



# Westleton Village Hall

Registered Charity Number 1026353



## MINUTES OF ANNUAL GENERAL MEETING WEDNESDAY 13<sup>TH</sup> MAY 2009 AT 7 PM

(A copy of these minutes will be on the Westleton Village Hall website  
[www.onesuffolk.co.uk/WestletonPC/Villagehall/](http://www.onesuffolk.co.uk/WestletonPC/Villagehall/))

### Present

*Committee Members;* Morgan Caines, John Bebbington, Brian Boulanger, Gordon Turner, Antony Clough, Judy Boulanger, Amanda Freeman, Alison Paul, Frances Berry, Sheila Collett.  
*Public;* Ann Bebbington.

### Apologies for absence

Gwen Saunders, Irene Ridley, Linda Ginn, Richard Ginn, Roger Driver.

Morgan Caines welcomed everyone to the meeting.

*2 - Minutes of last AGM held 13<sup>th</sup> May 2008.*

John Bebbington proposed acceptance, Gordon Turner seconded. Everyone had seen these minutes and agreed they were correct.

Morgan Caines signed a copy.

*3 - Matters arising*

Morgan Caines reported that we had not been able to redecorate the main hall as other building and maintenance work took precedence. This project may be delayed for some time because of the costs involved in refurbishing the lavatories.

All other items of concern were covered on the agenda, there were no other matters arising.

*4 - Treasurer's report*

Brian Boulanger thanked Brendan Dwyer for acting as auditor and asked the committee to re-appoint him as auditor for the 2009/2010, all agreed. Brian reported that Brendan Dwyer was willing to provide this help and had bought a bottle of wine for Brendan to show our appreciation. He will reclaim the cost of this, all agreed.

Brian circulated the audited accounts and explanatory notes for 2008/2009. Copies are attached to these minutes for members not at the meeting.

Brian highlighted the main points;

The large balance for 2008/2009 includes the grants received for the refurbishment of the lavatories and building the wheelchair accessible lavatory, see the £23,239.43 in the building development account. This money will be virtually all spent by the end of May 2009 when the lavatory project is completed.

On behalf of the committee Brian thanked John Bebbington for the work done to raise the grants for this project.

Brian also expressed his and the committee's appreciation of the generosity of the Women's Institute and the Barrel Fair in supporting the lavatory project.

Brian expressed concern that events during 2008/2009 were not as well supported as in previous years and are not generating the income we need. Ann Bebbington pointed out that, while some of the events organised by the committee are successful, those that fail tend to be run by the committee. Events run by other organisations tend to be more successful. It's not clear what lessons can be learned from this but it is something we need to think about.

All other comments are on page 2 of Brian's report.

John Bebbington asked if Brian was happy for this report to be included in the annual return to the Charity Commission. This was acceptable to Brian.

John Bebbington proposed accepting these accounts, seconded Morgan Caines, all agreed.

#### *5 - Reserves Policy*

Copies of the reserves policy agreed by the committee on 27 July 2004 were available for all present. John Bebbington explained that the committee needs to review and accept this policy at each AGM. All present were satisfied that the policy was still acceptable but the secretary to update the amount held in the deposit and savings accounts. (*This has been done and the amended policy is attached to these minutes. JB*)

#### *6 - Secretary's report*

John Bebbington tabled copies of his report. Copies are attached to these minutes for members not at the meeting. This report will, together with the Treasurer's report, form our annual report to the Charity Commission.

#### *8 - Election of Members*

A list of committee members was available to everyone at the meeting.

Morgan Caines reviewed the membership. There are currently 4 members representing the public, John Bebbington, Gordon Turner, Mim Hendricks, and Irene Ridley. Judy Boulanger had been the church representative but had resigned from the PCC so could not continue in that capacity. Morgan proposed that Judy continue as a member of the committee representing the public. The committee members and Ann Bebbington, as the only member of the public present, agreed that Judy should become a "public" member and that the other "public" members continue in that capacity.

The committee was concerned that the church now has no representative on the committee. John will write to the PCC expressing the hope that they can appoint a representative with some urgency.

John expressed concern that some organisations that use the hall regularly are not represented on the committee. Ann Bebbington offered to join the committee as a representative of the Westleton Quilters. Morgan proposed that Ann join the committee as the Quilter's representative, Amanda seconded, all agreed. Ann will confirm with Joan Fuller that this is in order.

Antony Clough and Frances Berry continue as co-opted members.

An updated list of members is attached to these minutes.

