

POUNDBURY VILLAGE HALL TRUST

England & Wales · Charity number 1086679

Details

Status Registered

Legal form Other

Registered 2001-05-21

Register [View on the Charity Commission register](#)

Contact

Address 8 Inglescombe Street
Poundbury
Dorchester
DT1 3BD

Phone 01305269109

Email brownswordhall@gmail.com

Website www.brownswordhall.co.uk

Activities

Objects: THE PROPERTY HEREBY DEMISED TOGETHER WITH SUCH OTHER PROPERTY AS MAY BE ACQUIRED BY THE TRUSTEES (HEREINAFTER CALLED 'THE TRUST PROPERTY') SHALL BE HELD UPON TRUST FOR THE PURPOSES OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE DUCHY OF CORNWALL DEVELOPMENT AT POUNDBURY IN THE COUNTY OF DORSET (HEREINAFTER CALLED 'THE AREA OF BENEFIT') WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY NATIONALITY, RACE OR POLITICAL RELIGIOUS OR OTHER OPINIONS INCLUDING USE FOR MEETINGS, LECTURES AND CLASSES OR OTHER FORMS OF RECREATION AND LEISURE TIME OCCUPATION IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: General charitable purposes for Poundbury and Dorchester residents including Keep Fit, Education and training, Disability, Arts and Culture, Sport and Recreation.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Arts/culture/heritage/science, Environment/conservation/heritage, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- **Area of benefit:** POUNDBURY IN THE COUNTY OF DORSET
- Dorset

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£28,440	£30,579	-	-
2024-03-31	£33,929	£37,899	-	-
2023-03-31	£33,273	£36,284	-	-
2022-03-31	£23,370	£19,774	-	-
2021-03-31	£8,064	£13,361	-	-

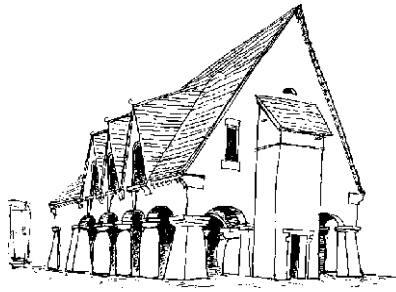
Trustees

Name	Role	Appointed
Gavin Skinner		2021-08-04
John Pearson		2021-08-04
MRS DEBBIE FITTON		2007-05-12
Mike Lawson		2021-08-04
Paul Master		2018-05-30
Stephen John Souhami		2020-05-27
William John Griffiths		2025-06-18

POUNDBURY VILLAGE HALL TRUST

England & Wales - Charity number 1086679

Accounts



The Poundbury Village Hall Trust

Charity No: 1086679

Trustees' Annual Report & Statement of Financial Activity for the period 1st April 2024 to 31st March 2025

May 2025

The Poundbury Village Hall Trust
Trustees Annual Report
& Statement of Financial Activity
for the period 1st April 2024 to 31st March 2025

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The Poundbury Village Hall Trust Trustees Annual Report & Statement of Financial Activity

for the period 1st April 2024 to 31st March 2025

1. Introduction

1.1 Charitable Aim and Purposes

The Brownsword Hall was funded by Andrew Brownsword and presented to HRH the Prince of Wales in September 2000, for the use of Poundbury Residents and neighbouring residents in the immediate vicinity.

The day to day management of the Hall, Undercroft and Pummery Square was passed to the Residents of Poundbury and a Trust was formed called the Poundbury Village Hall Trust (PVHT). Up to twelve residents are elected as Trustees at the AGM and form the Management Committee.

The Trust's prime function is to provide a venue for many Poundbury clubs and to be a focus for community activities. In addition the Hall is available for bookings by outside organisations and private individuals.

Hall hire generates income which is used to cover all operating and maintenance costs required to maintain the Hall, Undercroft and Square. Any surplus funds are used to re-invest in the Hall's facilities. Decisions on extraordinary spend and investment are made at the Management Committee Meetings (when quorate: minimum of one third of the trustees in attendance) by a simple majority of the votes cast.

