

Minutes of Chittlehampton Village Hall Annual General Meeting

Monday 27th October 2025

(to be approved at the next AGM)

Attendees:

Zoe Nicklin, Sarah Tierney, Martin Ives, Sally Broughton, Keith Routledge, Jimmy Willcox, Louise Woodhouse, Sue Mizon, Marian Edwards, Julie Adde, Rose Warren, Nan Peters, Tim Norris, Peter Bradshaw, Gill Bradshaw, Molly Routledge, Dave Woodhouse, Angela Hoare, Ian Humber, Karen Humber, Sallie Parker, John Mansi, Julia Mansi

Apologies: Tony Dellow, Jacky Brereton

1. Minutes of the last AGM held 31st October, 2024

The minutes of last year's AGM were approved as a true record with no matters arising.

2. Chair's Annual Report (incl. Trustees' Annual Report and refurbishment report)

Zoe's full report is attached to these minutes (Attachment 1) but a summary of her main points is as follows

- 2.1. Major focus of the year remained on the refurbishment of the hall, reopening 2nd December in time for Christmas Bingo. Those works represented only internal works and >£4k donated in gifts or £10k in grants. Since the reopening:
 - 2.1.1. Air source heat pump installed successfully in January.
 - 2.1.2. New Ladies toilets created
 - 2.1.3. Tea kitchen re-opened having been brought up to an acceptable standard through major cleaning and detailed appliance of environmental health requirements.
 - 2.1.4. Accessible / mixed use toilet completion and installation of a flash heater for water are the most recent internal activities
- 2.2. The Village fete was run by a committee of trustees and invited many village societies to take part as feasible, in order to make this a true community event, which has been well received. Plan to build on this for next year
- 2.3. Solar PVs have been installed and the system is operating well. Paid for through ACRE loan, electricity bills already substantially reduced and will be more so once we have received the certification to allow us to be paid for exported power. This is in process and expected imminently.
- 2.4. The next refurbishment project will be the Gents toilets and plumbing of warm water to all
- 2.5. We are pursuing recovery of overcharged VAT from our main contractor, which will largely fund Terracing cover some kitchen costs. Will continue fund raising
- 2.6. Thanks to all individual trustees for all their contributions and thanks to the partners of those trustees who also give their time and support.

3. Treasurer's Report and agree Independent Examiner Martin Ives

The Statement of Accounts for Year Ending 30th April 2025 will be on Charity Commission site in very near future after they have been agreed this evening and these will be able to be viewed on there by any member of the public. Included as Attachment 2 to these MoM

It was noted that the loss on the end of year is due to the spend for that year on renovations included money received into the bank before the year started and earmarked for building works. The current liabilities at the end of the year is the retainer still to be paid to Culmex (Main Contractor) as part of the JCT contract.

Fixed assets	£ 377,630
Current Financial Assets	£ 31,150
Current Liabilities	£ 10,297
Profit for Year Ending 30 th April	£ (53,417)

Accumulated fund carried forward £ 398,483

Total Renovation Costs To Date approximately £490k including VAT

Colin Browne, who is a Chartered Accountant, has done the independent examination of the accounts for the past two years in accordance with the rules laid down by the Charity Commission free of charge which is very kind of him.

The YE25 accounts, as presented in the Trustee Annual Report available to meeting attendees, were unanimously approved. It was agreed that Colin Browne will be invited to be our independent examiner next year.

4. Election of Trustees

We started this year with our full 9 trustees and one co-opted trustee Tony Dellow, John Adde resigned due to ill health early in the year. We co-opted Louise Woodhouse in the summer. The two co-opted trustees end their positions at this AGM. Tony Dellow is not seeking re-election. Louise has been put forward to be elected as a trustee.

Keith Routledge and Sally Broughton have given notice to step down at this meeting. No replacements have come forward. We still are able to co-opt 3 trustees in the year and so are looking for appropriate people who will actively support and help run the village hall.

In line with the Constitution, notice for new trustees nominations was advertised around the Parish, in the Parish Magazine and on Facebook not less than fourteen nor more than thirty-five clear days before the date of the AGM, which allows for due process to be followed.

A Nomination for Louise Woodhouse has been received. The nominee has signed a trustee declaration that they are willing to be elected and provided details as required by the Charity Commission. Louise Woodhouse was thereby proposed by Zoe Nicklin and seconded by Martin Ives. The nominee was elected as trustee.

5. Project Progress and Plans

5.1. Project Progress – as described in Chairmans report, section 2

5.2. Plans – the new car parking policy was described. It recognises that there are occasions when parking has to be available for hirers of the hall and hence space is not available for residents. Its aim is to minimise the amount of time that residents are not able to park and a notice on the entrance will state when this is not the case. In addition, a voluntary WhatsApp broadcast group is being established (like a blind copy email, hence retaining privacy) to alert those members when this is to be the case. This plan was positively received by those present.

6. Questions and Answers

Questions and concerns were tabled throughout the meeting and have been here documented in this section of the minutes

- 6.1. Marian Edwards queried when car park pot holes would be fixed. The response was that this is a cost issue and if EV charging goes ahead, then that would be a time to get the surface fixed. If it does get too bad, trustees will do a temporary fix so that it does not become too dangerous. The trustees also accept that a light would be beneficial on the north side of the front extension.
- 6.2. Peter Bradshaw queried whether curtains would be put back – Trustees confirmed that window coverings are being planned and that they intend to put blinds in as soon funds allow.
- 6.3. Stage – St Hieritha's Church have kindly lent their stage and we now are working with them to continue to coordinate use, so that it will not be necessary to buy a separate one. The Trustees very grateful to them for this.
- 6.4. Nan Peters– Gave particular thanks to Peter Bradshaw and Keith Routledge for all of their hard work. This was echoed by all, especially the trustees
- 6.5. Nan Peters mentioned she had been looking to book the hall but she doesn't have access to the internet herself and when working with her daughter's assistance was finding the website far too difficult to use. She requested whether it would still be possible to just speak to someone. Confirmed this is the case. Zoe Nicklin is presently the booking secretary, and that trustees have just instigated a dedicated mobile phone that is purely for the Village Hall bookings (& car park).

Karen Humber– Wondered whether any "services" could be brought into the hall (such as community outreach, GP, health hub or whatever) Zoe advised that Devon Communities Together which represents the Village Halls is raising this with the local NHS and is looking at other such options

7. AOB

No other matters arising, the meeting closed at 8.45pm

Sarah Tierney On behalf of Secretary

Attachments: Attachment 1 - Chair's Report
Attachment 2 – Treasurer's report