



**COBHAM VILLAGE HALL
ANNUAL GENERAL MEETING**

Monday 17th November 2025

MINUTES

PRESENT

Gavin Caddick – Chair, Paul Banks – Treasurer, Mehboob Dharamsi – Trustee , Mel Cook – Trustee, John Kingston - Trustee

In Attendance Kate Hylands – Finance and H&S Manager , Jenny Burgess – Secretary

Sam Myers – Cobham Players, Emily Ingold – Cobham Players, Jamie Mc Clean- Cobham Players, Les Harris – London Cocker Spaniel Society,

OPENING AND WELCOME BY THE CHAIRMAN

Gavin Caddick welcomed everyone to the meeting

APOLOGIES FOR ABSENCE

Gill Harris – Line Dancing, Debs Rich – Flipside, Marie-Louise Oldrey – In Stitches, Daniel Brookbank – Dolls House Fair, Julie and Dave Mayhew – Pickleball, Myra Brooks – Guildford Accordion Club, Elaine Boles – Yoga Tree with Elaine

MINUTES OF THE PREVIOUS AGM

The minutes of the previous meeting were agreed as a true record and acceptance was proposed by Paul Banks and seconded by Mel Cook

CHAIRPERSON'S REPORT

GC reported - It has been a busy and productive year for the Village Hall, with a strong focus on essential maintenance, targeted improvements, and the initial planning stages for longer-term projects. I would like to summarise the key activities undertaken during 2024/25 and outline the priorities already in progress for 2025/26.

1. Maintenance Overview

Maintenance has once again been a key part of our operations this year, reflecting the age of the facilities and our commitment to providing a safe and functional environment for all users, with work carried out across various areas. Highlights include:

2024/25 Completed Maintenance

A programme of repairs and servicing was completed throughout the year, including electrical testing, heating inspections and repairs, deep cleaning, and various practical repairs across the halls and ancillary rooms. Examples include shutter repairs, oven repairs, heating system work, and general repairs such as leaking taps, locks, blinds, CCTV, backstage lighting, and signage updates.

Additional details include general maintenance such as drainage work, radiator removal, lighting replacements, reorganisation of equipment, and repairs to Club Room lights and blinds.

Recent maintenance includes repairs to toilets, door closers, handrails, light replacements, shed security panels, signage, door stops, outdoor lighting timer adjustments, and extinguisher bracket repositioning. A washbasin in the disabled toilet has also been damaged and is awaiting repair.

Toward the end of the year, a Henry vacuum was purchased, along with additional signs, new trestle tables, new committee room chairs, and main hall wall lights. Considerable restorative or improvement-related maintenance is being carried out in the outside area for upcoming works.

2. Improvements & Minor Projects

Although no major capital projects were formally identified in 2024/25, several notable improvements were accomplished:

- Replacement of the Committee Room floor
- Replacement of Club Room lighting
- Full refurbishment of all floors

These works have had a visible and positive impact on the condition and usability of the halls.

3. 2025/26 Projects & Looking Forward

Taylor Garden Improvements

The most significant upcoming upgrade for 2025/26 is the installation of the new soft-pour surface in the Taylor Hall garden, alongside new tarmac markings under the canopy. This work is scheduled for later this month, weather permitting. New play equipment—a playhouse/teepee—will also be added and funded through donations from children’s party hirers.

Solar Panel Feasibility

Initial enquiries have been made about installing solar panels for the hall. Progress will depend on the outcome of the G99 application, which would allow the Trustees to consider full quotations and the next steps. Currently, no confirmed progress beyond the initial enquiry has been reported.

Stage Area

We have received two quotes and have chosen a vendor for the stage-related work, and we will proceed with that in the foreseeable future.

Conclusion

The past year has seen significant maintenance and improvement work completed. The Village Hall continues to invest in ensuring our facilities remain safe, functional, and welcoming. The upcoming enhancements to Taylor Hall Garden and the exploration of solar energy installation show our commitment to better user experience and long-term sustainability.

