

Weston Village Hall Management Committee
(Reg. Charity No 504511)

ANNUAL GENERAL MEETING
Monday 28 April 2025
7.00pm in bar area of Village Hall

Attending:

Committee Members - Angela Martin (Chair), Alison Elsmore (Secretary/Treasurer), Derek Gair (Bookings Secretary), Julie Gair (Minute Secretary), Jon Mayne (Health & Safety)

Guests – Steve Gatsby (Table Tennis), Hilary Hart (Parish Council), David Hadley (Weston Bowls), Elena Leoncelli (Yoga)

Apologies: June Munden; Gail Wray; Olivia Falstone; Tina Black

Item	Details
1.0	Welcome Angela Martin, Chair of the Trustees and Management Committee welcomed everyone to the AGM
2.0	Minutes of AGM held on 22 April 2024 - These were approved as an accurate record of the meeting by those present
3.0	Matters arising: None
4.0	Reports for 2023/24 4.1 Chair's Report - Angela Martin – overview of the year I would like to take this opportunity to reflect upon another successful year of our Village Hall operating for our community. I am pleased to report that a new member of the Committee joined us after last year's AGM - welcome Jon Mayne. <ul style="list-style-type: none">(i) Your committee have carried out all the statutory requirements needed to maintain the Hall at the highest level of safety and compliance with these requirements. Working in conjunction with the TAMS team has been a successful part of maintaining the Hall.(ii) The Committee have been successful in winning a grant from Severn Trent Water and The Queens Platinum Jubilee Fund (via ACRE – Action with Communities in Rural England) the grants were used to replace fire doors, flooring, and up-date an electrical distribution board.(iii) An Open Day was organised to show these improvements which, this was well attended. Several of our regular users were able to support us by attending the Open day and putting on displays of their activities. Many thanks to them. Working in conjunction with the Parish Council, the Committee are in the process of applying for a further grant from which it is hoped to refurbish the changing rooms in the Football area and to re-arrange doors so that the bar area of the

Hall can operate independently whilst the main Hall is being used by other parties, i.e. Wombats play group.

Thank you to everyone who worked hard on these grant applications.

4.2 Fundraising:

The Village community was invited to help with the Annual Fete. A wonderful response was made which ultimately led to a successful Fete being held last June with some new games and the return of old favourites. Money raised went towards matching the grant applications to enable the successful completion of essential updates to the building.

- ❖ An Evening with Roger Parks held in October and proved to be a success – so much so that another Evening has been organised for this October.
- ❖ The Christmas Shopping Evening held at the end of November with a visit from Santa and the switch on of the Christmas tree lights.
- ❖ The Coffee Mornings on the first and third Mondays of the month continue to be a success with regular and new customers attending each Monday. Recently, a class from St. Andrew’s Primary School joined our Coffee Morning – the children sang one of their favourite assembly songs, read and played games with the adults – even encouraging the adults to read to them! They finished their visit by reciting a poem – We’re Going on an Egg Hunt (it was nearly Easter!). Both children and adults enjoyed themselves and we look forward to welcoming the children again.

Finally, I would like to end my report by asking members of the Village community to come forward and join the Committee in maintaining this wonderful Village Hall – it is here for the benefit of all of us and needs your support. I would also like to formally acknowledge the hard work that the members of the Committee give to this Hall, it is very much appreciated, not only by me but the rest of the community. Thank you all.

4.3 Treasurer’s Report - Alison Elsmore

4.3.1 Financial Overview: Treasurers Report

The purpose of this report is to provide the Annual General Meeting of the Management Committee of Weston Village Hall with information concerning the Hall’s financial position as at the end of the financial year – 31st March 2025. The financial report has been prepared by Alison Elsmore, Treasurer. The Financial records have been independently checked and scrutinised by a qualified accountant in preparation for this AGM.

