Barlaston Village Hall: Charity number: 522602

Annual General Meeting

Held on 29 July 2025 at 19:30 at Barlaston Village Hall

Present:

Sole Trustee

Cllr D Borasinski (Chairman)
Cllr P Fisher
Cllr L Pickering
Cllr G Jones
Cllr E Philpott
Cllr S Tudor

Village Hall Management Committee and Staff

G Lloyd (Treasurer)
H Tunstall (Secretary)
K Lloyd
P Ratcliffe
C Barnett (Staff: Caretaker/Booking Secretary)

Also in attendance: Ms V O'Dunne (Parish Clerk) and 1 member of the public

1. **Welcome:** Cllr Borasinski welcomed all to this Annual General Meeting of the Charity. Those present introduced themselves.
2. **Apologies for Absence:** Cllrs Dando & Arnold sent their apologies and it was resolved to accept these.
3. **Declarations of Interest:** Cllr Borasinski declared an interest as Chairman of the Village Hall Management Committee (VHMC). Cllr Philpott declared an interest as the Parish Council's liaison to the VHMC.

   It was noted that these were non-pecuniary interests and did not preclude participation in the meeting.
4. **Written applications for dispensations under the Localism Act 2011:** There were no written applications for dispensation.
5. **Approval of minutes from the previous AGM:** The minutes of the Annual General Meeting held on 9 July 2024 were approved as a true record and duly signed by the Chairman.
6. **Annual Report of the Charity:** The Barlaston Village Hall Charity Annual Report 2024/25 was presented to the meeting, approved by the Trustees, and signed by the Chair and Treasurer as a true and accurate record of the charity's activities and finances for the year, and is attached as Appendix 1 to these minutes.
7. **Presentation of the Accounts:** The unaudited accounts of the Barlaston Village Hall Charity for 2024/25 were presented to the meeting and noted by the Sole Trustee and will be formally approved following independent examination.

Receipts	**2024/25**	**2023/24**
Regular Users	12,819	14,311
Casual Hirers	3,993	1,868
Wayleaves	75	10
Misc Receipts	41	190
Deposits received	2,150	1,750
Donations	0	500

Total receipts	**19,078**	**18,629**
Payments		
Remuneration	5,350	4,536
Maintenance	3,323	3,445
Water & Refuse	1,060	1,488
Insurance	1,313	1,274
Electric & Gas	5,985	2,861
Sundries	1,587	1,392
Performing Rights Society	0	375
Premises Licence	180	360
Decoration & Refurbishment	0	1,868
Deposits and Hire refunded	1,835	1,843
Total Expenditure	**20,633**	**19,442**
Surplus / deficit	-1,555	-813
Cash funds previous year	25,692	26,505
Closing Balance	24,137	25,692

8. **Appointment of Independent Examiner for 2025/26:** It was noted that, although there is no statutory requirement for an independent examination of the accounts where income is under £25,000, it is considered good practice to do so.
   The Sole Trustee resolved to appoint Topliss Associates as Independent Examiner for the 2025/26 financial year.

9. **Review of Governance & Policies:** The AGM provides the opportunity for all policies to be reviewed, ensuring documents remain up to date, relevant, and fit for purpose.

   A draft Terms of Reference setting out the roles and responsibilities of both the Sole Trustee and the Village Hall Management Committee has been prepared and sent to Support Staffordshire for comment. The next step will be a round-table discussion with the Committee, followed by scrutiny by the Sole Trustee before formal approval.

   The Clerk reported that a vesting order has been located confirming the charity's ownership. It was also noted that the previous Clerk had been removed as a trustee. Steps toward land registration have commenced, starting with a land survey.

   The Oak Tree has now been granted a TPO, with remedial work identified by the arboricultural survey commissioned. Planning permission will be required, and work will be scheduled to avoid a clash with a wedding booking at the hall.

10. **To reconsider the Sole Trustee Resolution prohibiting the use of bouncy castles at the Village Hall, following a request from the Village Hall Committee:** Councillors, acting as Sole Trustee, were reminded that a resolution was made two months ago to prohibit the use of bouncy castles at the Village Hall on grounds of safety and liability.

    The Village Hall Management Committee submitted a formal request for the decision to be reconsidered, with assurances offered regarding risk management and insurance.

    RESOLVED:
    That a trial period of bouncy castle hire be permitted until February half term 2026, subject to the following conditions:

    - Members of the Committee are present at both the set-up and removal of the equipment.
    - Care is taken to ensure no damage is caused during set-up, use, or removal.
    - All conditions imposed by the Hall's insurers are strictly adhered to.