I would like to thank everyone involved for their ongoing dedication, diligence, and commitment to maintaining a high standard of stewardship for our halls and community spaces.

I would also like to thank Meboob Dharamsi for his support and dedication to the Hall over the past eight years. He is stepping down as a Trustee of the Village Hall.

TREASURER REPORT

Review of Financial Activities

As Treasurer of Cobham Village Hall, I am pleased to present the financial report for the year ended 31 August 2025. The charity continues to fulfil its core purpose — maintaining and providing a well-equipped community space for the residents of Cobham and the surrounding area. This year's financial activity reflects both prudent management of resources and ongoing commitment to the upkeep and improvement of the Hall's facilities.

Financial Overview

Income levels remained steady through hall hires, community events, and regular bookings, reflecting the Hall's continued importance within the community. Expenditure increased slightly compared to the previous year, primarily due to essential maintenance and improvement works, which ensure the building remains safe, functional, and welcoming for all users. The accounts have been independently examined in accordance with Section 145 of the Charities Act 2011, and no matters of concern were raised.

Maintenance and Improvement Works

A key focus again this year was on building preservation and essential maintenance. The Trustees recognise that proper care of the premises is central to the charity's objectives. The following works were undertaken: • Roof and Gutter Repairs: Sections of the roof were repaired to prevent water ingress, and the guttering system was cleared and realigned to improve drainage. • Interior Refurbishment: Repair of shutters, replacement of lights, new flooring in the committee room, resurfacing of floors (Taylor and Main). • Electrical Safety and Upgrades: Periodic inspection of electrical and Fire systems was carried out in accordance with statutory requirements. • These activities represent responsible stewardship of charitable assets and were funded entirely from the Hall's operational income. No borrowing or extraordinary funding was required.

Reserves and Financial Position

At year-end, the charity remains in a sound financial position, maintaining sufficient reserves to meet future maintenance obligations and unforeseen costs. The Trustees continue to monitor expenditure carefully, ensuring all spending aligns with the charity's objectives and provides long-term value.

Looking Ahead

The coming year will see continued emphasis on preventive maintenance and sustainability, along with some larger projects with resurfacing of the area to the rear of the hall and an upgrade to the dated lighting system on the stage. The Trustees will also review hire rates and usage policies to maintain a balance between accessibility and financial sustainability.

Acknowledgements

On behalf of the Trustees, I extend sincere thanks to all, community members, and regular users of the Hall. Your support, cooperation, and care for the facility make ongoing maintenance and improvement possible.

APPROVAL OF ANNUAL ACCOUNTS

Annual accounts were approved by Mel Cook and seconded by Mehboob Dharamsi

ELECTION OF TRUSTEES

Gavin Caddick (Chair), Paul Banks (Treasurer), John Kingston and Mel Cook were proposed as Trustees by Kate Hylands and seconded by Les Harris

ELECTION OF AUDITOR FOR THE COMING FINANCIAL YEAR

Roger Jones was proposed as auditor for the coming financial year by Kate Hylands and seconded by Paul Banks

ANY OTHER BUSINESS

Jamie Mc Clean asked if the blue stage curtains could have some attention as they are sometimes difficult to open and close. PB said that they would be looked at when the stage refurbishment is carried out. In the short term GC will have a look at them

Les Harris expressed his thanks for all the hard work the Trustees and staff put in to making the hall such a great place to hire and he particularly asked us to pass our thanks on to Joel as he is so helpful, always available and a joy to work with. This was agreed wholeheartedly by all other hirers.

Daniel Brookbank also expressed his sincere thanks to all involved in the day to day running of the hall. They had recently held their most successful Dolls House Fair to date and all participants had had a wonderful time. The hall is perfect and they love using our facilities and will continue to do so for a very long time. He particularly wanted to thank Joel who is always so friendly and helpful.

Meeting closed at 6.20pm