



**THE TWENTY SIXTH ANNUAL GENERAL MEETING
OF TODDINGTON VILLAGE HALL ASSOCIATION
TO BE HELD IN THE HALL AT 20.00 ON WEDNESDAY 16 NOVEMBER 2016.**

Light refreshments will be available from 19.30

All inhabitants of the Parish of Toddington who are eighteen years old and over are entitled to attend and vote at the Meeting.

Resolutions or recommendations about the management of the Hall, or issues for discussion under "Any Other Business" should be submitted to the Hon. Secretary *in writing* by the same date.

AGENDA

1. Welcome by the Chairman
2. Apologies for absence
3. Approval of the Minutes of the Twenty Fifth Annual General Meeting of Toddington Village Hall Association (held on 25 November 2015) and matters arising
4. Presentation of Annual Report by the Chairman
5. Presentation of Financial Statement by the Hon. Treasurer
6. Election of Members of the Association for 2016/2017
7. Confirmation of Representative Members for 2016/2017
8. Consideration of resolutions or recommendations
9. Any other business (*The Chairman has the discretion to disallow or limit discussion of items which are inappropriate to the Annual General Meeting or substantial issues which have been raised without notice*).
10. Chairman's remarks and closure of the Meeting.

MINUTES OF THE TWENTY FIFTH ANNUAL GENERAL MEETING OF THE ASSOCIATION

HELD IN TODDINGTON VILLAGE HALL ON WEDNESDAY 25 NOVEMBER 2015 AT 20.00.

Coffee and biscuits, served by the Committee, were available from 19 30.

PRESENT

2014-15 Committee Members: Jim Roughley (Chairman); Dee Curtis (Acting Secretary); Gill Burns; Doug Dix; and Harvey Silver.
Melanie Parker (Acting Treasurer) and 15 members of the public.

1. WELCOME

Doug Dix welcomed everyone to the Meeting and outlined the emergency evacuation procedures. He explained that Section 11 of the Association's governing document required the current Chairman (or, in his absence, the Vice-Chairman) to chair the Meeting. The former had asked not to do so, and the latter was absent, and the Committee had therefore nominated Doug to take the chair. Doug explained his qualifications for the role and obtained the approval of those present to continue. He confirmed that the requirements of the governing document had all been adhered to, and drew attention to the package of information (including the 2015 AGM Minutes and the Financial Statement) which had been distributed to those attending.

2. APOLOGIES FOR ABSENCE

Received from Patrick Burns and Jacqui Williams.

3. APPROVAL OF THE MINUTES OF 24TH ANNUAL GENERAL MEETING HELD ON 6 NOVEMBER 2014

It was agreed the reference in section 8 to "the County Council" should be changed to "Central Bedfordshire Council, and that the Minutes could then be signed as a correct record. There were no Matters Arising.

4. CHAIRMAN'S REPORT

Jim Roughley reported that the year had been turbulent at times and with many changes to the committee. Repair work had been done to the Hall including the front door; roof tiles; the toilets; and sunken paving. New curtains had been provided for the main hall and stage and a new window blind fitted in the kitchen. Bollards had been fitted to replace the car park barrier, and had been used to reduce anti-social behaviour. A risk assessment had highlighted concerns over use of the car park for the "school runs", and further action was under consideration.

He thanked all members of the committee for their commitment; Gill Burns for keeping things going; Melanie Parker for standing in as Treasurer; and Avril Clark for all her work as Bookings Secretary.

5. FINANCIAL STATEMENT

Doug reported that three people had acted as Treasurer during the year, which had made things somewhat disjointed. Melanie Parker (Acting Treasurer) had prepared the end of year accounts, with some difficulty. The Report from the Independent Examiner, Catherine Bianco, showed that (in spite of their joint attempts) a bank reconciliation had not been achieved, resulting in a difference of £208. As a consequence her Report, which was made available to those present, included several recommendations for improvement. Doug expressed his appreciation of the time and effort the two had expended.

Questions raised from the floor covered

- an apparent lack of available signatories to the account (the new Committee would rectify)
- a suggestion that reconciliation of the accounts should be a priority (noted and agreed)
- the whereabouts of bank statements which had been sent to the wrong address (the Committee would investigate)
- the nature of "special deposits" (taken from hirers as a precaution against loss or damage)

6. ELECTION OF MEMBERS FOR 2015/16

Doug explained the procedure for the election and appointment of members, as laid down by the governing document and the Charity Commission, and confirmed that the proper processes had been followed in respect of all applicants.