Financial Overview:

- (i) Profit and Loss Account to 31/03/25 (Fig 1) shows an in-year loss of £4,311.72.
- (ii) The Balance Sheet for the year (Fig 2) details the hall’s assets of £37,485.28.
- (iii) The financial management of the Village Hall has been operated in line with the Hall’s Constitution (March 2021 approved version) and to ensure that the Objects of the Charity are observed.

Extract from the Constitution:

“3. Objects The charity’s objects (‘the objects’) are for the purposes of a village hall for the use of the inhabitants of the Parish of Weston Staffordshire without distinction of sex, sexual orientation,

age, disability, nationality, race, political, religious or other opinions, including the use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants. [Nothing in this constitution shall authorise an application of the property of the charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and/or section 2 of the Charities Act (Northern Ireland) 2008.]”

4.3.2 Total Income £38,464.07

This is an increase of £12,539.22 on 2023/24 income is primarily due to the successful application for grants along with a new fund-raising activity – the Piano Man. Julie Gair was instrumental in organising this event and in co-ordinating the Parish Council and myself to obtain the grants, the committee appreciate Julie’s work and commitment.

4.3.3 Hirings of the Hall - £19,979.69

Our regular hirers ensure that our village hall is in use by a wide range of groups, all ages and abilities, throughout the week, both during the day and evenings. The hall is a vibrant place and is being used in line with the objectives of our Charitable Status – see item 2.2.3. We thank you all for your continued support of our hall. We are pleased to confirm that we do continue to receive enquiries for both regular and occasional hirings. Our Bookings Secretary, Derek Gair, is managing this process and is always happy to help. From September 2024 the charges for the use of the hall were increased. There are no plans to increase our charges in 2025/2.

4.3.4 Additional income raised £17,849.98.

Additional income is needed to support the various development projects for our hall. By continuing to plan for improvements to the hall, we are able to ensure that the building remains a safe and attractive place to be

This has been provided by various fund-raising events, donations and grants throughout the year. Thank you to all our supporters for their valuable contributions.

4.3.5 Savings Income – 634.40: Funds reserved in our savings account provide this additional income.

4.3.6 Total Expenditure - £42,775.79

This is an increase of £8,979.99 on last year but in line with the increase in activity.

4.3.7 Overheads - £28,775.94:

Expenditure on the operating overheads for the village hall remains significant. The committee have been informed, in regular financial reports throughout the year, of the various costs incurred running the hall. The hall is operated in a safe and compliant manner, providing a pleasant space for our community to use.

- Auditor £50.00: we appreciate the work that our auditor puts into checking these accounts and providing independent assurance to the committee of their validity.
- Utilities: £4,875.51: Includes for Gas, Electric, Water and WIFI.
- Compliance - £2,346.15:

This area of the report includes for the servicing of various elements of the hall – gas boilers, acoustic wall, etc. Monthly water checks for legionella. It also includes the annual charge for the Entrust compliance monitoring and records system

“TAMS” upon which all “evidence” of the servicing and maintenance of the hall is stored.

- **Cleaning: £5,418.48:**
This figure includes for the charges made by our two cleaners, window cleaner, cleaning consumables and equipment.
- **Bank Charges:** We have been charged £55.65 by our bankers in error. I am consulting with Lloyds Bank to rectify this.
- **Insurance: £3,004.75:** This includes the premium for 2024/25 along with the premium for 2025/26. This insurance of the hall is with Zurich Insurers.
- **Licenses £872.11:** This includes the cost of licenses for the compliant operation of the hall - PPL/PRS (Phonographic Performance Ltd and Performing Rights Society); Motion Picture Licensing Company Ltd; TV License.
- **Maintenance £11,881.73:** Included within this figure are: -
 - £4,200. Refurbishment of the Main Hall floor
 - £954. Repairs to the rollers within the acoustic wall
 - £5,184. Replacement of the lights in the main hall and other rooms.
- **Security £51.49** is for minor repairs to the doors.
- **Website / Media £220.00:** This covers the cost of hosting our website and a contribution of £100.00 towards Compass.

