



**LAXFIELD VILLAGE HALL
ANNUAL GENERAL MEETING
26 April 2024 at 16.30**

Present:

Debbie Martindale (Laxfield Parish Council, Primary Trustee)
Sally Larke (Trustee of Laxfield Village Hall Charity)
Bill Shuttle (Trustee, Retiring Chair of Laxfield Village Hall Management Committee (LVHMC))
Monica Wilkins (Trustee, Member of LVHMC)
Becky Winn (Secretary of LVHMC)
Caroline Emeny (Treasurer of LVHMC)
Pen Bicheno (Co-opted Member of LVHMC)
Colin Emeny (Member of LVHMC)

Apologies:

Dawn Jeakings (Co-opted Member of LVHMC)

Members of the public present:

Fiona Shuttle
Tony Winn

Agenda:

1. Introduction by 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 from Treasurer
6. Election of Management Committee
7. Any other business
8. Close

1. Introduction by Chair of Village Hall Management Committee:

The Chair, Bill Shuttle, welcomed all present. He introduced the Trustees and thanked them for their continuing support, including the attendance of Debbie Martindale and Olly Hackett on behalf of the Parish Council at LVHMC monthly meetings.

The Chair summarised the roles of the LVHMC Members and thanked them for their contributions over the past twelve months. That is: Becky Winn (Secretary and Marketing), Caroline Emeny (Treasurer and Bookings), Colin Emeny (Building Maintenance) and Monica Wilkins (Fundraising). The Committee was pleased to welcome Pen Bicheno and Dawn Jeakings as co-opted Members who are already actively contributing towards the running of the Hall. Colin Hamilton has withdrawn from the Committee for personal reasons.

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, Pilates and Yoga
- Art Group
- Kids' Games Club
- Parent & Toddler Music & Movement
- Film Club
- Dance classes
- Karate

One-off events organised by the Management Committee included:

- Music nights and poetry performances
- Annual Music Quiz
- Eurovision Final Party
- Christmas Dance with local bands
- Touring theatre performances (Open Space, Common Ground, Rough Cast and Eastern Angles theatre groups)
- Pantomime (with thanks to Dave Fox for script and directing)

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

- Horticultural Show
- Charity Coffee Mornings
- Mencap charity fundraiser
- Birthday parties
- Joy's Rummage Sale
- Pre-school fundraising events
- Museum opening event and Ceilidh
- Parish Council's Community Engagement Event

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.

An upgrade to the kitchen is in progress, making it more suitable for preparing food for large groups. A water softener has been fitted and a dishwasher is being purchased, appliances are being reviewed and upgraded where necessary. The Committee thanks Olly Hackett for his practical help and advice relating to various hall maintenance and upgrade tasks, including fitting fire door auto-close devices in the kitchen and bar area.

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	= £19,225
Expenditure	= £18,622
Total cash assets at 31/12/2024	= £39,786

Full Treasurer's Report is annexed below.

6. Election of Laxfield Hall Management Committee

LVHMC Chair Bill Shuttle confirmed his retirement from the role after six years, offering to continue as a Member for the upcoming year. Monica Wilkins was voted in as Acting Chair for six months, during which time it is hoped a permanent Chair will be appointed.

There were no new proposals for membership. Pen Bicheno and Dawn Jeakings were elected as full Members. All existing members agreed to remain on the Committee. The Management Committee for 2024-2025 is therefore:

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

7. Any Other Business

- The Secretary, Becky Winn, thanked Bill Shuttle for his time as Chair and presented a gift on behalf of the Committee.
- It was commented that the Hall's audio-visual equipment is becoming outdated and inefficient. A systems health check was proposed to identify a way forward. This will be added to the agenda for the next Committee Meeting. **Action: Becky**
- It is hoped some newer residents will become involved with running the Village Hall. A planned door drop will include messaging about volunteering, particularly the need for expertise in the area of updating and running hall tech, sound and lights. **Action: Becky**

8. Close

The meeting closed at 17.05.

Annex: Treasurer's Report

Laxfield Village Hall AGM 2024 Finance Report for Financial Year to end of 2023

The year 2023 began and ended with the following balances:

Current account:

Opening balance 01/01/23 was £26,584.21.

A sum of £15,000.00 was transferred to the deposit account in June 2023.

Closing balance 31/12/23 was £12,187.62.

Deposit account:

Opening balance 01/01/23 was £12,129.86.

Closing balance 31/12/23 was £27,318.00.

Cash float retained: £281.31.

INCOME

Regular hirer income	£6,782.49
One-off hires and events	£2,812.03
Music Quiz	£340.89
Pantomime	£3,099.06
Eurovision Party	£460.52
Christmas Dance	£1,069.77
Bar income	£2,182.14
Grants	£2,200.00
VAT	£278.95
Total of all income	£19,225.85

EXPENDITURE

Cleaner	£2,445.00
Air conditioning / fire alarms / appliance testing	£807.21
Phone and broadband	£489.60
Electricity	£1,807.13
Water & Sewage	£787.94
Miscellaneous / new equipment	£4,380.03
Insurance	£1,361.02
Licenses: PPL, PRS, incl. Filmbank Media refund	-£123.50
Pantomime	£547.60
Bar Stock	£756.25
Parish Newsletter	£135.00
Lottery funded invoices	£4,313.39
VAT	£915.77
Total of all expenditure	£18,622.44