



Welborne Village Hall
Registered Charity (no 1086084)

Minutes for the Annual General Meeting for Welborne Village Hall Trust

15 April 2024, 7.00pm at Welborne Village Hall

Present: Trustees: Kevin Rumsey (Chair), Lesley Webb, Tina Redshaw, Sue Lishman. Also present: Mike Webb (Treasurer), Alex Pollard of Pollard Media and four members of the community

Item 1: Welcome and apologies: Apologies were received from Nick Grant and Tracey Palmer. KR welcomed everyone to the meeting

Item 2: Minutes of the last AGM on 3 April 2023 These were agreed by everyone and signed by KR.

Item 3: Matters arising from the minutes – none

Item 4: Annual Report and Financial Statements

Chair's Report

KR summarised the objectives of the Charity which are to maintain the village hall for use by the wider community, to provide recreation and leisure activities by putting on a programme of events and facilitating others to make use of the hall, with the aim of improving the quality of life for local people.

KR thanked the new Trustees for their hard work during 2023 and welcomed Nick Grant as a recently joined Trustee

Events 2023 and future events/Village Hall bookings

Lettings had increased and included several regular bookings. The key safe, installed by the previous Chair is working well. Rates for the booking of the hall have been increased slightly to cover the increase in the running costs of the hall.

Several events have been held during the year including a coffee morning, and two quiz and supper events. KR expressed his thanks to Andy Maule, the previous chair for organising the Friday film nights for several years. Andy had recently stepped down from this role. It was noted that numbers had not picked up post pandemic. The Christmas Fair had been a good fund raising and social event. All Saints Church had held a very enjoyable harvest lunch in the hall.

The biennial Beer Festival will take place this year on Saturday 13 July.

KR thanked Helen Toser who had stepped down as a Trustee during the year.

A play area for children is planned. This project is being led by TR. A planning application has been made to South Norfolk District Council, following which, an application for funding will be made to 'Awards for All'.

KR noted that the Charity's funds were currently in a healthy position. The Beer Festival should make a significant contribution.

Financial Report

MW began by emphasising the fact that it is the Trustees who are responsible for the finances of the Charity.

Many banks are now applying charges to charitable organisations. A decision had therefore been made to move from HSBC to the Co-op bank which does not apply charges.

The Trust currently has £25,000 in the bank – most of which was received in the form of grants from the Government and District Council during the pandemic. Trust funds had also benefitted from the increase in interest rates. Lettings had increased as had the income from this activity.

MW emphasised the need for the Trustees to keep the above sum under review as the Charity Commission's view is that Charities should have good reason for holding significant reserves. It was suggested that a high level of balances was needed because the potential cost of repairs to the listed building would be high. MW said that, whilst that might be true, the Trustees needed to formally agree the level of reserves required.

MW mentioned the increase in the cost of running the hall and recommended that the estimate of annual fixed costs is revised up from £3,500 to £4,000. There had been a relatively high charge for servicing and replacing fire extinguishers during 2023 as Chubb had mistakenly cancelled the Charity's contract during the pandemic.

MW referred to the sum of approximately £75,000 specified in the Net Assets of the Charity and clarified that this sum is not the value of the building but represents expenditure on building work over time. He suggested that, from next year, the accounts should also include a note of the estimated rebuild cost which is required for insurance purposes, currently £746,405.

While the charge by the accountants to examine the accounts may seem high, Trustees have previously agreed on the importance of independent scrutiny of the accounts and of the work of the Treasurer.

Item 5 Trust retirements and appointment of officers

KR thanked Helen Toser who had stepped down as a Trustee during the year. Nick Grant was formally appointed as a Trustee

Item 6 Any other business

KR introduced Alex Pollard of Pollard Media. AP explained that he had come to the meeting to answer any queries from the Trustees.

MW raised the issue of the archive on the original website including the photo gallery which appears to have been largely lost and which documents the history of past events including the Arts Festival. AP briefly explained the issues relating to the transfer of the archive to the new site. However, AP suggested that the information from the old website including the photos could be transferred to the new website and the old website closed.

There would be a one-off charge for this work. AP will submit an estimate for the time and cost of this work by the end of April. Once this is agreed, AP estimated that the work should be completed by the end of May.

AP suggested that the maintenance work for the website including meetings over the year, could be paid for either via an annual contract or on an as and when basis. AP will also cost the work required to transfer the Welborne1 archive to the new website.

KR thanked AP for attending the AGM. KR also thanked TP for her work on the website and social media.

Signed by Chair.....

Date.....

(These minutes are being made available on the Welborne Village Hall website prior to their formal review and acceptance at the next AGM in 2025)