4.3.8 Other expenditure - £13,999.85

Several areas detailed should be offset against income e.g. Christmas event, Piano Man, and village fete etc. Two of our trustees are continuing to work with our solicitors and the Parish Council to finalise a new lease for the hall.

4.3.9 Grants: The table below details the grants received during the year along with how the monies were used.

Income			
Date	Details	Company	Amount
05/09/2024	Severn Trent Grant	Severn Trent Water	£6,500.00
12/11/2024	Acre Grant	Acre	£2,024.00
			£8,524.00
Expenditure			
08/10/2024	Circuit Board replacement etc	GEI Electrical Ltd	£2,850.00
08/10/2024	Bar Area Lights	GEI Electrical Ltd	£780.00
31/10/2024	Entrance hall and kitchen floorings	Advanced Flooring Solutions	£1,680.00
20/11/2024	Exit doors to Hall and Kitchen	Severn Valley Windows	£6,714.00
			£12,024.00
			-£3,500.00

4.3.10 Conclusion for 2024/25 accounts:

The hall has had a very busy year with the committee managing to complete several capital projects which have improved the building. I would like to thank all of the committee members (and their spouses) for their commitment to the hall and for their support and work in the undertaking of these projects, particularly Julie and Derek Gair. I would also like to thank our regular hirers for their understanding and flexibility in accommodating the various works.

The profit and loss account indicates an in-year loss of £4,311.72.

This includes for the capital works as previously mentioned, being undertaken to improve our hall.

Summary:

So, a busy year with costs being monitored and contained. Capital projects have been executed, in line with our plans and reported upon to the Parish Council and to the community, via our minutes and link officers. Reserves are being used to improve the facility, as agreed.

The role of Treasurer is a busy one. It was my ambition to raise invoices to our regular users monthly. However, the pressures of my own work, other voluntary commitments, and family commitments, have meant that I have not always been able to do this. However, invoices have been raised regularly throughout the year, which reduces the risk of a hirer running up a bill and then not paying. It also improves our cashflow. I am a great advocator of using processes to protect individuals and to improve efficiency. On that basis I continue to explore an online booking system which would automate the process. Finally, I would like to thank Johan De Wet for the time he has taken to scrutinise these accounts and to support the robust management of the hall's finances.

4.4 Secretary's Report including Development Plan - Alison Elsmore

This report is to inform those attending the 2025 AGM, of activities and actions undertaken by the Secretary on behalf of the Weston Village Hall Management Committee during the year April 2024 to March 2025.

4.4.1 Membership of the Weston Village Hall Management Committee:

We would like to formally thank the people who work to keep Weston Village Hall operating including: -

- Members of the volunteer Management Committee.
- The spouses of those volunteers
- Our Two Cleaners – Sue and Margaret.
- Helen Fergus as our social media support.
- Those supporters from our community who support our events and the use of the hall on a regular basis.

Resignations: During the year there have been no resignations from the committee.

4.4.2 Recruitment: We are pleased to welcome Jon Mayne to the management committee. He has a range of skills to offer, amongst which is the ability to manage the Health and Safety element of the hall management.

4.4.3 Structure:

The committee is made up of the following roles: -

- Chairperson A Martin
- Treasurer A Elsmore
- Secretary A Elsmore
- Bookings Secretary D Gair
- Minutes Secretary J Gair
- Website and Communications Vacancy
(Helen Fergus undertakes social media on behalf of the committee -many thanks Helen)
- Parish Council Representative. G Wray
- Health & Safety Officer J Maine

Officers work as a team and support each other whenever necessary. J Gair in particular, has undertaken considerable work on behalf of the committee, to secure grants as detailed in section 8 of the report.

It is anticipated that the existing committee members should be able to continue to run the Village Hall, thus ensuring that it remains open for community use. But the need to recruit additional support remains high. The committee has the unofficial support of spouses, without which the job would become exceedingly difficult indeed. Their contributions towards the maintenance and running of the hall are immensely valued and appreciated by all.