Three residents had made enquiries about standing for election, but no nominations had resulted. Members of the previous committee had decided not to offer themselves for re-election.

7. APPOINTMENT OF REPRESENTATIVE MEMBERS FOR 2015/16

Information and invitations had been sent to 31 local organisations. Only four had made nominations

- Doug Dix (Toddingtong 41 Club)
- Rod Heal (Toddingtong Carpet Bowls Club)
- David Millen (Toddingtong Parish Council)
- Glynis Wragg (Toddingtong U3A)

The nominees were duly appointed. A nomination for Dee Curtis (Toddingtong Wives) was expected, and would be confirmed in course.

8. RESOLUTIONS OR RECOMMENDATIONS

None received prior to the Meeting.

9. ANY OTHER BUSINESS

Tom Chevalier

- requested that a full annual report be published, and made available online or as a paper copy. Doug agreed to do what was necessary.
- had written to the committee last year but had not received a satisfactory reply to the matters raised. Doug apologised for the omission, which had occurred prior to his appointment, and said that the letter would be reviewed.
- had been confused by the publicity for the Meeting, the time for which had been shown incorrectly on the Association's website. Doug replied that this had been beyond his control, but that the leaflet drop throughout the village, the notice in the Toddingtong & District Newsletter, and the many posters around the village had shown the correct time. Roy Baker said he had helped distribute the leaflets and he thought the publicity had been excellent.

Bob Hughes (BRCC) suggested that the matter of account signatories should be corrected as soon as possible, as this was often a protracted process. Doug agreed that it would be a matter of priority for the new Committee.

Gill Whitfield asked if a list of Committee Members could be displayed at the Hall for public information, together with the Minutes of TVHA meetings. Doug said he would recommend to the new Committee that this be implemented. The timing of meetings meant that Minutes would initially need to be published in draft, to avoid long waits for approved Minutes.

10. CHAIRMAN'S CLOSING REMARKS

Doug thanked everyone for their attendance and participation, and affirmed his intention that the Association would try to do everything properly in the future. He closed the Meeting at 20.22, amid expressions of support from those present.

FINANCIAL STATEMENT

for the year ended 30 September 2016



Numbers annotated in brackets relate to the notes on the following page

RECEIPTS	30.09.15		30.09.16	
(1) Hire fees:				
Individual	6401.51		7416.60	
Regular	12788.31	19189.82	14144.20	21560.80
(2) Sundry income		9.00		6515.14
(3) Interest on investments		112.38		118.17
(4) Rent		939.50		900.00
(5) Special deposits taken		50.00		350.00
TOTAL RECEIPTS		20300.70		29444.11

PAYMENTS	30.09.15		30.09.16	
(6) Furniture, furnishings and equipment		2843.22		2455.96
Operating Expenses		14217.25		20949.79
(7) Consumables	513.43		991.48	
(8) Heat, light and water	3915.55		5301.26	
(9) Insurance and licences	2580.47		2296.72	
(10) Miscellaneous	1084.25		508.71	
Professional fees and expenses			360.00	
Stationery and postage	280.64		80.30	
(11) Telephone and voicemail charges	482.60		647.59	
(12) Wages and NI contributions	4250.85		8786.28	
Waste disposal	1098.66		1901.50	
Website hosting	10.80		75.95	
(13) Repairs, construction and maintenance		5588.41		8081.21
(5) Special deposits returned		427.94		400.00
TOTAL PAYMENTS		23076.82		31886.96

BALANCE OF FUNDS	30.09.15	30.09.16
Brought forward from previous year	36634.22	33858.10
Net receipts and payments for current year	-2776.12	-2442.85
Carried forward to next year (14)	33858.10	31415.25

