

## Minutes of the Annual General Meeting of the East Dean and Friston Village Hall Trust held in the Village Hall on 23rd June 2026 at 6.30pm.

The Chairman welcomed all those attending. In addition to six Trustees and the Hall Manager, there were two members of the public in attendance.

1. Apologies for absence were received from Micheal Bustard, Jo Taylor, Bill Hallett & Lesley Durso
2. Acceptance of the minutes of the AGM held on 24<sup>th</sup> June 2025 was proposed by **SJC**, seconded by **SCC** and accepted unanimously by the Trustees. Amend from Draft on website **Action TWR**
3. There were no matters arising not covered elsewhere in the agenda.
4. The Trustees reports had been circulated and are appended to these minutes. The Report and Accounts had been uploaded to the hall website. Additional comments were as follows: None

i. Chairman PS

There were no questions.

ii. Finance MF

There were no questions

iii. Community Events SJC

There were no questions.

iv. Operations

PS

There were no questions.

5. Presentation of the 2025-2026 Annual Report and Accounts.

MF

There were no matters of concern to the Examiner, Caladine Limited..

6. Their acceptance was proposed by SCT, seconded by SCC and accepted unanimously by the Trustees. They have now been signed by MF and PS on behalf of the Trustees and by the Independent Examiner, Caladine Limited they will be submitted to the Charity Commission and placed in the public domain on the Website. **Action MF/TWR**

7. Appointment of Trustees.

All Trustees resign at the AGM as stated by the Declaration of Trust. But may be re-elected or re-nominated.

All existing representative Trustees had been duly nominated again by their societies.

Martyn Fletcher stood for election as a Trustee for the year 2026/27 His re-election was proposed by **PS**, seconded by **SCC** and was agreed unanimously.

Thus, the list of Trustees as at 23 June 2026 is now:

Paul Seeley	Chairman	PS	Community Events
Stephanie Carter	(Community Events)	SJC	PCC
Tony Deadman		TD	Gardening Club
Jo Taylor		JT	Micheldene WI
William Hallett		BH	Village Show
Lesley Durso		LD	Residents Assoc.
Sue Currie		SCC	Art group
Stephen Burr		SB	History Group
Martyn Fletcher	(Hon Treasurer)	MF	Elected

## 8. Any Other Competent Business

- I. A member of the public from Michel Dene WI advised that the hall seemed very hot. It was agreed that the thermostat would be reduced by 1 degree. **Action: TWR**
- II. A member of the public from Michel Dene WI enquired about renting storage space. It was noted that the WI already has a box stored in one of the cupboards. The WI will send an email to TMWR regarding their requirements. **Action: PS**
- III. The Trustees wished to extend their thanks to the Chairman for his continued hard work during the year on behalf of the Trust.

There being no further business, PS thanked everyone for coming and closed the meeting at 7.00pm

## APPENDICES

- Committee reports 2025/2026
- Trustees Annual Report and Accounts 2025/26

## Chairman's Report

The last twelve months have seen several changes to the Trustee Board and also the Village Hall has celebrated its 25 years anniversary.

Thanks must go to Bill Hallett who has been chair of trustees for several years. Bill decided to step down as chair in June and remains a trustee. The village owes Bill a major thankyou for all that he has done over the last decade in maintaining the hall and making sure as many as possible enjoy the facility.

We also welcomed three new trustees, Sue Currie who represents the Art Group, Stephen Burr who represents the History Group and Michael Bustard who took up the chair of the Parish Council in the last year. They join the existing trustees comprising Steph Carter, Jo Taylor, Lesley Durso, Tony Deadman, Bill Hallett, Martyn Fletcher who is also the Hon Treasurer and myself.

Tina Woodley-Roberts continues as the Hall Manager and Trustee Secretary and she is assisted by John Gillam with the day to day management of the village hall.

There are many clubs and societies who use the facilities and these have grown in the last year to include a dance group, choir and weekly board games group. If you would like to start a new group please contact Tina at the hall.

Last October we held a 25 year anniversary celebration at the hall with over 100 locals attending the evening function which was held in conjunction with the Parish Council. It was a lovely evening and an opportunity to catch up with some of the original trustees and committee who raised the funds and delivered the facility for the village. Thanks must go to John Bolton who provided an excellent film to celebrate the hall. It is available on YouTube.

As part of our remit, the village hall hosts monthly coffee mornings, lunches and afternoon teas. All of these activities are open to villagers and thanks go to those who attend and also to the army of volunteers who make the events happen.

The hall is used for many activities including the weekly market, keep fit classes, gardening club, short mat bowls, art groups, history groups, the WI, bingo nights, quiz nights, badminton, table tennis, film afternoons and evenings, and various other activities. This means the premises need maintaining.

We are currently investigating solar power and battery storage and also an upgrade to the audio and visual facilities, the hall will be redecorated this year inside and outside.

All of these projects ensure that the hall remains in good condition.

I wish to thank everyone involved in the use and running of the hall for their time and effort. Between us all there is a very positive future for the hall.

My heartfelt thanks to Tina and John for the efficient operation of the Hall throughout the year. They are on hand at all hours to support our collective endeavours and we never take their labours for granted.

Thank you to all the Trustees who served during the year, for giving up so much of your time freely to play your vital role in effective and supportive governance. Your energetic support and unstinting contribution help the Hall thrive and be the asset to the community that it is.

