Barlaston Village Hall: Charity number: 522602

Annual General Meeting

Held on 16 June 2026 at 19:30 at Barlaston Village Hall

Present:

Sole Trustee

Cllr D Borasinski (Chairman)
Cllr L Arnold
Cllr L Pickering
Cllr S Thomas
Cllr E Philpott

Village Hall Management Committee

K Lloyd
H Tunstall (Secretary)
J Taylor

Also in attendance: Ms V O'Dunne (Parish Clerk). There were no members of the public present.

1. **Welcome:** The Chairman welcomed everyone to the Annual General Meeting of the Village Hall Charity. Those present introduced themselves.
2. **Apologies for Absence:** Apologies were received from Cllrs Fisher, Tudor, Dando, Sear and Jones. It was resolved to accept these apologies. Apologies were also received from C Barnett and G Lloyd.
3. **Declarations of Interest:** Cllr Borasinski noted his dual role as Chairman of the Village Hall Management Committee (VHMC) and Chairman of the Sole Trustee.

   It was noted that this is a non-pecuniary interest 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. **Minutes 2024/25 AGM:** The minutes of the Annual General Meeting held on 29 July 2025 were approved as a true record and duly signed by the Chairman.
6. **Village Hall Management Committee:** The Chairman gave a verbal report on behalf of the Committee, outlining its work during 2025/26. He welcomed Janet Taylor to the Committee and thanked all members for volunteering their time and support. Thanks were also extended to Pete Ratcliffe for the many maintenance tasks he has undertaken voluntarily during the year.
7. **Annual Report:** The Barlaston Village Hall Charity Annual Report 2025/26 was presented to the meeting, approved by the Sole Trustee, and signed by the Chair 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.
8. **Accounts:** The unaudited accounts of the Barlaston Village Hall Charity for 2025/26 were presented to the meeting and noted by the Sole Trustee and will be formally approved following independent examination.

Receipts	2024/25	2025/26
Regular Users	12,819	12,989
Casual Hirers	3,993	4,257
Wayleaves	75	85

Misc Receipts	41	588
Deposits received	2,150	1,870
Grants	0	1,500
Donations	0	258
Cash Float	0	50
Total receipts	**19,078**	**21,597**
Payments		
Remuneration	5,350	4,000
Maintenance	3,323	7,054
Water & Refuse	1,060	1,172
Insurance	1,313	1,360
Electric & Gas	5,985	3,836
Sundries	1,587	2,579
Performing Rights Society	0	375
Premises Licence	180	180
Decoration & Refurbishment	0	3,900
Deposits and Hire refunded	1,835	1,953
Total Expenditure	**20,633**	**26,409**
Surplus / deficit	-1,555	-4,813
Cash funds previous year	25,692	24,137
Closing Balance	24,137	19,324

9. **Independent Examiner for 2026/27:** 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 2026/27 financial year.
10. **Governance & Policies:** The Clerk provided a comprehensive list of policies and risk assessments requiring review. These will be presented to the Sole Trustee for approval to proceed with the drafting, revision and updating of the relevant documents, ensuring they remain current, relevant and fit for purpose.
11. **Hire Charges:** Ongoing discussions regarding the review of hire charges were summarised. It was noted that the Sole Trustee will consider the matter further, with a decision expected shortly.
12. **Future Plans and Priorities:** Future priorities were discussed, including ensuring the asbestos survey remains up to date, completing the window works, improving the appearance of the building frontage and considering the installation of new doors. The Trustee also noted the need to identify a solution to the damp-proofing issues arising from the height of the tarmac at the front of the building, together with repairs to the clock.
13. **Public Questions & Comments:** There were no members of the public present.
14. **Close of Meeting:** The Chairman thanked everyone for their attendance and closed the meeting.

Appendix A - Barlaston Village Hall - Registered Charity Number: 522602
Annual Report for the year ended 31 March 2026

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 Michala Black for her many years of dedicated volunteer service to the Village Hall Management Committee. Her commitment and contribution over a long period of time have been greatly valued. We also warmly welcomed Janet Taylor to the Committee during the year and look forward to her involvement and support going forward.

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, film nights and other community events.

Over the year, regular hire income increased slightly by £170 while casual hire income increased by £264. The Committee remains committed to maintaining and improving the hall but faces ongoing challenges in progressing essential repairs and maintenance. Maintenance works totalling £3,900 were undertaken during the year. The Village Hall buildings insurance was renewed at a cost of £1,360.

During the year remedial works to the oak tree were completed, and the tree has subsequently been registered for a Tree Preservation Order (TPO).

The Committee is also reviewing utility costs to monitor and manage expenditure effectively. Responsibility for payment of utility bills was transferred in July 2025 from the Parish Council (who previously paid and recharged these costs) to the Village Hall, which now pays the utility bills directly.

During the year, Heads of Terms were agreed between the Committee and the Parish Council, formalising the respective responsibilities and duties of both parties. In addition, the process of opening a new bank account with the Charities Aid Foundation was commenced to support improved financial governance and separation of funds. The sole trustee has also applied for a bursary of time from Support Staffordshire to assist with further governance improvements.

It was established by the Clerk that the land and buildings are owned by the charity. A survey of the land was subsequently undertaken, and the process of registering the land is now underway, as it has not previously been formally registered.

3. Financial Review
Receipts: £21,597
Payments: £26,409
Closing balance: -£4,813

Cash funds c/f from 2024/25: £24,137
Cash funds held at year end 2025/26 : £19,324

During the year, income was generated through hall hire fees and a modest grant from Barlaston Parish Council. 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.

As part of a governance review, the Parish Council Clerk identified that funds held by the Parish Council could not lawfully be spent directly on the Village Hall. This position was supported by legal advice obtained from the Society of Local Council Clerks. It was therefore agreed that a costed project grant would be made available by the Parish Council during 2026/27, whilst recognising that the Village Hall should continue to seek appropriate external grant funding to support its activities and future development.
This approach is also consistent with the updated Annual Governance & Accountability Return requirements forming part of the Parish Council's annual audit process, which require councils to confirm that they do not hold or spend funds on behalf of charities for which they act as trustee. This reinforces the importance of maintaining clear separation of funds and governance responsibilities between the Parish Council and the charity.

5. Plans for the Coming Year

Plans for 2026/27 include:

- Continuing regular community use of the hall
- Developing a three-year maintenance plan
- Exploring funding opportunities for building improvements
- Reviewing hire charges and exploring additional income streams, including Gift Aid, donations, and fundraising
- Ensuring compliance with charity governance best practice

Approved by the Sole Trustee:

David Borasinski Date: 16 June 2026