

Utterby Village Hall Annual General Meeting

Minutes



Title	Utterby Village Hall Annual General Meeting
Chair	Simon Lashbrooke-Small
Date	Monday 27 th April 2026
Time	19:00
Location	Utterby Village Hall Main Road, Utterby

1		The meeting opened at 19:00.														
2	Present	<p>Chair: Simon Lashbrooke-Small Treasurer: Ann Van Spall Secretary: Andrew Lashbrooke-Small</p> <p>Committee members:</p> <table> <tr> <td>Val Sawford</td> <td>Utterby Community Coffee Morning</td> </tr> <tr> <td>Tina Bryan</td> <td>St Andrew's Church</td> </tr> <tr> <td>Jaquie Clifford</td> <td>Utterby Parish Council</td> </tr> <tr> <td>Shane Richards</td> <td>Louth & District Parkinson's Branch UK</td> </tr> <tr> <td>Mel Whitehall</td> <td>Village Representative</td> </tr> <tr> <td>Sally Mould</td> <td>Village Representative</td> </tr> <tr> <td>Di Bateman</td> <td>Village Representative</td> </tr> </table>	Val Sawford	Utterby Community Coffee Morning	Tina Bryan	St Andrew's Church	Jaquie Clifford	Utterby Parish Council	Shane Richards	Louth & District Parkinson's Branch UK	Mel Whitehall	Village Representative	Sally Mould	Village Representative	Di Bateman	Village Representative
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	Apologies	There were apologies from Di Bateman and Sally Mould who were unable to attend.														
4	Introduction	<ul style="list-style-type: none"> Simon welcomed everyone to the meeting and noted that the minutes of last year's AGM have been available on the UVH website. Simon stated that the purpose of the meeting was to review the Chair's report for 2024/25, elect the new management committee and to review the outcome of the grant from the East Lindsey Investment Fund (ELIF). 														
5	Chair's Report	<ul style="list-style-type: none"> Simon gave an overview of his report including governance, the site and building, improvements and maintenance, policies and procedures, and bookings, advertising and 														

		<p>publicity.</p> <ul style="list-style-type: none"> ● A copy of the full report from the Chair has been published on the Utterby Village Hall website https://utterbyvillagehall.org/
6	Treasurer's Report	<ul style="list-style-type: none"> ● Ann outlined the Hall's financial position for 2023/24. ● The Hall's finances remain in a good and stable position. ● The Hall's 2025/26 finances will be subject to a light touch audit in accordance with Charity Commission guidance. ● The Hall's accounts will then be published on the Charity Commission website. ● A copy of the Treasurer's Report has been published on the Utterby Village Hall website https://utterbyvillagehall.org/
7	Election of Management Trustees	<ul style="list-style-type: none"> ● Andy advised that there were three nominees for the roles of Chair, Treasurer and Secretary. ● The votes for these posts would take place by a simple show of hands. ● The meeting voted and confirmed the following: <ul style="list-style-type: none"> ○ Chair - Simon Lashbrooke-Small ○ Treasurer - Ann Van Spall ○ Secretary - Andrew Lashbrooke-Small
8	Confirmation of Representatives from the local community and regular Hall users	<ul style="list-style-type: none"> ● Andy advised that the Management Trustees representing the local community, parish organisations and regular hall users had been put forward by their relevant organisation. ● Andy asked, by a show of hands, whether there were any objections? There were no objections and the following Trustees were confirmed: <ul style="list-style-type: none"> ○ Parkinson's UK - Shane Richards ○ Utterby Parish Council - Jaquie Clifford ○ St Andrew's Church - Tina Bryan ○ Utterby Community Coffee Morning - Val Sawford
9	Election of management trustees local residents	<ul style="list-style-type: none"> ● Andy advised that there were three nominees for the roles of local resident Management Trustees. ● Andy asked by a show of hands, for the nominees to be confirmed, and the following people were elected as trustees representing the village: <ul style="list-style-type: none"> ○ Mel Whitehall ○ Sally Mould ○ Di Bateman
10	Confirmation of Custodian Trustees	<ul style="list-style-type: none"> ● Andy advised that, in addition to the Management Trustees, the Hall also has three Custodian Trustees. There have been no changes and the following remain. <ul style="list-style-type: none"> ○ Terry Buckley ○ Brian Frobisher ○ Nick Wilkinson

		<ul style="list-style-type: none"> ● Custodian Trustees are not members of the Management Committee and do not have any involvement in the day-to-day running of Utterby Village Hall. Their role is to hold the title of the property of Utterby Village Hall on behalf of our charity.
11	Questions	<ul style="list-style-type: none"> ● No questions had been received prior to the meeting, or were raised during the meeting
12	AOB	<ul style="list-style-type: none"> ● Sandy Dalton expressed her thanks to the Chair and Management Committee for all their hard work and noted that Utterby Village Hall nearly had to close a few years ago due to lack of support and management. ● Lesley Swift expressed her thanks to Simon and Andy for all their work in running the Village Hall and taking forward the improvements. Simon thanked Lesley and the Louth and District Parkinson's Group for their continued use and support of the Village hall. ● On behalf of the Management Committee, Andy thanked Simon for all his hard work on the ELIF Grant and Simon was presented with a bouquet of flowers. ● Simon thanked everyone for attending the meeting.
13	Actions	<ol style="list-style-type: none"> 1. Andy to update the website with the details of the new Management Committee and Trustees, and post the Chair's Report and Treasurer's Update. 2. Trustees to sign off the outcome of the light touch audit when available. 3. Ann to publish finalised finances on the Charity Commission website.
14	DONM	The next Annual General Meeting will be held on 26th April 2027.