

COLN VALLEY VILLAGE HALL

Notice of CVVH Trust AGM

To take place on Thursday 20th September 2018 at 6pm at the Hall

Agenda

1. Minutes of the last meeting and actions arising.
2. Report from Chairman of the Management Committee on the year's activities.
3. Report from Treasurer (or, in her absence, from the Chairman) on the accounts to 30.6.2018.
4. To note the re-appointment of Matthew Bradley and Edmund Penning-Rowell as Temporary Trustees (being Chairman and Secretary respectively of the Management Committee).
5. Election of Management Committee*.
6. Appointment of reviewer of the accounts for 2018/2019.
7. AOB

* **NB: Anyone wishing to put their name forward for election to the management committee should do so by e-mail to matthew@bradleys.me before the 13th September 2018.**

COLN VALLEY VILLAGE HALL

Minutes of CVVH Trust AGM

DRAFT

Thursday 26th October 2017 at 12 noon at the Hall

<i>Agenda item</i>	<i>Minute</i>
1. Apologies	Wendy James
2. Report from the Chair of the Management Committee	The report recorded another successful year for the Hall. It was presented, discussed and then accepted unanimously. Nicky Talbot Rice who thanked Matthew Bradley for his work over the last year.
3. Report from the Treasurer (or, in her absence, the Chair)	The accounts show a healthy surplus for the year. Items agreed were: <ol style="list-style-type: none"> 1. It was agreed that the Management Committee should decide on rates for the coming year, with a steer from the Trustees to increase the differential between valley and out-of-valley events. 2. £5000 should be transferred from the current account to the sinking-fund account.
4. To note the appointment of Nick Dummett, Matthew Bradley and Edmund Penning-Rowell as Temporary Trustees.	Proposed by Nicky Talbot Rice, seconded by Mark Henriques, and passed unanimously.
5. Election of Management Committee	Election of the whole existing Committee was proposed by Matthew Bradley, seconded by Nicky Talbot Rice and passed unanimously. Matthew Bradley thanked the Committee members for their work over the last year.
6. Appointment of reviewer of the accounts for 2017-18.	The appointment of Howard Burdett was agreed.
7. AoB	<ol style="list-style-type: none"> 1. A check should be made of the terms and conditions of the Hall's insurance policy, including the sum insured. 2. Out-of-Valley users of the Hall would continued to be accepted, with due discretion, including the weddings anticipated for 2018 and 2019.

The summer barbeque
at the Hall: 17th June
2017



DRAFT
Annual Report to the Trustees
For the period 1/07/2017 to 30/06/2018

Section A. Reference and administrative details.

Charity name:	Coln Valley Village Hall
Registered charity number:	301509
Principal address:	Pigeon House, Coln Rogers, Cheltenham, GL54 3JY
Names of the charity trustees:	
Nicholas Talbot Rice.	Chairman of Trustees
Mark Henriques	
Edmund Penning Rowsell	Secretary Management Committee
Matthew Bradley	Chairman Management Committee
Nicholas Dummett	Additional Trustee

The above Trustees all served for the full year. Details of how they are appointed are given below.

Section B. Structure, Governance and Management

The charity is a Trust established under a Trust Deed dated 3rd May 1948.

Two of the trustees, Nicholas Talbot Rice and Mark Henriques, are Permanent Trustees appointed by the Talbot Rice and Henriques families respectively. These families donated the site and original building. Were either to step down then their successors would be appointed by a majority vote of the remaining trustees. Nicholas Dummett, the Chairman and the Secretary of the Management Committee are all three Temporary Trustees and are elected annually by the residents at the Trust AGM.

The village hall and site are held in trust in perpetuity for the benefit of the residents of the Parishes of Coln St Dennis (which also includes Coln Rogers, Calcot and Fossebridge) and Winson. The Trustees have overall responsibility for the management of the charity and take all key decisions. The Trustees have delegated day to day management of the village hall to the management committee. The trustees receive regular reports from the management committee and hold the committee to account. The trustees report to the residents at the AGM on the performance of the charity.

The Trust Deed allows a management committee of up to 14 members who stand for election each year at the trust AGM and are elected by a majority of the residents attending the AGM. During the year there were up to 8 members on the management committee.

The Chairman and Secretary of the Management Committee are nominated from among the elected management committee members and are then elected by a majority of the residents at the Trust AGM.

