Minutes of the Annual General Meeting of the Hurstpierpoint Village Centre Trustees held on Thursday 28 July 2022 at 6.30 p.m. at Court Bushes Community Hub (Charity No 305265)

Trustees present:

Allan Brown (Chair)	Tony Lank	Claire Majsai
Helen Bedford	John Lowman	Duncan Ranger
David Evans	Malcolm Llewellyn	Bob Sampson
Rodney Jackson	Martin Machan	

Also present: Sarah Groom, Clerk to the Trustees

1. **Apologies for Absence**: There were no apologies for absence.

2. **Previous Minutes**: The minutes of the meeting held on 24 February 2022 were agreed and accepted.

3. **Annual Report 2021/2022**: Allan Brown introduced the Annual Report for the previous year. The report included an update on the use of the building by various hirers, a description of some of the maintenance items undertaken for the building and a summary of the year end accounts.

4. **Annual Accounts 2021/2022**: The Trustees considered and agreed the accounts for the year ending 31 March 2022 and noted the date of the independent examination was 21 July 2022.

5. **Annual Independent Examination**: The Trustees noted the good report from Mulberry & Co produced following the independent examination on 21 July 2022. The report included one recommendation to comply with a new accounting requirement, to add a sentence called the "related parties disclosure" describing the relationship between the Charity and Hurstpierpoint & Sayers Common Parish Council. It was agreed this would be added to the 2021/2022 Annual Report and not to wait for next year.

   The "gross assets" value of £529,230 was explained as being made up of the "cost value" of the Village Centre plus the bank balances minus the accruals for the year. It was not clear how the diminishing years on the lease of the building might impact on the cost value of the building, and this would be clarified.

6. **Appointment of Independent Examiner 2022/2023**: The Trustees considered the appointment of an independent examiner for 2022/2023 and it was agreed to ask Mulberry & Co to act as the independent examiner to inspect the accounts for 31 March 2023.

7. **2022/2023 Budget Monitoring**: Trustees noted the budget monitoring report for the first quarter of 2022/23 including the bank reconciliations, balance sheet and detailed income and expenditure. Trustees noted the income at 30 June 2022 was at 24.6% and only 9.1% of expenditure had been spent. The insurance was paid in full at the start of the year and the Property Maintenance code illustrated the accruals included to pay for the new lighting works which were currently being completed and would soon be paid in full. The miscellaneous code included the accrual that would now pay for the independent examination. Overall the budget monitoring showed the Village Centre to be in a good financial position. The main concerns would be the utility bills.

8. **Date of Next Meeting:** The date of the next meetings was agreed as 24 November 2021 at 6.45pm.

   The meeting closed at 6.56pm.

Chairman