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 30 SEPTEMBER 2016

1. Hire Fees - simplified and reduced tariffs were introduced from 1 April 2016.
2. Sundry Income - £6354.08 (Insurance Payment Refund); £125.00 (Santander Bank Credit).
3. Interest on Investments - Business Deposit Account.
4. Rent is received from Toddington Parish Council (*see FIXED ASSETS below*)
5. Special deposits - taken from hirers as a surety against damage etc. and returnable within 28 days of the completion of hire.
6. The amount relates primarily to the purchase of replacement and additional hall curtains.
7. The majority of this amount relates to janitorial supplies, most of which are purchased in bulk at preferential rates through Herts Fullstop (a County educational supplies service).
8. Heat, light and water - Gas £2,465.70; EON £1,598.40; Water £1,237.16.
9. Insurance and licences - premiums and fees cover
 - premises; contents; and public and other liability insurance (Aviva - Village Guard Policy for Village Halls)
 - Premises Licence (Central Beds District Council) and associated inspection certificates
 - Performing Right Society licence fees (based on a percentage of income).
10. Miscellaneous - includes business rates (£254.71) and sundry expenses.
11. Telephone and voicemail charges - the Association maintains a dedicated telephone and voicemail facility for the use of the Bookings Secretary.
12. Wages and NI contributions - the Association employs a Bookings Secretary, a cleaner and a caretaker. A local accountant is contracted to operate the Inland Revenue PAYE package. Additional cleaners are engaged *ad hoc* to cover peak periods and absences.
13. Repairs, construction and maintenance - expenditure includes sewage and drainage repair (mostly covered by an insurance claim included in Sundry Income); hall curtain replacement and landscape work.
14. Balance of funds carried forward consists of (£p)

Current Account	11,184.70	Santander Business Account
High Interest Deposit Account	20,230.55	Santander Business Account

The Association uses its accounts with Santander for normal transactions. Reserves are held on deposit.
The sum of £20,000 has been earmarked as "designated funds" for significant future repairs and replacements.

FIXED ASSETS

The Association owns the land in Leighton Road, Toddington on which the Hall is built (described in a Conveyance dated 29 June 1987 between Toddington Parish Council and Bedfordshire County Council). Documents of title are held by the Parish Council as Custodian Trustee of Toddington Village Hall Association, as witnessed by the Deed of Declaration of Trust dated 22 January 1991.

The property is subject to a Lease dated 31 July 2002 to Toddington Parish Council in respect of that part of the Hall used as a Parish Office. To meet its statutory obligations the Association is required to charge rent at a level proposed by a qualified Surveyor and with the approval of the Charity Commission. The current annual rent is set at £900 (subject to a five year review). The Lease expires on 31 March 2017 and the process has begun to negotiate its renewal.

Based on a professional valuation carried out in August 2008 (and inflation linked), insurance cover is currently set at

- buildings (including boundary walls, fences, car park and landscaped areas) £656,920
- contents (including equipment, furniture, fixtures and fittings) £30,269

A new professional valuation is planned to be completed prior to renewal in April 2017

LIABILITIES

The accounts have been compiled on a receipts and payments basis, and are not adjusted for accruals or prepayments. Liabilities other than normal operating expenses are restricted to the deposits mentioned at 1 and 5 above.

The Association's accounting records are maintained by the Hon. Treasurer.

An independent examination of the accounts, to meet statutory requirements and the recommendations of the Charity Commission has been carried out by Catherine Bianco 18 Leighton Road, Toddington, Dunstable, Beds, who is competent for this purpose. This Financial Statement has been prepared from the accounting and other records by the Association.

SUMMARY OF OPERATIONAL ACTIVITY

Financial Year	Average Hours used		Average Number of Events per Month		Financial Summary		
	Per Month	Per Day	Regular Users	Individual Users	Receipts	Payments	Difference
2010-11	178	5.93	63	7	20575	17378	3197
2011-12	189	6.75	70	10	24393	27052	-2659
2012-13	194	6.38	60	13	23598	28053	-4455
2013-14	173	5.83	55	12	21126	16225	4901
2014-15	155	5.25	50	11	20301	23077	-2776
2015-16	158	5.64	55	9	29444	31887	-2443

EXPENDITURE ON REPAIRS AND REPLACEMENTS

Items included in the figures for the years shown were:

2011-12	Remedial work to the entrance surface and drainage, replacement of the heating units in the hall and the acquisition of tables for the lounge.
2012-13	Demolition of the TADS building and car park repairs.
2013-14	Replacing the car park barrier with bollards and adding signage.
2014-15	Provision of new curtains for the hall, and various repairs and maintenance items.
2015-16	Replacement of, and additions to, the hall curtains; sewer and drain clearance and repair (covered by our insurance); shrubbery reduction and clearance.