

Knockin Village Hall

(Charity number: 522537)

Annual General Meeting

AGENDA 25 Aug 2026, 7.30pm

08/26 Election of Chairman

09/26 Apologies for Absence

10/26 Minutes - To approve the minutes of the Village Hall Committee meeting held on 18.05.2026

11/26 Financial Report from Independent Examiner and Adoption of Accounts for 2025-26 – For consideration and approval

12/26 To consider and approve Trustees Annual Report for 2025-26

13/26 Charity Commission Annual Return – To note due date of Jan 31st 2027

14/26 Village Hall Committee roles – To review and agree

15/26 Finance and accounts

- a. Report on hall bookings – To receive and agree actions
- b. Receipts and payments reports to end July 2027- To note and approve
- c. Bank statements and reconciliations to end July 2027 – To note and approve
- d. Q1 budget monitoring report – To note, approve, and agree any actions
- e. Payments – To ratify and approve any payments
- f. Unpaid invoices (bad debtors) – To review any unpaid invoices and agree actions
- g. Village Hall bank mandate – To receive update
- h. Accepting card payments – To consider options and agree actions

16/26 Policies and procedures – To consider and approve

- a. Hirers Privacy Notice
- b. Cash Handling Policy and Events Cash Record sheet

17/26 Contractors, Supply and Maintenance Contracts – Receive an update

- a. WaterPlus – To receive update on drainage account

18/26 Maintenance, Repairs, Insurance

- a. Maintenance issues and heating – To discuss any issues and agree actions
- b. Fire door replacement - To consider quotes and agree supplier
- c. Statutory Inspections (Fire Risk Assessment and fire extinguishers service) – To receive reports and agree actions
- d. Statutory Inspections (Fire alarms and emergency lighting) – To receive reports and agree actions update
- e. PAT testing – To note due date of Sept 2026 and agree actions
- f. Hall refurbishment - To receive updates/quotes and agree actions
- g. Hall painting – To receive update and agree any actions

19/26 Fundraising and Community Events

- a. To receive update from working group

20/26 Any other business

Samantha Burns
Chairman

Lydia Bardsley
Secretary

05 Aug 2026
Date of notice