

# COLN VALLEY VILLAGE HALL

## Notice of CVVH Trust AGM

To take place on Thursday 10th October 2019 at 6.30 pm 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 30.6.2019.
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 2019/2020.
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](mailto:matthew@bradleys.me) before the 26<sup>th</sup> September 2019.**



# **COLN VALLEY VILLAGE HALL**

## **Minutes of CVVH Trust AGM**

Thursday 20<sup>th</sup> September 2018 at 18.00 at the Hall

<b><i>Agenda item</i></b>	<b><i>Minute</i></b>
1. Apologies	Wendy James; Chrissy Mitchell
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 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. The Trustees will consider the question of a grant to the Parish Council for enhancing the carparking area at Calcott. Nick Dummett would forward the accounts to the Charities Commission.
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 Maggie Cowie to the Management Committee was agreed. Election of the whole existing Committee was proposed by Matthew Bradley, seconded by Mark Henriques and passed unanimously. Matthew Bradley thanked the Committee members for their work over the last year.
6. Appointment of reviewer of the accounts for 2018-19.	The appointment of Howard Burdett was agreed.
7. AoB	<ol style="list-style-type: none"> <li>1. One complaint about noise at one event during the year was discussed. It was agreed that no action would be taken.</li> <li>2. The "Thankful Village" event was discussed. The Trustees indicated that it was for the Management Committee to decide on catering arrangements.</li> </ol>

**DRAFT**  
**Annual Report to the Trustees**  
**For the period 1/07/2018 to 30/06/2019**

**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 3<sup>rd</sup> 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:

<b>Name</b>	<b>Village</b>	<b>Notes</b>
Matthew Bradley	Coln St Dennis	Chairman
Orla Hall	Coln St Dennis	
Wendy James	Calcot	Treasurer
Chrissy Mitchell	Calcot	
Edmund Penning-RowSELL	Coln Rogers	Secretary
Jacky Penning-RowSELL	Coln Rogers	
Martin Phillipson	Calcot	
Maggie Cowie	Winson	co-opted September 2018

### **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 2018/2019 year was the fourth 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 October 2018 (£602 raised, shared 50:50 between the Hall and the Valley Churches)
- Summer BBQ June 2019 (£170 raised for Maggie's Cancer Caring Centre Cheltenham)
- Christmas Drinks and Raffle evening December 2018 (£150 raised for Hall)
- Nearly-new sale March 2019 (over £1,100 raised for Coln Valley Churches, surplus clothes to CHYP and WI)

- Macmillan Coffee Morning Oct 2018 (nearly £250 raised for Macmillan)
- Litter pick and working party March 2019 (2nd prize of £300 goes to Litter Pick)
- Remembrance and Thankful Village event
- Private hire bookings
- “Staying Secure in the Digital Age” talk
- Thrice-weekly Yoga classes
- Weekly Pilates classes
- Village Hall Management Committee meetings
- CVVH Trust Meeting
- Parish Council meetings
- Polling Station
- Winson Parish AGM
- Chedworth Singers’ AGM
- Calcot Village Meetings
- Animal Blessing Service

Matthew analysed the first six months of 2019, counting up the number of uses of the Hall across approximately 180 days; on average the Hall was in use every other day.

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 inc. BBQ	Feed-in Tariff	Pilates (net)	<b>Total</b>
Subtotal	£487.50	£1,530.00	£1,399.99	£1,297.69	£517.29	£334.00	<b>£5,566.47</b>
As %	9%*	28%	25%	23%	9%	6%	

\* this includes £250 paid as Hire Charges by CDC for multiple uses as a Polling Station; if this is disregarded then the Valley Hire % falls to 4%.

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 **£3,234.759**, 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 £11,100
2. a Maintenance Sinking Fund on Deposit of £10,032

d) Comparison against 2017/2018 Financial year

The Management Accounts for 2017/2018 showed:

- Income of £5,808
- Costs of £2,922
- Cash held of circa £18,710 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 at the AGM on 10th October 2019.

