Bilbrough Village Hall

Annual General Meeting Agenda

7.30pm, Wednesday 21st April 2026

Attendees: Brian Bussell (BB), Sarah Cairns (SC), Samantha Dalton (SD), Tom Gregory (TG), Lewis Knight (LK), Elliott Noble (EN), Laura Oxley (LO)

Agenda

1. **Apologies** - None

2. **Chair's report**

    - BB summarised the Chair's report:-
    - The AGM is a formal event open to the public. The papers and minutes form part of the Trustee Annual Report submitted to the Charity Commission
    - The completion of the kitchen and toilet upgrade has been received very well from both villagers and hirers alike, further work is planned for 2026
    - As in former years the Hall runs at broadly break-even ignoring major refurbishment costs and we hold a significant reserve to cover more major refurbishment for some time to come with or without grant assistance

3. **Treasurer's Annual Financial Report**

    - TG summarised the Treasurer's report:-
    - Total receipts £9,422.53, Total Payments £9,417.04, Surplus £5.49
    - Funds carried forward £41,694.56
    - Social and fund raising events (including the hugely successful Thirsty Fridays contributed £3,019.65 of the receipts
    - Priorities for 2026: Continue to grow the fund raising programme, manage the inflationary pressure on utilities and insurance, complete the transition to CIO status, external maintenance including windows, doors and painting.

4. **Bookings report**

    - Hall higher income for 2025 totalled £4303.50 representing a £1193.50 (38%) increase on 2024
    - Community events have continued to grow with Thirsty Fridays gaining momentum over time, most notably the highly successful Halloween event. December wreath making was also particularly well received and will be repeated in 2026
    - The new online booking system, Lemonbooking, continues to perform well.

- Occasional concerns over cleanliness have been resolved with a new cleaning schedule.
- We continue to encourage hirers to use the Lemonbooking system without assistance, to ensure that the hall is left clean and tidy when they exit and that heating is turned off.
- In conclusion a strong and positive year for bookings

5. **Prize draw report**

    - 71 tickets sold (down 3 from last year), Total raised £1,410, proceeds to the village hall funds £705 lbs, proceeds paid out as prizes £705.

6. **Maintenance report**

    - Kitchen and toilet upgrade completed in quarter 12025
    - Front door and fire exit is planned to be replaced relatively urgently without waiting for any grant
    - External painting and windows replacement will be progressed in conjunction with a grant application.
    - Following a period of alarm malfunctioning the burglar alarm has been placed with a more modern Ring system consistent with our low touch strategy.

7. **Trustees**
    - Trustees retiring 21/4/26: Brian Bussell, Samantha Dalton
    - New Trustees: None
    - Considerable effort has gone into trying to recruit new volunteers and in particular new trustees. While we've had some success with volunteers we have limited response for people willing to be considered as a new trustee. The committee decided to progress a mail drop throughout the village to encourage volunteers and trustee volunteers. SC, LO, BB to action.
    - Work continues on the low touch approach to the village hall to allow fewer volunteers and trustees to run the hall officially.

8. **Election of officers for 2026/27**

Chair – vacant (consider a chair nominated for each meeting util we can grow the number of trustees.
Treasury Lead – TG
Treasury Vice – LO
Treasury Vice – SC
Booking Lead – LO/SC (subject to reducing effort required for events)
Prize draw/Comms – EN
Maintenance – LK

9. Any other business

Having no further business the ATM closed.