2. Objectives & Achievements

2.1 Outcomes for the year

Hall Use

The objective of the Charitable Trust is to operate a Village Hall that may be used by clubs and organisations as well as private hire for birthdays and celebrations. The Management Committee tries to encourage a wide range of interesting activities that are available for members of the public to attend. Fitness classes have always been popular, particularly Line Dancing (that has 3 Classes in the Hall) but also lower impact chair based exercises and Pilates and yoga. A Slimming World group meet weekly, Art Classes and Camera Club, and new to the Hall a Bridge Club and Choir, all using the Hall during the day or evenings.

78% of Hall use is by Regular Users and this provides a stable income for the Trust. All the clubs and organisations need attendees to generate income to cover the cost of Hall hire, and the Trustees try to ensure the hire charges are both aligned with the market rate and also cover the running costs of the Hall.

In addition the Hall may be booked privately either by businesses (3%), for meetings or training sessions, or by Charities and Private hire (19%) for fund raising events, parties, celebrations, wakes or weddings.

Hall use during this financial period was slightly down compared with previous years, however since Jan 2025 Hall occupancy has risen again to its highest level on record.

Hall Maintenance and Safety & Security.

The Management Committee ensures that all Fire Risks Assessments, Health and Safety Reviews, GDPR UK and Safe Guarding policies are in place, as well as fire and smoke alarms, extinguishers,

emergency lighting and lift all pass their mandatory/annual inspections and are repaired/replaced as and when required.

The Trust's Environmental Policy states that the Management Committee will endeavour to use the minimum quantities of energy possible in accordance with the safe and efficient operation of its heating, lighting, and appliances. Periodically energy sources, energy using appliances and energy efficiency will be reviewed, with the aim of causing the lowest reasonably practicable environmental impact. To that end, it was identified that a wall mounted electric radiator used to warm the Lift hydraulic oil tank was not the most efficient method and probably consumed considerable electricity, even during the summer months. The Lift Maintenance Company Meridian explained an in-tank heater providing heat only when required. The cost for installation was £864.00.

Roofing and guttering.

The Hall has been in constant use for 25 years and proves a popular and impressive venue for many activities. The Halls striking interior and lofty ceiling are much appreciated by many hirers. The exterior however is beginning to show its age – particularly the roof and guttering. Whilst clearing the gutters recently, our contractor reported rapidly deteriorating mortar tile fixings and damaged lead linings in the flashing of the twelve 'valleys'. The mortar debris can fall into the hoppers that lead to the hidden downpipes from the roof. Thankfully, there are very few signs of dampness or water leaks inside the building.

The Trustees have recently commissioned a reputable roofing contractor (Kevin Crane of O'Brien Roofing) to conduct a full survey of the roof area, with photographs, to provide recommendations for further work needed to give the roof another lengthy life of trouble-free existence.

Pummary Square

Another necessary expense to be faced soon, will be to obtain a survey and quotation for the likely work needed to the trees in Pummary Square – in particular the areas at their bases where the tree and root growth has distorted both the tarmac and the metal grilles. These present clear trip hazards which should be addressed. (This quotation will probably be requested from Ford Civil Engineering Ltd, Small Works Division, who carried out similar work 10 years ago).

2.2 The Roles & Contributions of Volunteers

The volunteer Trustees give much time helping to operate the Hall and bring a level of enthusiasm, expertise and commitment. Again this year, the Trustee covered Caretaking duties for several months when the weekend Caretaker was recuperating from an operation.

Contractors Wendy Gordon (Bookings Officer), Chris Platt and Mike Trafford (Caretakers) are all pivotal to the smooth running of the Hall. Without their efforts and commitment, it would not be possible for the Trustees to operate the Hall effectively. The Committee always receive very positive feedback from users of the Hall.

2.3 Looking Ahead

Poundbury continues to grow, and maintaining the sense of community is becoming harder. The focus of the development is moving inexorably towards Queen Mother Square, Damers First School, Dorchester Community Church and the growth of housing in the North East Quadrant and Crown Square. The Trustees are working hard on increasing the visibility of the Brownsword Hall in local publications and media, however as most enquiries now come via the internet the importance of maintaining an attractive up to date website is paramount. The Trustees have therefore commissioned a new website from Maumbury Design to be launched in May 2025.

3. Financial Review

3.1 Financial Position

The Trustees are pleased to report the Hall has had good occupancy during the financial year and most available timeslots have been booked, however overall income is slightly down. The income

from Regular Users (which provide stable income for the Hall's running costs) was slightly down compared with previous years £22,292.00 compared with £24,065.00 in 2023/24, however that has been due to a few long standing organisations folding either due to lack of attendees or lack of volunteers willing to run the clubs. Of note a refund of £913.00 was made in this Financial Year, when the Parents and Toddler Group cancelled the remainder of their sessions.

