



SUNNINGDALE VILLAGE HALL ANNUAL GENERAL MEETING

Tuesday 23 June 2026 at 7.30pm
in the Small Hall, Sunningdale Village Hall

MINUTES

Attendees:

Helen Whiteman – Chair of the Trustee Board Sharon Thompson – Sunningdale Pre-School
Jo Hermon – Secretary to the Trustee Board Local resident - Karen
Rachel Turner – Treasurer to the Trustee Board
Adam Lewington – Trustee
Maria Crawford Smith – Village Hall Manager

1. Welcome & Charity Update – Helen Whiteman, Chair of the Board of Trustees.

1. Welcome and Charity Update

HW introduced herself as the new Chair and welcomed everyone to the AGM.

HW discussed recent movement within the Village Hall Trustees. Shazia Khawaja stepped down as Chair after two years of leading what was a new Board of Trustees through their inception and establishment. Eric Nicoli and Lee Harrison also stepped down due to the challenges of other commitments, and the Board recorded its thanks to all three for their contributions.

HW introduced Adam Lewington, who joined as a new Trustee in January, and noted the need to grow the Board to five or six people. Suggestions from those present were invited.

HW noted that, on the employee side, Warden Stuart Wingate left at the end of 2025. The existing team divided Stuart's responsibilities between them, enabling the charity to save a salary. The whole team continues to show commitment to, and care for, the hall and its operations.

2. Reflection on 2025

HW reflected on 2025, noting that the most impactful event was the conclusion of discussions with the Parish Council and the agreement of a new 25-year lease. HW noted that the Parish Council kindly invested in legal fees to transform the previous, rather archaic and impenetrable document into a contract that is clear and understandable. This now allows the charity to move forward with exploring funding for some of the larger pieces of work that have been under consideration. HW noted how much the Trustees appreciated the support of the Parish Council in getting the lease finalised, with special thanks to Natalie Hayes, the Parish Council Clerk.

3. Pre-School

HW discussed Pre-School and its 57 years in Sunningdale. She noted that, within the constraints of its own operations, a primary objective of the Board of Trustees is to continue to support Pre-School and its after-school club. Now that the charity's leasing situation is clear, discussions have started with Pre-School about renewing their hiring agreement.

4. Activities Over the Past 12 Months

HW discussed a number of activities carried out over the past year.

a. Family Fun Day

The Family Fun Day was held last November. HW noted that there are some lovely photos on the charity's website, showing children enjoying a bouncy castle, soft play, face painting, and arts and crafts on a blustery November day. Plans are well underway to hold a similar event in August this year.

b. Smoke Free

The charity recently gifted a 12-week booking to Smoke Free Life Berkshire, enabling them to offer expert support to people in the area who wish to quit smoking.

c. Social Media

Rachel, who manages the website and social media, has been building relationships with local suppliers who can opt to advertise on the website, and has been growing the charity's social media following. Rachel tracks website and social media usage to identify what generates the most engagement. Chelsea, who handles booking enquiries whether via social media or otherwise, notes specifically how each enquirer heard of the hall and tracks conversion of enquiries to bookings by type, enabling the charity to take this into account in future planning.

d. Local Suppliers

In keeping with the objective of contributing to the community, the charity allows local suppliers to advertise on the website on a page clearly marked as Suppliers. Periodic reminders are posted on social media that it is easy not only to book the hall but also to arrange everything needed for an event, using the listed local suppliers. HW also noted that local suppliers are involved in events such as the Fun Day, providing a further advertising opportunity.

e. Donations

The charity now has a QR code on the website and posted around the hall, making it straightforward for people to make donations. Donations have been received from Sherborne Windows and from Seqirus UK Ltd, which have enabled the charity to replace a window in the Small Hall that had needed attention for some time, and to repaint the disabled bay lines at the front of the hall. HW noted that donations, whether from individuals, companies, or via grants, will be a key priority in the year ahead. A full structural survey of the hall has been completed, producing a prioritised list of works to tackle, and both the survey and the list will be revisited in due course.

5. Apologies for Absence

JH reported that apologies had been received from Robert Morgan, Chair of the Parish Council, and Martin Penney, Parish Councillor.

6. Minutes of the Previous AGM

The Minutes of the AGM held on 13th May 2025 were presented. There were no comments. The Minutes were APPROVED as an accurate record.

7. Trustee Annual Report and Accounts 2025

RT introduced the Trustee Annual Report (TAR) and Accounts 2025. She explained that they had 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 had been accepted by the Trustees at their Board Meeting on 1st June 2026.

The following financial points were noted:

Overall income was £2,935 lower in 2025 than in 2024.

Regular and one-off bookings were broadly in line with the prior year, but Pre-School use of the large hall for their After-School Club dropped by £1,039 (22%).

Interest income dropped by £650 as a result of lower interest rates.

A one-off payment of £1,365 had been received in 2024 as a claim settlement from Scottish & Southern Electricity, which did not recur in 2025.

Overall expenditure was £3,248 higher in 2025 than in 2024, principally due to the appointment of an Operations Manager in April, partially offset by one-off costs in 2024 for a Fire Health and Safety Survey, a Building Survey, and marketing and website set-up costs.

A refund of £1,590 was received in October 2025 from a retrospective saving made by correcting the calculation of the licence fee paid to the Performing Rights Society for the first two years of operation.

Audit and accountancy costs included a one-off charge to set up pensions and a full 12-month cost for running payroll in 2025 (compared with eight months in 2024).

The overall shortfall of £3,839 is reflected in the reserves, which stand at £44,082 compared with £47,920 in 2024.

RT confirmed that the Trustees recommended the TAR and Accounts 2025 for approval and submission to the Charity Commission. There were no comments. The Trustee Annual Report and Accounts 2025 were ACCEPTED.

8. Any Other Business

HW opened the meeting for questions and comments from attendees.

Karen raised the question of ideas for use of the hall. She noted that she had attended a pickleball club at Chobham Village Hall and that her brother attended a table tennis club at a local hall on the Isle of Wight and offered these as possible models.

There were no further questions or comments.

HW thanked all attendees and declared the meeting closed at 8.02pm.