



MINUTES OF THE ANNUAL GENERAL MEETING 24th April 2026 at 7pm

Present:

Acting Chair: Bill Shuttle (Trustee, Member of Laxfield Village Hall Management Committee (LVHMC))

Minutes: Becky Stewart-Winn (Secretary of LVHMC)

Monica Wilkins (Trustee, Member of LVHMC)

Pen Bicheno (Member of Laxfield Parish Council and LVHMC)

Dawn Jeakings (Member of LVHMC)

Apologies:

Sally Larke (Trustee of Laxfield Village Hall Charity)

Caroline Emeny (Treasurer of LVHMC)

Colin Emeny (Member of LVHMC)

Members of the public present:

Richard Wilson, Tony Winn

Agenda:

1. Introduction by Acting Chair of Laxfield Village Hall Management Committee
2. Review of past year's activities
3. Hall maintenance and upgrades
4. Charity Trustees
5. Financial report
6. Election of Management Committee
7. Any other business
8. Thanks and close

1. Introduction by Acting Chair of Laxfield Village Hall Management Committee:

Acting Chair Bill Shuttle welcomed all present. He thanked the Trustees for their continuing support, including the attendance of Rae Smith and Sally Sutton on behalf of the Parish Council at LVHMC Committee meetings.

The Acting Chair summarised the roles of the LVHMC Members and thanked them for their contributions over the past twelve months. That is: Becky Stewart-Winn (Secretary and

Marketing), Caroline Emeny (Treasurer and Bookings), Colin Emeny and Bill Shuttle (Building Maintenance) and Monica Wilkins (Fundraising), with Pen Bicheno and Dawn Jeakings contributing to the ongoing management of the hall and events.

The Committee was also pleased to welcome Debi Rice as a Co-opted Member up to February 2026.

The role of Chair is currently vacant and being undertaken in rotation.

Appreciation was expressed to all those local people who have stepped up over the year to help maintain the hall and help run events.

2. Review of past year's activities

The Hall has been busy with regular activities and one-off events. Regular activities included:

- Fitness classes for older people, Zumba and Pilates
- Art Group
- Film Nights
- Dance classes for adults and children
- Carpet Bowls
- Pickleball has recently started and is proving to be popular

One-off events organised by the Management Committee included:

- Live Music (Mulley & Winn, Downtime Jazz)
- Annual Music Quiz
- The Lax Factor
- Christmas Dance with local bands
- Touring theatre performances
- Vintage Afternoon Tea with live music
- Sleeping Beauty pantomime with 5 sell-out performances

The hall has been booked for a range of other events including:

- Laxfield & District Horticultural Society Annual Show
- Children's birthday parties
- Wakes
- Wedding receptions
- FOALS (Friends of Laxfield School) Children's Disco
- Laxfield Good Neighbour Scheme
- Speedwatch
- Laxfield Museum opening and closing events and Ceilidh
- Senior Citizens' Christmas Lunch
- Community Land Trust consultation
- Private student tuition
- Charity Quiz Nights in aid of East Anglian Air Ambulance
- 'The Real Manhunter' presentation organised by All Saints Church
- Parish Council consultations/events

3. Hall Maintenance and upgrades

- Routine maintenance and checking of fire safety equipment (alarm, fire extinguishers, emergency lights) and heating/air-conditioning system has been carried out.
- The hall has been redecorated throughout.
- The stage lighting system has been upgraded so lights no longer buzz when in use.
- The audio system wiring has been upgraded and made simpler to use.
- Tablecloths and rechargeable lamps purchased for cabaret-style events.

4. Village Hall Charity Trustees

Current Trustees wishing to continue:

- Laxfield Parish Council
- Sally Larke
- Monica Wilkins
- Bill Shuttle

5. Finance Report

The Treasurer reported that the Hall's finances are sound. Summary of accounts for year to 31 December 2025:

Income	= £21,825.29
Expenditure	= £14,083.06
Total cash assets at 31/12/2025	= £47,211.64

Full Treasurer's Report is annexed below.

6. Election of Laxfield Hall Management Committee

Acting Chair Bill Shuttle confirmed that the role of Chair will continue to rotate until a permanent Chair is appointed.

Richard Wilson was elected as a full Member. All existing members agreed to remain on the Committee. The Management Committee for 2025-2026 is therefore:

- Acting Chair: rotational
- Secretary: Becky Stewart-Winn
- Treasurer and Bookings: Caroline Emeny
- Other members: Pen Bicheno, Colin Emeny, Dawn Jeakings, Bill Shuttle, Monica Wilkins, Richard Wilson

7. Any Other Business:

None.

8. Thanks and close:

The meeting closed at 7.20pm.

Annex: Treasurer's Report

Laxfield Village Hall AGM 2026 Finance Report for Financial Year to end of 2025

Income & Expenditure Account 1/1/25 - 31/12/25 - 2025

c/account Balance at Bank Brought Forward 1.1.2025 £11,145.55

INCOME

Regular hirer income		£7,137.65	
One Off Events income		£2,451.48	
Music Quiz		£373.65	
Panto income		£3,749.38	
Laxfactor		£430.00	
Christmas Dance		£912.60	
Bar income		£3,856.78	
Grant Income		£1,425.00	
Vat refund		£1,488.75	
Total of all income		£21,825.29	£32,970.84

EXPENDITURE

Caretaker	£2,435.92	
Air Conditioning/ Fire alarm	£870.10	
Phone / B Band	£379.98	
Electricity	£1,429.13	
Water & Sewage	£396.34	
Parish magazine	£90.00	
Miscellaneous / New Equip ment	£2,398.32	
insurance	£1,153.48	
Filmclub	£460.80	
Premises Licences/ PPL PRS	£465.06	
Pantomine	£1,397.67	
Bar Stock	£1,546.67	
Training	£62.00	
VAT	£997.59	
Transfer to deposit account		
Reconciles	<u>£14,083.06</u>	£14,083.06

As per bank current account 31/12/25 £18,887.78

Deposit Account B/F 1 Jan 2025	£27,728.94	interest	
Transfer from current account		£98.08	06-Mar
		£92.44	03-Jun
		£92.67	02-Sep
		£81.73	04-Dec
Add Interest accumulated over the year		<u>Interest</u>	
Balances as at 31.12.2025	<u>£28,093.86</u>	<u>£364.92</u>	

Totals	Current A/C	£18,887.78	as at 31/12/25
Interest	Deposit	£28,093.86	as at 31/12/25
	Cash Float	£230.00	as at 31/12/25
	Total	<u>£47,211.64</u>	Total cash assetc