The vacant timeslots have now been filled and occupancy has been very high since January 2025 with new activities such as Yoga, Choir, Bridge Club and an Art Class available for the public to attend. Private hire bookings have increased but more have been short hirings and have not generated as much income as previous years. There have been fewer Adult birthday parties due to the early closing time of 11pm due to noise pollution affecting local residents, however the Trustees have noted less wear and tear on the Hall's facilities requiring maintenance work.

Expenses have been closely monitored and controlled in line with income; direct costs such as Caretaking services are lower mainly due to a period when the Trustee covered caretaking duties (free of charge) while the weekend Caretaker was unwell. Utility costs remain very high and the Trustees continue to opt for the most energy efficient options for heat and light to minimise gas and electricity usage. Mandatory annual safety equipment testing and replacement makes up the majority of maintenance expenses.

The financial year closed with a slight deficit in cash flow of £2,139.00.

3.2 Details of Any Funds Materially in Deficit

The Charity has no funds which are materially in deficit.

3.3 Policy on Reserves

The Poundbury Village Hall Trust has three Reserves to use for short (day to day), medium and long term expenditure.

The Lloyds Current bank account is sufficient to cover the running costs and some minor additional expenses. However when significant expenditure (not covered by annual income) is required, monies from the Lloyds Savings bank account are transferred and are considered medium term/contingency reserve.

Large, long term maintenance projects, that cannot be funded from Hall Hire alone, have been identified within the Designated Funds of £30,000.00 (currently invested with St James Place and valued at £45,700) for example Lift rejuvenation, Hall roof repairs, Pummery Square resurfacing.

The Trustees review the peaks and troughs in day to day running costs and cash flow at the Committee Meetings. Cash flow often peaks in November and December where several organisations opt to pay the full 12months hire fees in advance and dips by August and September when annual large expenses are paid such as Insurance and fire safety and electrical and alarm systems are checked.

The Budget Working Group and Facilities Working Group collaborate on a "Wish List" for budgetary planning and capture the tasks/projects that are required immediately/in year, 2 to 5 years and 5+years and their risk or priority.

The decisions to proceed with projects over and above standard running costs and how they will be funded are discussed and voted on at the Management Committee meetings. Essential maintenance tasks are given priority followed by projects that will increase the Hall's facilities and potentially lead to additional Hall use.

3.4 Sources of Funding

Income from Hall Hire is the main source of funding. Occasionally donations are received and minor contributions from businesses in Pummery Square.

3.5 Investments Policy

As a result of the poor returns on savings accounts and having considered the options available, the Management Committee decided to place the Designated Reserve of £30,000 (earmarked for longer

term essential maintenance work) with Poundbury Wealth Management, part of St James Place, on 6th November 2014 with a view to improving the long-term return on savings. The investment operates between Medium and Low risk; currently at Medium due to the successful investments in higher performance equities. To manage the investment we receive quarterly summaries of the financial position and hold regular, annual, reviews with the management team. Clearly any major adverse position identified in the quarterly reviews would be investigated and any significant changes discussed with Poundbury Wealth and the Trustees.

As at 31st March 2025, the investment was valued at £45,700.00 and with five days' notice the funds can be made available.

3.6 Principal Risks Facing the Charity

The Trust relies upon Regular Users (individuals/organisations that hire the Hall weekly/monthly) to fund the indirect costs incurred, whether the Hall is used or not. In this financial year some Regular clubs have ceased meeting, resulting in a slight fall in income. Should some of the main Regular Users stop using the hall, the reduced income would not cover the minimum running costs. The Bookings Officer works diligently to develop new enquiries and keeps in contact with the Hall's key customer base.

The Hall is now 25 years old and some of the building fabric and equipment (specifically Hall Roof, Lift, and Alarm System) requires more extensive, therefore more costly, repairs/replacement.

The Trustees intend to survey the Hall roof in the next financial year to better understand the potential maintenance/repair costs over the next 5 years.

Designated funds of £30,000 (currently invested with Poundbury Wealth Management) have been set aside to cover/contribute toward significant expenditure.

