



**LAXFIELD VILLAGE HALL
ANNUAL GENERAL MEETING
11 April 2025 at 7pm**

Present:

Monica Wilkins (Trustee, Acting Chair of Laxfield Village Hall Management Committee (LVHMC))
Bill Shuttle (Trustee, Member of LVHMC)
Sally Larke (Trustee of Laxfield Village Hall Charity)
Peter Lowe (Clerk of Laxfield Parish Council)
Debbie Martindale (Laxfield Parish Council)
Becky Stewart-Winn (Secretary of LVHMC)
Caroline Emeny (Treasurer of LVHMC)
Pen Bicheno (Member of Laxfield Parish Council and LVHMC)
Dawn Jeakings (Member of LVHMC)
Debi Rice (Co-opted Member of LVHMC)

Apologies:

Colin Emeny (Member of LVHMC)

Members of the public present:

Tony Winn

Agenda:

1. Introduction by Acting Chair of Laxfield Village Hall Management Committee
2. Review of past year's activities
3. Hall maintenance and upgrades
4. Charity Trustees
5. Financial report
6. Election of Management Committee
7. Any other business
8. Close

1. Introduction by Acting Chair of Laxfield Village Hall Management Committee:

Acting Chair Monica Wilkins welcomed all present. She introduced the Trustees and thanked them for their continuing support, including the attendance of Debbie Martindale and Ollly Hackett on behalf of the Parish Council at LVHMC monthly meetings.

Peter Lowe was welcomed in his new role as Parish Clerk.

The Acting Chair summarised the roles of the LVHMC Members and thanked them for their contributions over the past twelve months. That is: Becky Stewart-Winn (Secretary and Marketing), Caroline Emeny (Treasurer and Bookings), Colin Emeny and Bill Shuttle (Building Maintenance) and Monica Wilkins (Fundraising), with Pen Bicheno and Dawn Jeakings contributing to the ongoing management of the hall and events.

The Committee was also pleased to welcome Debi Rice as a Co-opted Member.

The role of Chair is currently vacant and being undertaken in rotation.

The following were thanked for their help with hall events and upkeep: Fiona Shuttle, Freddie Dunkley and Tony Winn. Appreciation was expressed to all those local people who have stepped up over the year to help maintain and run the hall in numerous ways.

Finally, thank you to Sue Innes, retiring Chair of Laxfield Parish Council, and Karen Gregory, retiring Parish Clerk, for their much-valued support these past few years.

2. Review of past year's activities

The Hall has been busy with regular activities and one-off events. Regular activities included:

- Table Tennis
- Carpet Bowls
- Fitness classes for older people, Zumba and Pilates
- Art Group
- Kids' Games Club
- Parent & Toddler Music & Movement
- Film Club
- Dance classes for adults and children

One-off events organised by the Management Committee included:

- Live music nights (Ben Bedford, Black Deek Band)
- Luke Wright poetry performance
- Music Quiz
- Christmas Dance with local bands
- Touring theatre performances (Open Space, Common Ground, Rough Cast and Eastern Angles theatre groups)
- Local history play 'The Taxing issue of Tithing'
- The 'Confident!' comedy, music and magic variety show

The hall has been booked for a range of other events including:

- Laxfield & District Horticultural Society Annual Show
- Charity Coffee Mornings
- Birthday parties
- FOALS (Friends of Laxfield School) Children's Disco
- Laxfield Museum opening and closing events and Ceilidh
- Community Land Trust AGM
- Senior Citizens' Christmas Lunch
- YANA (You Are Not Alone) Charity Quiz

3. Hall Maintenance and upgrades

- Routine maintenance and checking of fire safety equipment (alarm, fire extinguishers, emergency lights) and heating/air-conditioning system has been carried out.

- The emergency exit doors from the main hall to the Link have been replaced, having become damaged and unable to fully close.
- The kitchen has been refreshed and reorganised, with a dishwasher installed.
- 80 new chairs have been purchased.

4. Charity Trustees

Current Trustees wishing to continue are:

- Laxfield Parish Council
- Sally Larke
- Monica Wilkins
- Bill Shuttle

5. Finance Report

The Treasurer reported that the Hall's finances are sound. Summary of accounts for year to 31 December 2024:

Income	= £20,895.68
Expenditure	= £21,937.75
Total cash assets at 31/12/2024	= £39,136.36

Full Treasurer's Report is annexed below.

6. Election of Laxfield Hall Management Committee

Acting Chair Monica Wilkins confirmed that the role of Chair will continue to rotate until a permanent Chair is appointed.

There were no new proposals for membership. Debi Rice was elected as a full Member. All existing members agreed to remain on the Committee. The Management Committee for 2025-2026 is therefore:

- Acting Chair: rotational
- Secretary: Becky Stewart-Winn
- Treasurer: Caroline Emeny
- Other members: Pen Bicheno, Colin Emeny, Dawn Jeakings, Debi Rice, Bill Shuttle, Monica Wilkins

7. Any Other Business

There was a short discussion about upcoming dates and ideas for events which will be continued at the next Management Committee Meeting.

8. Close

The meeting closed at 7.30pm.

Annex: Treasurer's Report

Laxfield Village Hall AGM 2025 Finance Report for Financial Year to end of 2024

The Village Hall continued to achieve a good level of income in the last financial year.

Current account:

Opening balance 01/01/24: £12,187.62

Closing balance 31/12/24: £11,145.55

Deposit account:

Opening balance 01/01/24: £27,318.00

Closing balance 31/12/24: £27,728.94

Cash float:

Cash float 01/01/24: £281.31

Cash float 31/12/24: £261.87

The year opened with total cash assets of £39,786.93 and closed with £39,136.36.

A snapshot of the accounts is as follows:

INCOME

Regular hirer income	£8,664.22
One Off Events income	£2,822.18
Music Quiz	£250.78
Pantomime income	£102.03
Christmas Dance	£465.76
Luke Wright	£386.00
Bar income	£5,006.66
Various other income incl.	
VAT refunds	£3,198.05
Total of all income	£20,895.68

EXPENDITURE

Caretaker	£2,206.57
Air conditioning / fire alarms	£578.36
Phone / broadband	£579.42
Electricity	£1,559.94
Water & sewage	£406.47
Miscellaneous / new equipment	£4,377.11
Parish newsletter	£47.50
Insurance	£1,510.71
Licences / PPL PRS etc	£230.59
Pantomime	£749.94
Bar Stock	£1,054.16
Dishwasher	£2,087.03
New chairs	£4,276.00
VAT	£2,273.95
Total of all expenditure	£21,937.75