



SUNNINGDALE VILLAGE HALL ANNUAL GENERAL MEETING

Tuesday 13th May 2025 at 7.30pm
in the Small Hall, Sunningdale Village Hall

MINUTES

Attendees:

Shazia Khawaja – Chair of the Trustee Board	Ed Swift – Deputy Head of Pre-School Charity
Jo Hermon – Secretary to the Trustee Board	Sharon Thompson – Sunningdale Pre-School
Rachel Turner – Treasurer to the Trustee Board	Ann Offield – Sunningdale Pre-School
Eric Nicoli – Trustee	Robert Morgan – Chair of the Parish Council
Helen Whiteman – Trustee	Martin Penney – Parish Councillor
Maria Crawford Smith – Village Hall Manager	Valarie Pike – Parish Councillor

1. Welcome & Charity Update - Shazia Khawaja, Chair of the Board of Trustees.

SSK thanked everyone for taking time to attend the Sunningdale Village Hall AGM. SSK expressed it had been an honour to service as chairperson for the last 16 months, providing a service to its local community, and be a part of a team of individuals, her fellow trustees, who equally share a vision of creating an environment for our community that brings us together, whilst catering to diverse needs.

SSK thanks Julia Chester (JC) who resigned from the charity after much hard work to set up the structure and governance that the Village Halls works under today. SSK welcomed HW, who was voted in at the last AGM, as well as JH and RT who have joined since the last AGM, to the Board of Trustees.

SSK noted the Chairty is lucky to be supported by an exceptional admin team, Rachel, Cheslea and most recently Maria, who deal and manage the daily operations of the charity. And finally, Stuart, the warden, who responds to all queries, and concerns, coming to check and review the hall of an evening.

SSK noted the vision and aim had not changed or faltered since the 2024 AGM. The Charities long standing relationship and commitment to PreSchool remains unaltered, as does the plan to ensure the Village Hall is both accessible and affordable to the community.

SSK noted the below achievements:

1. **The Charters Summer Fair** held in June 2024. The Chairty attended with one goal only. To remind the local community of this wonderful asset and how this can be used to bring everyone together, from personal parties, to using for clubs, to one off events. The Sunningdale Village Hall is the place to hire.

2. **Decluttering.** Over the summer months of 2024, the Trustees spent a day or so, working through each storage facility within the large hall.
3. **The bank account.** SSK confirmed it is finally open. There are still issues, but these are manageable, from when the Chairty were reliant on parish council staff. SSK thanked the Parish staff who were involved in supporting the Trustees through this process.
4. **The French drains.** Following the installation of the French drains, many issues have been significantly resolved. The flooring, whilst requiring work, is no longer high priority, as the risk has been lowered with the French drains acting as risk mitigators.
5. **The heating,** has been a continuous problem experienced by the users of the village hall. Appearing temperamental, it may switch off, leaving all cold. Whilst this is not at issue in summer months, it was not a good position for the hall to be in, over the winter. Using local tradesman, the heating was reviewed and measures implemented for repairs. The heating remains on the list of work required, albeit it's priority may have changed.
6. Following a comprehensive **structural survey**, the roof was identified as having a number of issues, that warranted closer scrutiny and work. This has been costed and is due to be actioned very soon.
7. And finally, **the lease.** Whilst not officially signed, SSK confirmed the Chairty are very close to finalising the terms and conditions, including an extension on the lease period. This has been perhaps the lengthiest and most important part of the Trustees role. By negotiating and agreeing on the terms of lease, the future of Sunningdale Village Hall, and therefore default, PreSchool becomes securer. SSK noted this was one of the main reasons why she joined as a Trustee, so to ensure the exceptional foundational asset, PreSchool would not be lost.

2. To note apologies for absence.

JH reported that the following apologies had been received:

- Lee Harrison – Trustee

3. To approve the Minutes of the previous AGM held on 5 September 2023.

There were no comments. The Minutes of the AGM held on 20th June 2024 were APPROVED as an accurate record.

4. To receive and approve the Trustee Annual Report and Accounts for 2024.

HW introduced the Trustee Annual Report (TAR) and Accounts 2024. She explained that they'd been compiled by the charity's bookkeepers at Tax Assist, that the Independent Authoriser, Stuart Pollard of Auditing Solutions had signed them off without comment and that they'd been accepted by the charity's Trustees at their Board Meeting on 18 March 2025.

HW noted that, although income for 2024 had increased on the previous year by a little over £4,000 (from £53,778 to £58,032), and a surplus for the year of £2,343 had been achieved,

the surplus was marginally lower than that of the previous year due to an increase in expenditure from £50,872 in 2023 to £55,689 in 2024. The increase in expenditure was partly due to an increase in cost of suppliers, but also due to an increase in spend on repairs and maintenance, including around £4,000 spent on creating better drainage around the building and smoothing out the larger bulges in the floor and a further £4,000 repairing and maintaining electrics and heating.

HW pointed to the Balance Sheet at page 6 of the accounts which states that, at 31 December 2024, reserves, all of which were unrestricted, were £47,920. And that these were divided between a reserve of £26,274 designated for redecorating and painting and £21,646 in general funds.

HW concluded by saying that the Trustees recommended the Trustee Annual Report (TAR) and Accounts 2024 for approval and submission to the Charity Commission.

There were no comments. The Trustee Annual Report (TAR) and Accounts 2023 were ACCEPTED.

5. AOB.

SSK opened up the meeting for attendees to ask questions or to comment.

Ed Deputy PreSchool Chair, asked for clarification on the process once the lease has been signed and extended with the Parish Council. SSK confirmed a meeting will be formalised once the lease has been signed.

Martin from the Parish Council asked how the charity will fund repairs. SSK clarified any major repairs will be from grants and small maintenance from the Parish Council Village Hall Funds and the Charity reserves where possible.

Valaire from the Parish Council asked about marketing and suggested the charity advertise in the Baptist Church who house part of the foodbank items for the community. MCS will clarify the halls facebook advertising position after it was noted due to change in Trustees the account had been locked. It was also noted that Sunninghill village hall maybe shutting for repairs so a potential for further opportunity in the short term from Sunninghill.

There were no other questions.

SSK thanked the attendees and declared the meeting closed at 7.42pm.