3.7 Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees are reimbursed at cost.

3.8 Statutory Statements on Liabilities

The Trustees have committed to creating a new Website, having repair work carried out on the guttering and replacing fire extinguishers. These activities have been undertaken during March/April/May 2025 and will be invoiced/paid in the financial year April 2025 to March 2026.

4. Administrative Information

4.1 Charity Name & Registration

Name of the Charity: Poundbury Village Hall Trust

Charity No: 1086679

Registered with HM Revenue & Customs No

4.2 Charity's Principal Address

Pummery Square, Poundbury, Dorchester DT1 3GW

e-mail: brownswordhall@gmail.com

website: www.brownswordhall.org.uk

4.3 Trustees

Name	Office	Appointed	Resigned	Appointed by
John Pearson	Chair	Aug 2021		AGM Attendees
Paul Master	Secretary	May 2018		AGM Attendees
Debbie Fitton	Treasurer	June 2006		AGM Attendees
Steve Souhami		May 2020		AGM Attendees
Gavin Skinner		Aug 2021		AGM Attendees
Mike Lawson		Aug 2021		AGM Attendees
Lesley Clark		June 2024	Dec 2024	AGM Attendees
Paul Clark		June 2024	Dec 2024	AGM Attendees

4.4 Bank

Lloyds Bank, High Street, Dorchester

4.5 Independent Examiner

Edwards & Keeping, High Street, Dorchester

5. Structure, Governance & Management

5.1 Governing Documents

Deed of Trust (21 Aug 2000), PVHT Policy and Management Procedures Guide.

5.2 Charitable Objects

The Brownsword Village Hall is for the use of the inhabitants of Poundbury and used for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interest of social welfare and with the objective of improving the conditions of life for the inhabitants.

The PVHT Management Committee of Trustees must ensure the building, undercroft and square are at all times kept in repair, sufficiently insured against all insurable risk including fire, theft and public liability and employer's liability insurance to cover the liability of the Trustees and Volunteers.

5.3 Statutory Declaration

The Trustees confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

5.4 Trustee Selection Methods

The Poundbury Village Hall Trust Deed states that all adult residents of Poundbury are members of this charity with voting rights. Up to twelve residents are elected as Trustees at the AGM for a period of three years and form a Management Committee. The Trust benefits from the wide variety of skills and experience.

Approved by the Trustees and signed on their behalf.

31/05/2025



Debbie Fitton (Treasurer)

The Poundbury Village Hall Trust

Statement of Financial Activity for the period 1st April 2024 to 31st March 2025

Receipts and payments – Unrestricted Funds		Current Year 31 st March 2025	Last Year 31 st March 2024
Receipts	Notes	£	£
Hall Hire	1	28,112	33,579
Interest from Savings Account		178	200
Donations	2	150	0
Car Parking	3	0	150
Total receipts		28,440	33,929
Payments			
Utilities		8,672	8,018
Caretaking, Bookings Officer & Cleaning	4	16,682	19,717
Telephones & Wi-Fi	5	1,762	1,036
Maintenance, Safety & Security		1,141	6,106
Licences & Subscriptions		45	435
Insurance		2,131	2,428
Other		145	160
Total payments		30,579	37,900
Net of receipts/(payments)		-2,139	-3971
Transfers between funds		0	0
Cash funds last year end		25,508	29,479
Cash funds this year end		23,369	25,508

Statement of assets and liabilities at the end of the period

	Current Year 31 st March 2025	Last Year 31 st March 2024
Unrestricted Reserves - Cash		
Current Account	6,496	8,812
Savings Account	16,873	16,695
Total	23,369	25,508
Unrestricted Reserves - Designated Funds		
St James Place Investment - shown as at end of period valuation	45,700	42,000

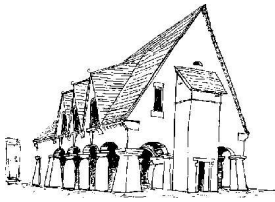
Notes

- Hall Hire charges for Private/Charity events includes deposits which are refunded or partially refunded after the event. A refund of £910 was made to Parents & Toddlers, for a yearly fee received in the previous financial year.
- A donation of £150 was gratefully received from surplus funds from the Poundbury Ladies Club
- The Pummery Square Car Park can be hired for events e.g.: Farmers' Markets and Summer Concerts.
- Caretaking costs are directly related to the number of hirings, plus the Trustees stood in (free of charge) for the weekend caretaker to cover a few months of sickness.
- Wi-Fi was installed in the Hall in Nov 2023, so not a full year's cost in the previous financial year for comparison.