The arrangement will be reviewed following the trial period. The previous resolution prohibiting the use of bouncy castles is hereby amended accordingly.

Decision: Trial of bouncy castle hire approved with conditions, to be reviewed after February half term 2026.

11. **Future Plans and Priorities:** Cllr Borasinski will prioritise obtaining quotes for the proposed maintenance work.

    The Caretaker/Booking Clerk circulated a comprehensive annual maintenance plan and spring cleaning list to provide insight into the role of volunteers. It was reported that daily maintenance tasks, such as clearing leaves and keeping the car park tidy, consume a significant amount of volunteer hours. Additional support would allow volunteers to dedicate more time to organising entertainment and community activities.

    The possibility of holding a community event in conjunction with the annual spring clean was discussed.

    The Trustees thanked the Committee for their work and dedication.

12. **Public Questions & Comments:**

There were no questions or comments from members of the public present.

13. **Close of Meeting**

Appendix 1: Annual Report

Barlaston Village Hall - Registered Charity Number: 522602

Annual Report for the year ended 31 March 2025

1. Trustees' Report

Structure, Governance and Management

Barlaston Village Hall is a charitable trust, with Barlaston Parish Council acting as Sole Trustee. The charity is governed by its original governing document and the provisions of charity law. The day-to-day management of the hall is supported by a volunteer committee.

Charitable Objectives

The charity's purpose is to provide and maintain a village hall for the use of the inhabitants of Barlaston and the surrounding area, without distinction of political, religious, or other opinions. The hall is to be used for meetings, lectures, classes, and other forms of recreation and leisure-time activities with the object of improving conditions of life for the said inhabitants.

Public Benefit Statement

In carrying out its duties, the trustee has complied with the duty under section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

2. Activities and Achievements

During the year, the charity provided a valuable community facility, hosting regular activities such as:
- Fitness classes and hobby groups
- Private bookings for family celebrations
- Community meetings and public events

The committee of volunteers has continued to support the hall's maintenance and operation.

We extend our sincere thanks to Cllr Jones for his long service as Chairman, and welcome Cllr Borasinski who assumed the Chairman role earlier this year. We also thank Gill Brealey, Sandra Buxton, and Kay Riddler for their dedicated volunteer service as all three retired from the committee in 2024. We welcomed Gary Lloyd as Treasurer from January 2025. In addition we welcomed Peter Ratcliffe and Kath Lloyd to the committee and also appointed Clare Barnett as Caretaker and Booking Secretary.

The Village Hall continues to provide a valued community resource, though usage has not yet reached full capacity. The Committee actively seeks to increase bookings amid competition from other local venues, exploring new events such as bingo and games nights, and has renewed the Premises Licence.

Over the year, regular hire income decreased by £1,492 while casual hire income increased by £2,125. The Committee remains committed to maintaining and improving the hall but faces ongoing challenges in progressing essential repairs and maintenance.
Thanks to the efforts of Committee member Pete Ratcliffe, day-to-day maintenance has been effectively managed. A full electrical inspection and remedial work costing £2,209 were completed, alongside plumbing repairs and installation of a new boiler valve. PAT testing was conducted in April 2025, ensuring compliance through October 2026. The Village Hall buildings insurance was renewed at a cost of £1,313.

The Committee is also reviewing utility costs to monitor and manage expenditure effectively.

3. Financial Review
Receipts: £19,047
Payments: £20,633
Closing balance: -£1,586

Cash funds c/f from 2023/24: £25,670
Cash funds held at year end 2024/25 : £24,084

During the year, income was generated through hall hire fees. Expenditure covered utilities, insurance and general maintenance

The draft accounts for the year have been prepared on a receipts and payments basis using the Charity Commission's CC16a format for small charities. These accounts are currently unaudited and will be submitted for independent examination in due course. They are presented here to provide an overview of the charity's financial position and activities over the past year.

4. Reserves Policy
The trustee aims to hold sufficient reserves to cover at least six months of running costs and to fund necessary maintenance and improvements.

5. Plans for the Coming Year

Plans for 2025/26 include:
- Continuing regular community use of the hall
- Exploring funding opportunities for building improvements
- Formalising management arrangements through Heads of Terms
- Ensuring compliance with charity governance best practices

The Committee aims to address urgent repairs, including porch restoration involving rendering, damp proofing, door replacement, and external painting. We look forward to continued liaison with the Sole Trustee to clarify ownership matters and access to repair and contingency funds. As volunteers, the Committee welcomes support from the Sole Trustee to streamline the process of making essential improvements.

Approved by the Sole Trustee

David Borasinski 29 July 2025