

Borwick & Priest Hutton Memorial Hall

Minutes of the Annual General Meeting held 30th September 2025

1. Minutes of the AGM 2024

The minutes were agreed as a correct record.

Proposed - Steve Vaughn

Seconded Eric Rooney

2. Annual Report of Trustees 2024-25

The Annual Report of the Trustees was presented by the Chair Ken Dunn and is appended to these minutes

The Annual Report, including the audited accounts for the year, was accepted by the Trustees present.

Action - Ken Dunn to send the report to Charity Commission

3. Any other business

There being no other business or matters arising the AGM was concluded.

The date of the next AGM will be agreed at the January Management meeting.

Borwick & Priest Hutton Memorial Hall

Minutes of the Management Meeting held on the 30th September 2025

1. Election of Officers The following officers were elected

Chair: Ken Dunn

Vice Chair: Keith Brady

Treasurer: Nigel Adams

Bookings Officer: Christine Heginbotham (until 1st January 2026)

Health and Safety Officer: Eric Rooney

Communications Officer: Dave Smith

Lottery Officer: Steve Vaughan

2. Minutes of the meeting 25th May 2025

Were agreed as a true record

3. Matters arising from the minutes

Funding for the Greening project in the amount of total £45,000 was secured by the end of July and the project is now underway.

Chair was complimented on securing the funds

We will consider improvements to the toilets once the Greening project is completed. We will have a need to “make good” after the various installations are finished.

Policies and procedures – Review and Updating

Booking procedures including terms and conditions and forms – all complete

Safeguarding – Chair has reviewed. No updates are necessary.

Health and safety and others to be reviewed

Pricing policy and published rates have been updated. Hallmark system pricing matrix also updated.

Sports and social have taken over the task of organising the Coffee Morning . They will run from Oct to April.

4. Chairs Report and Actions

Greening Funding – Funders are Lancashire Environment Fund, Garfield Weston, the LCC Community Fund and the H&A Bridges charity.

Greening Project

Kendal Refrigeration have installed an air source heat pump along with three aircon units and associated refrigeration and electricals. We cannot form a final judgement until we see how it performs through the winter, but early indications are positive. The Heat up rate is rapid. There is some noise at start up but very quiet after a few minutes.

The occupancy sensor is troublesome at the moment because we have so many contractors visiting the hall for brief periods. This may settle in time. We will install a “kill” switch to prevent unwanted heating cycles (sports groups). We need to improve the accuracy of heat sensing and will therefore move the main controller from the entrance foyer into the main body of the hall.

Bowkers have changed the main board to increase the number of ways. We now have sufficient redundancy on the system. They have also installed the 30L water heating unit. This will serve the bar area and the toilets with warm water. We have reduced the size of the water heater for the kitchen to 10L and this will now fit under the sink. Pro memoria, for the kitchen we will now have a DW heater, a boiling water tap, a boiler and a commercial dishwasher. (Surely, sufficient provision!)

Go Green will install their scaffolding 6th October and commence the installation on the 13th of October. Given the healthy situation in respect of budgeted contingencies, we decided to maximise the solar investment. We will now have 43 panels and 2 off 10KW batteries. We may add batteries at a later date, should we choose. All being well, they will complete by 20th October.

EON, our existing supplier were unable to offer a competitive tariff including export. We have contracted with EDF for the year commencing 1st November.

5. Treasurers Report

The final accounts are as distributed at the last meeting. They have been reviewed by Lisa Clarke (a Chartered Accountant) who found no errors or anything needing change.

Treasurer provided the following brief commentary at the previous meeting in May.

* The Hall has net assets of £45,195 as of 5th April 2025 - an increase of £3,864 on last year.

* The increase has entirely been generated from the trading in the hall over the 12 months (see below)

* The assets are mainly in the form of cash - £45,414 of which only £864 is committed to restricted expenditure (the Storm Arwen grant surplus which is now being switched the Greening Project).

* As referred to above, there is a surplus of £3,864 for the year.

* Comparisons are a little tricky as we have changed the basis for accounting from cash to accruals - I have obviously explained all this previously. This change provided an uplift in profits of £844 - so the true profit was £3,020.

* The hall made a profit of £7,284 last year, but this included an additional £2,000 in B4RN compensation - so the profitability of the hall has fallen by £2,264

* A quick analysis of this change, (of £2,264) adjusting for the points above is as follows.

* Hires from locals has fallen by £970 (Tai Chi = £-388 Somatic Movement £-446 Ladies Group £-150 (all 3 now stopped) Capernwray £-323 Lunesdale Arts £-233 - there were a few increases to offset this slightly).

* The income from other hires improved by around £500

* So overall our turnover was very similar to last year only dropping £470 or so.

* However, overheads increased by £1,650 (after adjustments mentioned above) Hall and ground maintenance accounted for all of this figure. Plumbing work in January cost £668 and replacement windows of £818 were the exceptional items)

* Other items varied slightly eg we took on the web costs from the Parishes for example. But there was a similar figure saved on LPG etc.

In conclusion, the hall trades at a near breakeven level - which I think is our objective as first and foremost the building is a community asset. However, the hall has strong reserves of £45k - the equivalent of 5 years cost of overheads (£9k last year).

6.Facilities

Over the summer volunteers.....

Cleaned gutters

Cleared brambles

Fitted telltale to crack

Cowl in Kitchen

Fluorescent tubes replaced with LED

External wood treatment
Refinished floor
Wall and ceiling damage following removal of the radiators have been filled

5. Bookings

Regular Clubs and Societies Bookings have reduced even further. Currently regulars are Eversley, Lunesdale Fine Arts, Pilates, Badminton, Art group and band practice.

Although our external private and intermittent bookings have been developing well, the resignation of the Bookings Officer is likely to impact very seriously.

Chris has done a great job in supporting Hirers.

Given our recent experience in attracting volunteer officers the meeting thought our chances of replacing Chris to be negligible.

That being the case we can only consider two options going forward

- a) paying someone a stipend to fulfil the role
- b) automate the booking system. **Ken will follow up with Dave.**

8. Lottery

Borwick & Priest Hutton Memorial Hall Lottery Report 30/09/2025.

- 2025 opening balance - £949.76
- Player levels static.
- £1300 transferred to Village Hall as contribution to the Greening Project
- Current balance £449.76 which will comfortably take us to year end covering the outstanding prizes.
- End of year 2024 return completed to Lancaster Council (FOC)
- Re-registered with Lancaster Council for 2025 (£20)
- Lancaster Council require that two members be appointed in writing to manage any lottery – required for 2025.

- 2025 Winners to date below:

Month	First Prize	Amount	Second Price	Amount
January	Simon Smith / Sal Riding	£30	Matt & Liz Mackay	£15
February	Edward Tatham	£30	Simon Smith / Sal Riding	£15
March	Steve	£30	Martin	£15

	Thorns		Badley	
April	Martin Badley	£30	David Noble	£15
May	Eddie & Linda Hodgson	£30	Brian Fell	£15
June	Neil & Kate Robinson	£30	Dave Scott	£15
July	Andrew & Mairwen Wilkinson	£30	Linda Rigby	£15
August	Sue & John Clay	£30	Wendy Winder	£15
September	Martin Shuttleworth	£30	Wendy Winder	£15

- No changes proposed for 2026.

9. Comms

Ken will contact Dave around automated bookings

Steve to contact Dave reference a Drop Box for Hall documentation and archiving.

10. **AOB** There being no other business the meeting closed

11. **Date of next meeting** - to be agreed and circulated