023/24

Trading Income	Year												To Date
	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	
Large Hall	2,815.04	3,286.53	2,941.93	2,974.40	3,923.15	3,318.77	3,153.41	3,849.64	2,149.94	3,852.16	3,477.92	2,847.99	38,590.88
Small Hall	1,524.55	1,708.79	2,022.81	1,799.77	683.75	1,954.32	2,287.59	1,303.92	1,577.45	1,789.47	1,509.96	655.00	18,817.37
Rent - Car Park etc.	255.00	255.00	255.00	255.00	255.00	255.00	255.00	255.00	255.00	255.00	255.00	255.00	3,060.00
Grants & Donations			100.00				100.00						12,949.93
Fund Raising Events etc	647.60	100.00	44.74	37.27	51.80	30.67	40.09	49.79	82.27	150.00	50.67	57.86	1,342.76
Bank Interest			512.09			526.62			524.61			314.31	1,877.63
Total Trading Income	5,242.19	5,350.32	5,876.57	5,066.44	4,913.70	6,081.38	5,836.09	5,458.35	4,589.27	6,046.63	17,322.06	4,851.57	76,638.57

Trading Expenditure													To Date
	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	
Rates	71.00	71.00	71.00	71.00			74.25	75.00	75.00	75.00	75.00	75.00	733.25
Water	306.68	181.26	183.16	159.04	164.12	74.86	148.69	150.61	403.74	484.99	355.97	77.19	2,640.31
Electricity & Gas	357.80	759.10	854.09	937.90	928.94	904.88	768.17	495.02	401.75	483.42	466.51	495.73	7,853.31
Insurance	258.16	258.16	1,505.16	258.16	258.16	258.16	258.16	258.16	258.16	861.46	782.00	475.58	8,020.02
Cleaning, Waste Disposal etc.	1,051.96	672.32	110.07	512.68	913.63	527.57	722.75	882.18	524.42	2,736.90	121.49	613.85	7,370.28
Hall Maintenance	390.77	339.19	383.30	797.48	188.40	688.07	397.89	403.55	309.39	2,736.90	121.49	613.85	7,370.28
Grounds Maintenance	235.44	4,410.00	75.00	55.44		212.00	152.00	215.88	52,220.00	399.00	11,916.79	2,541.36	72,432.91
Office, Phone etc.	875.93	1,238.23	1,013.46	756.93	542.93	735.94	687.56	670.51	690.77	1,295.28	691.66	690.77	9,889.97
Bank & Professional Charges	5.00	116.99	5.75	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	172.74
General Expenditure	189.65	81.18									125.00		395.83
Total Trading Expenditure	3,741.79	8,127.43	4,700.99	3,593.63	3,001.18	3,400.48	3,214.47	3,155.91	54,888.23	6,331.05	14,539.42	5,188.90	113,343.48

Trading Surplus/Deficit	1,500.40	-2,777.11	1,675.58	1,512.81	1,912.52	2,684.90	2,621.62	2,302.44	-50,298.96	-284.42	2,782.64	-337.33	-36,704.91
Returnable Deposits & Overpayments													
Outstanding B/F	4,500.00	4,558.50	3,808.50	3,838.50	4,000.00	5,067.25	4,950.00	5,713.00	4,850.00	4,550.00	3,950.00	4,250.00	
Received	1,658.50	500.00	1,130.00	2,881.00	2,067.25	1,400.00	2,883.00	900.00	695.00	800.00	1,800.00	1,643.00	18,347.75
Refunded	1,600.00	1,250.00	1,100.00	2,779.50	1,000.00	1,517.25	2,100.00	1,763.00	995.00	1,400.00	1,500.00	3,050.00	20,004.75
Balance Outstanding	4,558.50	3,808.50	3,838.50	4,000.00	5,067.25	4,950.00	5,713.00	4,850.00	4,550.00	3,950.00	4,250.00	2,843.00	

Banking													Total
	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	
Cash a/c	8,090.29	6,302.08	7,213.31	9,782.07	12,265.60	13,897.82	9,815.17	10,935.72	60,885.70	4,275.89	9,445.06	9,253.69	
Reserve a/c	83,116.81	83,116.81	83,524.18	83,624.18	83,624.18	84,145.40	91,145.40	91,145.40	41,660.15	46,660.15	56,660.15	56,967.18	
HSBC Fund	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	
Closing Bank Balance	91,307.10	89,518.89	90,937.49	93,506.25	95,988.78	98,143.22	101,060.57	102,181.12	102,645.85	51,036.04	66,205.21	66,320.87	