Signed by:

*Matthew Bradley*

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

	Year Ended 30th June 2019 £
<b>Income</b>	
Income from local activities	1,122
Income from operations	5,711
Other income	713
<b>Total Income</b>	<b>7,546</b>
<b>Expenses</b>	
Cost of local activities	336
Operating costs	1,980
Administrative costs	2,965
<b>Total Expenses</b>	<b>5,281</b>
<b>Net Surplus</b>	<b>2,265</b>

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

	£
<b>Assets</b>	
Cash at bank	21,131
Money owed to CVVH	0
Value of building (total building cost at completion)	187,436
<b>Total Assets</b>	<b>208,567</b>
<b>Liabilities</b>	
Money owed by CVVH to others	322
<b>Total Liabilities</b>	<b>322</b>

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

	£
<b>Bank balance at 30th June 2018</b>	
Account no: 23939359	8,698
Account no: 93899616	<u>10,012</u>
<b>Total cash at bank</b>	<b>18,710</b>
less: Costs booked 2017/18 but paid 2018/19	166
Income booked 2017/18 but received 2018/19	0
	<u>18,544</u>
<b>Cumulative surplus b/fwd as at 30th June 2018</b>	<b>18,544</b>
Surplus for y/e 30th June 2018	2,265
Money owed by CVVH to others	322
Money owed to CVVH by others	0
	<u>21,131</u>
<b>Cumulative surplus c/fwd as at 30th June 2019</b>	<b>21,131</b>
<b>Bank balance at 30th June 2019</b>	
Account no: 23939359	11,100
Account no: 93899616	<u>10,032</u>
<b>Total cash at bank</b>	<b>21,131</b>



**To: The Trustees of the Coln Valley Village Hall**

**Grant to Coln St Dennis Parish Council**

Coln St Dennis Parish Council have decided to restore the land which runs from the bottom of Calcot to the river – Calcot Common. This involves infilling the car parking space, improving the drainage and returning the whole area to grass. The Parish Council do not have the funds to undertake this work and have asked the Village Hall to consider a grant of up to £5000 to help achieve the restoration and measures to ameliorate the parking problems in Calcot.

The Village Hall Management Committee supports the project which is to create space for the enjoyment and recreation of the residents of the Coln Valley. The Village Hall has funds in excess of its current and immediate future needs including contingencies and the maintenance sinking fund. The Management Committee therefore supports making a one-off grant of up to £5000 to Coln St Dennis Parish Council for this purpose only. The money would be released on receipt of a valid quotation for work and/or materials from a 3rd party contractor or supplier. This note seeks the approval of the Coln Valley Village Hall Trustees to making this Grant.

Matthew Bradley  
Chair of Village Hall Management Committee.  
30th September 2019

# COLN VALLEY VILLAGE HALL

## Minutes of CVVH Trust AGM

Thursday 10<sup>th</sup> October 2019 at 18.30 at the Hall

**Attendance:** Nicky Talbot Rice; Nick Dummett; Mark Henriques; Edmund Penning-Rowsell; Martin Phillipson; Wendy James; Virginia Stourton; Jacky Penning-Rowsell.

<i>Agenda item</i>	<i>Minute</i>
1. Apologies	Chrissy Mitchell
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. Since this was to be Matthew Bradley's last AGM Nicky Talbot Rice thanked Matthew Bradley for his work over the last year and for all his time as Chairman.
3. Report from the Treasurer (or, in her absence, the Chair)	The accounts show a healthy surplus for the year. Nick Dummett would forward the accounts to the Charities Commission.
4. To note the appointment of Nick Dummett and Edmund Penning-Rowsell as Temporary Trustees.	Proposed by Nicky Talbot Rice, seconded by Mark Henriques, and passed unanimously.
5. Election of Management Committee	Election of the whole of the existing Committee was proposed by Nick Dummett seconded by Matthew Bradley and passed unanimously. Matthew Bradley thanked the Committee members for their work over the last year.
6. Appointment of reviewer of the accounts for 2019-20.	The appointment of Howard Burdett was agreed.
7. AoB	The AGM considered the question of a grant to the Parish Council for enhancing the Village Green and Common at Calcot. Following discussion this was agreed (By vote: 3 in favour; none against; 5 abstentions).