POUNDBURY VILLAGE HALL TRUST

England & Wales - Charity number 1086679

Accounts



The Brownsword Hall

The Poundbury Village Hall Trust Chairman's Report 2023/24



(Photograph by Neil Crick)

The Brownsword Hall is managed by the PVHT (Poundbury Village Hall Trust) Registered Charity: 1086679

Location:
Pummery Square
Poundbury
Dorchester DT1 3GW

Enquiries and Booking Information:
Tel: 07468 109515
Email: brownswordhall@gmail.com
Visit our Website: www.brownswordhall.org.uk

Before anything else, can I ask you to remember Peter Bryant who died in early May. He was hugely involved in how this Hall was built and how the village hall trust was established in the early days. He was always interested and I doubt if he missed an AGM. We shall ever be grateful for his involvement.

To my report. I am happy to say that the Poundbury Village Hall Trust and the Brownsword Hall are still flourishing. We have had a good year with hiring occupancy remaining high, although recently our regular user numbers have fallen off partly due to individual leaders' illnesses but also a growing lack of participants in some of the classes and activities (Parents & Toddlers, Ballet Be Fit) .Sadly Poundbury Ladies, one of the longest standing users, have had to close unable to find volunteer organisers. However, we have some new 'regulars' to replace them - for example Slimming World has a long session every Tuesday evening.

The good Pentecostal Church has extended its hire almost to teatime on Sundays. An exciting new activity of Children's Mini Athletics on Saturday mornings using the Hall throughout the year is also anticipated in September through the winter. The innovation to boost our financial position, to try and keep Wednesday morning and afternoon bookings for lengthier business hirings, has only had limited success but we will stick with the project hoping that the word will spread.

Our two new trustees, Paul and Lesley Clark, who are all warmly welcomed into the trust. Lesley is also the Chair of the Poundbury Conversation (PRA) which could be mutually useful. We still could do with some more trustees for the future especially for marketing purposes.

Our faithful caretaker (Chris Platt) has reached his retirement age and has asked to step back from his full-time role to work weekdays only, but we are most fortunate to have found another caretaker (Michael Trafford) who will cover the weekends. Wendy, our Bookings Officer, continues most diligently although she is now living 40 miles away in Mere, Wiltshire! Thank goodness for the Internet and we now have WiFi in the Hall.

We hosted the Dorset Village Hall Association's AGM on 11th May when representatives of 16 or so other Village Halls came to Poundbury to see the Brownsword and to debate each other's problems, successes, and failures. It was an interesting day's discussion. A talk on the benefits of becoming a Charitable Incorporated Organisation was made but did not make much impact for the PVHT.

A view of the current WISH LIST.

- WiFi connectivity is to do with the BT changeover to a GSM package – very technical.
- The kitchen cabinets are looking a bit tired for their age - 24 years. We are looking to update.
- The roof and water drains are matters of husbandry.
- We are talking with the Lift Consultancy over the re-juvenation actions.

Overall a good year for the Brownsword Hall and Trust.]

John Pearson
Chairman of the Poundbury Village Hall Trust

Brownsword Hall Charity and Poundbury Village Hall Trust Financial Report
Income & Expenditure for the 12 Months ended 31st March 2024

<u>Income</u>	<u>BHC</u>	<u>Income</u>	<u>PVHT</u>
Lettings: Commercial	3,270.00	Lettings: Private/Charity	33,379.35
		Car Park	150.00
		Bank Interest	199.74
		Breakages Deposits	200.00
<u>Total Income:</u>	<u>3,270.00</u>	<u>Total Income:</u>	<u>33,929.09</u>
 <u>Expenditure</u>		 <u>Expenditure</u>	
Hall Costs	258.60	Utilities	8,017.53
VAT liability	388.57	Caretaking, Bookings Officer & Cleaning	19,716.88
		Telephones & Wifi	1,035.90
		Maintenance	6,106.18
		Licences & MANCO	435.00
		Insurance	2,428.14
		Advertising/Other	160.00
<u>Total Expenditure</u>	<u>647.17</u>	<u>Total Expenditure</u>	<u>37,899.63</u>
 Surplus/Deficit	 <u><u>2,622.83</u></u>	 Surplus/Deficit	 <u><u>-3,970.54</u></u>