4.4.4 Compliance, Cyclical Servicing and Risk Management

During the 2024/25 year the committee continue to work together to ensure that the building operates in a safe compliant manner.

Compliance and Cyclical Servicing:

The Service Level Agreement with Entrust Ltd is working well. The agreement ensures that all necessary servicing is undertaken in a timely manner and by suitable qualified engineers. The monthly Legionella water testing and recording thereof, is undertaken by a qualified engineer, rather than relying upon someone on the committee to do this. Evidence of servicing is uploaded onto the online management system. Under the Entrust SLA the hall has access to the Staffordshire County Council approved contractor lists and rates. The committee carry out detailed procurement processes when procuring goods and services for the hall, in line with our Finance Policy. Having access to the approved contractor list has been helpful. However, this did not restrict us from obtaining quotations from other contractors too, whilst being mindful of the risks involved. Weston Village Hall is a pilot for this scheme and continue to work with Entrust officers in its development.

4.4.5 Risk management: Risks continue to be identified and managed by the committee.

- The risk of our electrical distribution boards being unable to operate, due to their age, has been alleviated by updating them.
- External electrical connections, for lights etc., have been identified as being non-compliant. These will be replaced with compliant systems in the summer of 2025.
- Financial risks are managed by the Treasurer operating within the financial management policy and procedures, which includes raising invoices on a regular basis, avoiding using cash wherever possible, open and robust financial reports to the committee, online banking and robust procurement processes being followed.

Risk Assessments / Risk Register: The committee continue to prepare risk assessments for all activities and to work closely with contractors in this area. Last year the committee asked all regular users of the hall to provide evidence of their risk assessments, which they did – thank you all. This will be an annual exercise to ensure that the hall’s risk register is relevant.

4.4.6 Insurance: The hall is insured with the appropriate cover with Zurich Insurance until the end of March 2026. Details of the insurance are displayed in the entrance hall.

4.4.7 Policies:

The following policies have been reviewed, or are in the process of review: -

- Finance Management Policy
- Safeguarding Policy.
- Health & Safety Policy,
- Privacy Policy
- Environment Policy
- Equal Opportunities

We will continue to work together to develop and prepare policies and procedures to support the compliant operation of the hall. Support Staffordshire and ACRE provide guidance and knowledge to the committee in this key area

4.4.8 Lease Agreement:

The VHMC lease the hall from the Parish Council. The lease was created in 1973 for 60 years. There are now less than 10 years left to run. Two of our Trustees, Angela Martin and I are working with our Solicitors, Nowell Mellor, to prepare a new lease. This will be based on a Charitable Incorporated Organisation (CIO). We are being guided by our solicitor on this complex journey.

4.4.9 Support Staffordshire:

We are members of Support Staffordshire, which affords the opportunity to attend networking meetings with other village hall volunteers and also to have access to ACRE and other volunteer groups. Our officers have attended several networking meetings this year, these sessions provide opportunities to learn how other hall are managed, learn from

their experiences. We were able to host the October 24 meeting in our hall and the committee were proud to showcase all that is good about our hall.

4.4.10 Development Plan:

The 2023 – 2026 Development Plan - see Appendix 1 - is still relevant. The 2025/26 committee will need to review this to reflect the work that has been completed and any new developments to be planned. A copy of the plan will be available at the AGM and upon request

4.5 Grant Officer's Report – Julie Gair

In 2024 the Committee were successful in obtaining two grants – £6,500 from Severn Trent Community Fund and £2,000 from the Platinum Jubilee Fund via ACRE (Action with Communities in Rural England).

