

## Levens Village Hall AGM June 4th, 2025

### Present

Fiona Sanders, Alan Miller, Helen Miller, Nicola Beard, Dave Rogerson, Vanessa Riley, Sheila Watson Janet Mason

### Apologies

John Wood, Hugh Connor, Chris Riley, Robyn Atkinson, Adam Hearnden

The minutes of the 2024 AGM were accepted by the committee,

No matters were arising from the 2024 AGM all the actions have been completed

### Annual Report

#### Policies and procedures

The committee trustees are in the process of updating the following policies and procedures.

Health and Safety

Safeguarding Policy

Fire Evacuation Policy

Risk Assessment Procedure

Finance and Reserves Policy

Equal Opportunities Policy

Action -Fiona will investigate and the Treasurer and secretary will go through the policies and checklist.

#### Fire Equipment

Alan confirmed that the fire equipment is checked on an annual basis.

Once the Annual report has been completed Fiona will send it to John who will send it to the Charity Commission

#### Annual Financial Accounts

Nicola had distributed the Annual accounts to the committee

Vanessa was thanked for sourcing the grant money which has helped the hall's expenditure massively, enabling a programme of improvements.

The hire cost will remain the same. But will be reviewed in December.

Thanks were given to Fiona, Vanessa and Janet for hosting events

The interest this year has been approx. £2,200, monies have been reinvested so hopefully there should be a similar amount next year, although we need to be mindful of the interest rates on the fixed term investments.

Nicola had the accounts audited by Guy Paton, he made some suggestions going forward that we have an asset register, as at this moment in time we don't reconcile our assets.

**Action- Fiona to create a register**

Guy also made the point that potentially if the Charity Commission wanted to check on our bookings there may be some questions. Guy has kindly created a monthly spread sheet to enable Helen, Alan and Nicola to have a clearer view of payments

The committee thanked guy for his auditing and suggestions. It was noted that Guy didn't want any payment or gift as he wanted to show his appreciation of the work done by the committee.

The committee agreed the accounts; Nicola will forward them to John for the Charity Commission

#### Trustees

Vanessa and Janet were reappointed; Robyn will hopefully be reappointed soon.

AGM closed at 7.10pm