Balance Sheet

Balances as at 31st March 2023	
Current Account BHC	3,449.80
Plus Income	3,270.00
Less Expenditure	-647.17
Less Surplus/deficit	2,622.83
	<u><u>6,072.63</u></u>
 Bank Balance as of 31st March 2024	
Current Account BHC	6,461.20
Creditors (VAT return)	-388.57
Balances as at 31st March 2024	<u><u>6,072.63</u></u>

Balance Sheet

Bank Balances as at 31st March 2023	
Current Account PVHT	6,983.08
Deposit Account PVHT	22,495.75
St James Wealth Management	30,000.00
* Valuation as at 31 March 2023 £38,248.00	59,478.83
Plus Income	33,929.09
Less Expenditure	-37,899.63
Less Surplus/deficit	-3,970.54
	<u><u>55,508.29</u></u>
 Bank Balance as of 31st March 2024	
Current Account	8,812.80
Savings Account	16,695.49
St James Wealth Management	
* Valuation as at 14 April 2024 £42,000.00	30,000.00
	55,508.29
Balances as at 31st March 2024	<u><u>55,508.29</u></u>

Total checked by Edwards & Keeeping 16-05-2024

PVHT / BHC Treasurers Report

Financial Year April 2023 – March 2024

Income Analysis

The Financial Year ending March 2024 we have had a good spread of users and although the number of hiring was slightly lower than the previous financial year however the income was higher.

The Bookings Analysis at Appendix 2 shows the split between Regular Hirers and Private/Charity and Business Bookings.

	Business	Private/ Charity	Regular Hires	2023 – 24 Total	22-23 Total	21-22 Total	20-21 Total	19-20 Total
Total	18 £3,270	71 £8,098	397 £24,065	486 £36,649	561 £29,275	400 £20,350	113 £1,747	533 £28,535

Summary of Use - Hall usage during the reporting period:

- **Regular Hirers - Professionals:** £15k was generated from our Regular Professionals, who use the Hall to hold classes for members of the public, charging attendees with the aim of making a profit. Line Dancing, Pilates, Zumba/Keep Fit have used the Hall for many years, Balletfit couldn't generate enough clients and cancelled however the new Slimming World class on Tuesday evenings has been very successful.
- **Regular Hirers - Non-Professionals:** The remainder of the Regular User category has 2 main subgroups, weekly users and monthly/quarterly users. The largest weekly users of the Hall are still the Pentacostal Church and Camera Club with long-standing community groups such as Pot Luck Supper and Wineknow use the hall monthly/quarterly. Sadly, Parents and Toddlers and Poundbury Ladies have stopped meeting in the Hall as they don't have enough volunteers to keep the clubs running.
- **Private & Charity:** Most private hires are a mixture of private adult/children's parties and funeral wakes.
- **Business:** Dorset County Hospital have booked the Hall throughout the year for Antenatal Classes, which has boosted the business income.

Financial Position – Notes on the Financial Report

Hall Maintenance has been carried out and some wish-list items completed in this period:-

- Undercroft decoration around Main Door £1400
- Hall Floor resurfacing £1850
- Remainder of costs are routine/annual charges eg Boiler servicing, electrical repairs

Safety & Security £1,195 cost are for compulsory checks such as Life inspection and repairs, Fire Alarms and Extinguishers, Intruder Alarm checks.

BT/Telecon costs increased due to Wifi charges in addition to the Lift phone and Bookings Officer mobile phone.

Rising Utility costs had the largest impact on the Hall's expenses and continues to be a concern (as they are for all households) fixed rate ran until January 2024, and has been fixed at a much reduced rate for 12months. Electricity smart meter will be installed in Qtr2.