These grants enabled us to complete the following projects:

- (i) New flooring in the entrance hall and kitchen
- (ii) Replace and upgrade the external doors in the kitchen and main hall with stronger and more secure aluminium doors
- (iii) The installation of a new 24way distribution board and upgrade the lighting in the bar area

These capital project improvements will mean the Village Hall will continue to be well maintained, safe and fit for purpose. This 2024 investment project will now provide our community with the legacy of a sustainable facility for years to come. One of the conditions of the grants was that an Open Day, showcasing the Village Hall and the improvements that had been undertaken, had to be held. This took place in February 2025 and was a successful event which the community supported. This event was also supported by many of our regular users – table tennis; bowls; FSD Dance; badminton and Pilates for which we were very grateful.

We have not been able to recruit a website officer; this remains a concern to the committee as this medium is important to showcase our hall in a positive light.

4.6. Website / Social Media / Communications

We have not been able to recruit a website officer; this remains a concern to the committee as this medium is important to showcase our hall in a positive light.

Helen Fergus has actively been promoting events via her own Facebook page on behalf of the committee. Helen has submitted this report: -

“The Facebook posts were well received for the promotion of the Village Fete last June. Following the suggestion for the children of St. Andrew's School to design posters, I managed to use them all on this platform as well as to laminate and display some around the village. This seemed to be welcomed, and I had lots of comments about this great idea. It was nice to include our village children.

The Facebook posts also had a positive contribution to help on the day.

I've continued to promote the Coffee mornings every first and third Monday of the month. I'm not sure what the impact of these posts has been as I haven't had any feedback about it...

The Roger Parkes Piano Man evening definitely benefitted from being promoted on social media and was a great event. I had lots of enquiries about the event and could have sold more tickets....”

Issues with our own Facebook page are being resolved with the help of M Willing. Many thanks for both Helen and Matt for your support with this important element of our communication.

We do make good use of the Compass magazine, having a page included every month which details the groups using the hall along with more detailed adverts as appropriate to events.

4.7 Bookings Report - Derek Gair

It is the first winter when the heating thermostats for the hall and entrance/toilets area have been connected the correct way around and this has made it much easier to get the correct heating for each event.

The replacement of the external bar door and now having keys to open and lock the door externally has made it much easier to use this area separately, especially when Wombats are in the hall. As an example, the bar area will be used all day for the election polling station on 2nd May when Wombats are in the main hall. The polling officers will be able to use toilets in the football area.

The hall is still well used by regular users during the week and Yoga lessons have increased this year by an additional evening.

Occasional users are still mainly from outside of Weston. We do get many compliments on the cleanliness, facilities, size of the hall and car park.

The Parish Council agreed to a Stafford Falcons girls' team using the village green for games played on Saturday mornings during the football season. The Village Hall Management Committee supported this initiative by allowing access to our changing rooms and the car park. It was agreed that no charge would be levied in the first year.

4.8 Parish Council Representative's Report - Gail Wray

In my role as a Parish Councillor I represent Weston Village Hall Committee and report on the activities associated within the Village Hall. The Parish council usually meet on the second Tuesday of each month, after which I report back to the village hall committee which tries to meet on the fourth Monday of each month.

These monthly meetings ensure that both the Parish councillors and the Village hall committee members receive up to date information, and also that we maintain a good working relationship, the success of a grant application recently shows positive proof of this. Minutes from the meetings can be viewed on the notice board on the Green for the Parish Council and by the main entrance to the Village Hall, also available online

4.9 Reports from Regular User

Thank you to those representatives who have provided an update on their group or club, these have been included below.

Easy Step: No formal report received

FSD Dance: FSD is currently hiring Weston Village Hall on Tuesdays and Fridays for weekly dance classes, as well as hosting rehearsals on Saturdays in preparation for our exciting upcoming trip to Disneyland Paris this summer! We are incredibly thankful for the fantastic facilities at Weston, which continue to support and inspire our young dancers in the local community. FSD currently has 249 pupils and we're proud to be growing every term! Thank you for your continued support. (Olivia Falstone)

Football Club: No formal report received

Roger Parkes Vocal Group: No formal report received

Indoor Bowls: The bowls club has a membership of about twenty people. The club provides a very friendly social atmosphere for all those that attend. It helps those with variable abilities / disabilities to improve their confidence in self-esteem. The club as recently invested in a mat storage unit, which has made it a lot easier to roll out the mats and to wind them up at the end of the session.