DRAFT

## Finance Report

For the year ended 31 March 2026, the Hall generated total income of £73,888 (2025: £84,588), supported by a further legacy of £4,365 (2025: £10,000) from the estate of the late Phyllis Burningham, a long-term resident of East Dean. This legacy will be used to support the Hall's charitable activities.

Community fundraising continues to play a vital role in meeting operating costs, producing a surplus of £10,498 (2025: £12,143). The Community Events team is to be congratulated for delivering a well-received programme of activities which, together with regular tea and coffee mornings, made a significant contribution to the Trust's reserves.

Several essential projects to maintain the fabric of the Hall and upgrade fixtures were completed during the year. These, combined with inflationary pressures on services and energy, increased total expenditure by 8.7% to £79,815 (2025: £73,421).

The £6,394 increase in costs compared to the previous year and £10,700 fall in hire and legacy income resulted in a deficit for the year of £5,927 compared to a surplus of £11,167 in 2025.

Cash balances at the year-end amounted to £107,536 (2025: £113,463). It is the Trust's policy to hold funds not immediately required, in an interest bearing deposit fund.

The Trust maintains financial reserves to safeguard the long-term delivery of its objectives, ensuring resilience against income volatility and unforeseen events. For many years, it has followed a policy of building cash reserves equivalent to annual gross expenditure.

Although current reserves remain comfortably above this level, sustained high inflation is creating future cost pressures that require prudent reserve management.

The Trust is well positioned to continue meeting its objectives over the long term. However, rising costs associated with maintaining and investing in the Hall increase the likelihood of cash deficits in the coming years.

An annual review is undertaken to ensure the Hall is maintained to a high standard, and the repair and operation of the Hall remain under continuous assessment.

The need to sustain the fabric of the building will inevitably require regular, incremental increases in hire fees. The pricing structure continues to subsidise local organisations at below cost rates.

The Trustees have not identified any uninsured major risks to which the Charity is exposed.

## **Public Benefit**

As a Charitable Trust, the Trustees have a duty to provide public benefit to the local community, and the sustainable delivery of that benefit remains a central objective in their stewardship of the Hall. They maintain the Hall to a high standard and aim to offer affordable hire rates, while closely managing operating and maintenance costs to ensure cash reserves remain sufficient.

The Trustees are confident that they continue to meet their public-benefit obligations in line with Charity Commission guidance and remain committed to exploring new and effective ways to deliver these benefits.

DRAFT

## OPERATIONS REPORT

**BILL HALLETT**

Day to day operational issues were dealt by me and Tina, the Hall Manager with reference to other Trustees as deemed necessary. Any work of a significant nature is discussed and approved at one of the four Trustee meetings that were held during the year. Several management activities were undertaken.

Fixed mens loo - May 2025

Replaced picket fencing - June 2025

Removed shrubs from down the side of the hall & Escallonia hedge -June 2025

Fix ladies toilet - August 2025

Replace First Aid Kit - August 2025

Large Water boiler replaced filter - August 2025

Sanded & Sealed Large hall floor & stage - August 2025

Clean carpets (Pure Cleaning - September 2025

Tree works - October 2025

Small Water boiler replaced filter - November 2025

Repair back door sill - November 2025

New key fobs for Alarm -December 2025

Updated Honours board -December 2025

Sanded & Sealed small hall - December 2025

Large hall repaired roof leak - January 2026

Replaced blinds & repair windows -January 2026

Replaced Door selector - January 2026

Replacement fence post - February 2026

Repaired two loose paving slabs - February 2026

Replaced two hallway lights - February 2026

Flint wall repair - March 2026

New Headset Mic - March 2026

Emergency light testing – May 2026

In going forward, we will be investigating the following:

Replace baffle doors in large hall – 18<sup>th</sup> June 2026

Carpet cleaning 22<sup>nd</sup> June 2026

Paint Hall inside & out July/August 2026

Clean cooker ducting & cooker

Replace Kitchen units

My thanks go to Tony Deadman and his band of volunteers for maintaining the planted areas around the main entrance.

Finally, I would like to thank Tina (Manager), John Gillam (Hall Team assistants), our cleaner Nicola together with all those involved in maintaining the Hall to the high standard it is!

## Community Events Report for AGM 2026

We have had a very busy and successful year and have raised over £10,000 for the village hall.

Roger and Karen Trace have again run three bingo evenings and a music quiz which are all very enjoyable evenings. I would like to thank them for their hard work and enthusiasm.

The community events team have run three quizzes and three film afternoon/evenings. The afternoon film with cream teas and are now at their maximum numbers and the evenings are also well attended with a homemade meal before the film. My thanks Jo Taylor for organising this event.

My sincere thanks to all the community events team: Jo Taylor, Lou Behriti (who is a brilliant quiz master), Ana Warman, Vivienne Lester and Bernie Ewer for all their hard work plus Paul Ewer who runs the bar and a team of volunteers and to John Bolton who makes the showing of the film very professional and has now introduced some very amusing adverts! John also helps with his wife Mandy with sound, pictures and scoring at the quiz night.

Paul and Chrissy Seeley continue to run the community coffee morning once a month which has become extremely popular and the afternoon teas run by myself and a rota of helpers are also popular. Thank you to all the helpers at these two events and to the cake makers.

Our next event is this coming Saturday which is a quiz night and the numbers are looking good.

Thanks once again for everyone who helps make these events so successful.

Steph Carter (community events co-ordinator)