#### *9 - Any other business*

There was no other business.

#### *10 - Chairman's closing remarks*

Morgan Caines thanked the committee for all their work and support throughout the year. He thanked Mim Hendricks for the valuable work she does in administering the bookings, Irene Ridley for keeping the hall clean and tidy, Brian Boulanger for keeping the finances in order and John Bebbington for the general organisation and fund raising.

Antony Clough proposed that John Bebbington treat himself to a bottle of wine from Adnams and Ann to some flowers at the committee's expense. Everyone seemed to second this proposal.

*(Comment, John and Ann Bebbington. This generous offer is much appreciated. Ann would prefer a pot plant rather than flowers, so, with the committee's permission, will buy one. We will accept this generous, but unnecessary, offer, but will do so when the hall funds recover a bit from the costs of the current building work.)*

#### *11 - Date of next meeting*

Provisionally this will be on Wednesday 5<sup>th</sup> or 12<sup>th</sup> or Thursday 7<sup>th</sup> or 14<sup>th</sup> May 2010.

Meeting ended 7-28 pm.



**Westleton Village Hall Committee**  
**Reg. Charity Number 1026353**



## Policy for Reserves

Agreed by the Management Committee 27<sup>th</sup> July 2004 and amended 13<sup>th</sup> May 2009

### Background

The Committee has maintained a reserve in a deposit account for a number of years, which has been built up using the surplus of income over expenditure each year. In 2003/2004 a separate Building Development Fund was set up with £5000 transferred from the deposit account. The total held in the deposit and savings accounts currently stands at £27,619.32 (on 30<sup>th</sup> April 2009). This sum includes grants to the value of £11,500 for the refurbishment of the lavatories. The funds have been used either to ease cash flow during the year or to pay for specific projects agreed by the committee. The majority of these projects have been to improve or maintain the fabric of the building.

### Reserves

The best description for the reserves of the Management Committee might be '**resources the charity has or can make available to spend on any or all the charity's purposes once it has met its commitments and covered its other planned expenditure**'.

### The need for reserves

The five main reasons for the Committee to hold reserves are:-

1. To enable continuity in the case of large variations of income
2. To spend in emergencies
3. To generate income
4. To pay for specific future projects
5. To bridge cash flow problems

**Level of reserves** There needs to be a balance between normal expenditure and the level of reserves too much and the Trustees may be acting in conflict with their duty to apply income within a reasonable time, too little and trustees may be placing their organisation at avoidable risk. In our case the deposit account has fluctuated between 100% and 150% of our annual turnover (c£10,000). This would seem to be a reasonable level given the possible reduction in income from lettings and the need to maintain the fabric of the building. Because of the likely substantial cost of any future building programme the building development element of the reserves is likely to increase.

**Monitoring and review** The reserves policy should be reviewed at the Annual General Meeting and a report included with the annual accounts. Surplus income over expenditure each year should be transferred to the reserves.



**Westleton Village Hall Committee**  
**Reg. Charity Number 1026353**



**Members 2009 - 2010**

<b>Name</b>	<b>Representing</b>	<b>Office Held</b>	<b>Address</b>	<b>Telephone</b>
Mr Morgan Caines	Parish Council	Chairman	Pine House, The Hill. IP17 3AW	648349
Mr Antony Clough	Co-Opted	Vice Chairman	Bracken Cottage, The Street.	648597
Mr Brian Boulanger	Art Group	Treasurer	The Old Post Office, Yoxford Road, IP17	648419
Mr John Bebbington	Public	Secretary	The Haven, Blythburgh Road.	648943
Mr Gordon Turner	Public	Fabric	23 Grange View.	648561
Ms Alison Paul	Common Management + Archivist		Four Winds, Bakers Lane, IP17 3AZ	648685
Mrs Frances Berry	Co-Opted		Westlea, Bakers	648450
Mrs Sheila Collett	Women's Institute		4 Bakers Lane. IP17 3AZ	648527
Mrs Amanda Freeman	Barrel Fair		Christama, Reckford Road. IP17 3BE	648472
Mrs Gwen Saunders	Bowls		26 Grange View.	648543
Mrs Judy Boulanger	Public		The Old Post Office, Yoxford Road, IP17	648419
Mrs Mim Hendricks	Public	Hall	Stranton, Darsham	648375
Mrs Irene Ridley	Public	Caretaker	5 Heath View, Blythburgh Road IP17 3AT	648277
Ann Bebbington	Quilters		The Haven, Blythburgh Road.	648943
To be appointed	Church			