To sum up, the club is very integrated into the activities of the village hall and provides support in general throughout the year to make Weston village Hall. A proud place to be a member of. (David Hadley)

Monday Ladies Badminton: Numbers attending the Monday afternoon session of Badminton have increased and we are able to play nearly every Monday afternoon during the year (apart from some Bank Holidays and whole day bookings). The ladies are grateful for information that the Committee pass on to them – risk assessments etc. We still have problems remembering who served last and what the score is – but it all adds to the fun of the afternoon and we still don't take ourselves too seriously. (Angela Martin)

Table Tennis: Weston Table Tennis Club entered three teams into the Stafford TT league during the 2024-25 season which was the same as the previous year. There is now only one division in the Stafford. However, there was an increase of a further two extra teams from last season. One of the Weston sides lost one of their long-standing members due to him relocating to a different area of the country. Luckily, we were able to replace him with someone who had attended our Tuesday TT sessions and wished to play at a more competitive level. In his first season he has achieved an extremely creditable win average of over 50%. (We must be doing something right at our Tuesday sessions!) Actually, he is a natural talented player who does excel at a number of different sporting activities.

Once again, our Tuesday TT sessions have been extremely popular and well attended, and we currently have numerous people on our waiting list. (Which I believe the U3A also have.) Opportunities to join don't occur too often and in the past eighteen months or so we have only taken on three new members, two of which actually live in the village. The

	<p>standard of play continues to remain at a high level and is possibly one of the main reasons people enjoy attending the sessions. It's also rewarding to see players improve and increase their individual skill levels since they first started our sessions.</p> <p>Our thanks go once again to the Village Hall Committee members and others that may assist in the smooth running of the hall and their constant dedication in the improvement of the venue facilities. Many thanks. (Steve Gadsby)</p> <p>Thursday Badminton: The club runs every Thursday from 7.30pm to 9pm. There are twelve members at the moment which is the maximum we can have with one court. We do not have a waiting list at the present time. It was decided that from the 24-25 season there would be an age limit, and we would not have anyone under the age of 18 years due to the safeguarding policy for children under that age. Effectively this means that a Thursday night is now adults only. (June Munden)</p> <p>U3A Table Tennis: - WVH is a pleasant venue for myself and my U3A members to play table tennis. Everything works smoothly especially now that the floor has been resurfaced. We all enjoy our coffee mornings with your community. (Carol Burnett)</p> <p>Wombats: Thank you as always for your ongoing support and committee Karen and myself have completed first aid we currently have 10 children on register and hope to still have 8 in September Most off out children are from the travelling family's which are probably keeping wombats going hoping we will have more enquiries in next couple of months again Karen and I would like to say a huge thank you to you and the village hall committee for their support regards Tina and Karen. (Tine Blackman)</p> <p>Yoga - Elena briefly popped into the meeting and thanked the committee for their support. Numbers taking part in yoga have increased with an age range of 20 to 70 and includes both men and women.</p> <p>Pilates: The group are well supported by members. They have their own insurance and complete their own risk assessments. Happy with the hall over the last year. The heating has been fine and very pleased with the refurbished hall floor. (Lucy Lainton)</p>
5.0	<p>Election of Trustees/Management Committee for 2025/26 All the current committee members confirmed they are willing to offer themselves for re-election for the 2025/26 year. The meeting approved these nominations. The appointment of officer roles will be undertaken at the committee meeting which will follow the AGM</p>
6.0	<p>Appointing Auditor for 2025/26 Jan de Wet has agreed to undertake this role. This was approved by members attending the meeting.</p>
7.0	<p>Any other business – none</p>
	<p>Attached – Appendix 1 Profit & Loss and Balance Sheet and Development Plan</p>