The following have been Members of the Committee for part or all of the year:

Name	Village	Notes
Matthew Bradley	Coln St Dennis	Chairman
Orla Hall	Coln St Dennis	
Wendy James	Calcot	Treasurer
Chrissy Mitchell	Calcot	
Simon Oakley	Calcot	notified in June 2017 his intention to stand down at the end of 2017
Edmund Penning-RowSELL	Coln Rogers	Secretary
Jacky Penning-RowSELL	Coln Rogers	
Martin Phillipson	Calcot	

Section C. Objectives and Activities

a) Summary of objectives:

To establish and maintain a village hall for the benefit in perpetuity of the residents of Coln St Dennis and Winson parishes to enable them to enjoy social, recreational and educational activities. The Hall will aim to meet its annual running costs by 1. hosting social events for the Valley and 2. charging for private hire of the Hall, where possible limiting these Hires to within the Valley.

b) The main activities in the year.

The principal activity during the year was the running of the Hall as a going concern. The 2017/2018 year was the third full financial year of Hall operations.

A wide variety of activities took place in the Hall during the course of the year, including:

- Valley Quiz Evening
- Summer BBQ
- Christmas Drinks and Raffle evening
- Private hire bookings
- Macmillan Coffee Morning
- Gigaclear Q&A evening

- Thrice-weekly Yoga classes
- Weekly Pilates classes
- Village Hall Management Committee meetings
- CVVH Trust Meeting
- Parish Council meetings
- Winson Parish AGM
- Litter pick and working party
- Animal Blessing Service

c) Additional details: Contribution made by volunteers.

The activities of the management of the village hall are largely carried out by the volunteer members of the Management Committee. From time to time events (eg the Quiz evening) are organised by volunteers from outside of the Committee.

Section D. Financial Review.

a) Brief statement on Management Accounts Income.

Income for the year was as follows:

	Valley Hires	Yoga Classes	Non-valley hires	Social or fundraising	Feed-in Tariff	Pilates (net)	Total
Subtotal	£1175.00	£1965.00	£0	£1,538.83	£506.60	£623.00	£5,808.43
As %	20%	34%	0%	26%	9%	11%	

b) Brief statement on Management Accounts Running Costs.

Running costs for the year (and the costs which would be expected to recur annually into the future) were **£2,922.25**, which DOES NOT INCLUDE any contribution to the Maintenance Sinking Fund.

c) Brief statement on Reserves and Maintenance Sinking fund as at Year End.

Cash reserves are held in two separate bank accounts:

1. a Current Account of £8,698
2. a Maintenance Sinking Fund on Deposit of £10,012

d) Comparison against 2016/2017 Financial year

The Management Accounts for 2016/2017 showed:

- Income of £6,490
- Costs of £3,394
- Cash held of circa £17,000 total

e) Explanation of Management Accounts vs Reviewed Accounts

The Management Accounts differ from the Reviewed Accounts as they each treat certain costs differently. For instance the Management Accounts Running Costs disregard certain items of capital expenditure which would not be expected to recur annually (eg installing a new noticeboard), whereas the Reviewed Accounts include those as a cost. The Management Accounts are used for the day-to-day running of the Hall, whereas the Reviewed Accounts are prepared annually in a format suited to presentation to the Charity Commission.

f) A summary of the Reviewed Accounts is found at the end of this Report.

Section E. Declaration

The trustees declare that they have approved the above report and accounts (as amended) at the AGM on 20th September 2018.

Signed by:
Matthew Bradley
25 September 2018

**Coln Valley Village Hall
Receipts and Payments Accounts**

	Year Ended 30th June 2018 £
Income	
Income from local activities	1,126
Income from operations	5,452
Other income	538
Total Income	7,116
Expenses	
Cost of local activities	291
Operating costs	1,980
Administrative costs	3,157
Donations to 3rd party charities	246
Total Expenses	5,674
Net Surplus	1,442

**Coln Valley Village Hall
Statement of Assets and Liabilities**

	£
Assets	
Cash at bank	18,710
Money owed to CVVH	0
Value of building (total building cost at completion)	187,436
Total Assets	206,146
Liabilities	
Money owed by CVVH to others	166
Total Liabilities	166

**Coln Valley Village Hall
Receipts and Payments Accounts**

	£
Bank balance at 30th June 2017	
Account no: 23939359	12,155
Account no: 93899616	<u>5,000</u>
Total cash at bank	17,155
less: Costs booked 2016/17 but paid 2017/18	53
Income booked 2016/17 but received 2017/18	0
	 <u>17,102</u>
Cumulative surplus b/fwd as at 30th June 2017	17,102
Surplus for y/e 30th June 2018	1,442
Money owed by CVVH to others	166
Money owed to CVVH	0
	 <u>18,710</u>
Cumulative surplus c/fwd as at 30th June 2018	18,710
Bank balance at 30th June 2018	
Account no: 23939359	8,698
Account no: 93899616	<u>10,012</u>
Total cash at bank	18,710