Combined PVHT and BHC Management Accounts Extract: April 2023 – March 2024

Income	Notes	PVHT & BHC 2023-2024	PVHT & BHC 2022-2023
Hall Hire		36,649	29,275
Other Income	<i>Car parking, Bank Interest, Breakage Deposits</i>	550	6,453
Total Income		36,999	35,728
Expenses			
Hall Services	<i>Bookings Officer, Caretaker, Cleaning</i>	19,716	17,996.43
Utilities	<i>Electric, Gas, Water, Telephone, Wifi</i>	8,017	7,373.69
Overheads	<i>Insurance, Licences, Manco</i>	2,863	3,180.95
Maintenance	<i>Safety & Security, Undercroft redecoration, floor resurfacing</i>	6,106	11,565.06
VAT	<i>VAT liability</i>	-388	-227
Total Expenses		38,545	39,888
Surplus/Deficit		-1546	-4159

Hire Charges

In line with inflation and increases in energy costs, like many other businesses the Trustees decided to increase the Hire Charges in January 2024.

	2024 Hire Charge
Regular Users	£18 /hr (increase from £17)
Private/Charity	£20 /hr (increased from £19)
Business	£50 /hr +VAT (increased from £40)
Children's Parties	£84/ 4 hr session (increased from £80)
Adult Daytime Parties	£126 /4hrs session (increased from £120)
Adult Evening Parties	£210 /4hr session (increased from £200)

Changes to the Accounts Structure

Following discussions with the BHC Chairman and Directors we have engaged with Edwards and Keeping regarding the structure of the two trading accounts BHC and PVHT and will be implementing changes in the next few months to de-register for VAT and use the PVHT for all hiring income and expenditure.

Appointment of an Inspector

We propose Edwards and Keeping to inspect our accounts next year.

Summary

The Hall bookings have fully recovered from the impact of Covid-19 and the Hall is currently operating at its highest rate of use for ten years. Most sessions are booked and the Hall is in use seven days a week.

Debbie Fitton
Treasurer
June 2024

POUNDBURY VILLAGE HALL TRUST

England & Wales - Charity number 1086679

Accounts

POUNDBURY VILLAGE HALL TRUST

Minutes of the Annual General Meeting held on 14th June 2023 in the Brownsword Hall at 19.30pm

Present: 36 persons as recorded on the attendance sheets.

The Chairman, John Pearson, welcomed everyone to the meeting.

1. Apologies for absence

Euan Felton, Ginny & Jonathan Farmiloe, Mark Fitton, Stewart Palmer and Sheila Master.

2. Minutes of the Meeting held on 22nd June 2022

These were agreed as a correct record.

3. Matters Arising

In Minute 8 the Management Committee were actioned to review the Quorum requirements for both general and committee meetings as the tendency towards lower attendance levels was in danger of making business unworkable. Having consulted and sought guidance from the Charity Commission the committee asked Peter Bryant, who raised the issue last year, to propose firstly that:

‘Clause 24.b be amended to show that a Quorum for any Annual, General or Special Meeting requires 10 attendees but not including Trustees to be present.’

Seconded - Ginny Felton.

Motion carried unanimously.

He proposed secondly that:

‘The Quorum for a Committee Meeting requires 1/3 of all Trustees + 1.’

Seconded - Philippa Thorniley.

Motion carried unanimously.

The Chairman thanked everyone for their understanding and support and advised that the Charity Commission would now be informed.

4. Chairman's Report

The full, formal report has been on the Hall website and in the summer edition of the Poundbury magazine so the Chairman summarised this by saying that “it has been a good year for the Hall with high levels of bookings, in fact the highest for 10 years. Our faithful regulars are the backbone with a few new commercial users filling some gaps. Chris Platt, our Caretaker, is undoubtedly a fine asset which many village halls cannot afford for the setting up and putting away the furniture, cleaning the Hall

and greeting each hirer – particularly the new ones.

Wendy Gordon, our Bookings Officer, too, must take enormous credit for squeezing in and re-arranging sessions to make the most of the available time and answering the myriad questions of prospective hirers. To both Chris and Wendy, I am mightily grateful and give them praise and thanks.

Of particular issue this year has been how to deal with the steep increases in energy prices and the running costs of the Hall. The trustees had carefully to balance necessary increases of hire charges against what we thought the hirers could afford. Added to this is the expenditure necessary to keep the Hall and Pummery Square in shape, clean and safe. This has inevitably resulted in a small shortfall of takings over spending – a little over £3,000 which would have been much higher if the funds collected over the years by the BEC (Brownsword Events Committee) had not paid for the reupholstery of the chairs and towards other capital expenses. Increasingly over the next few years we shall face challenges in the maintenance of the building and the Square without these contributions. We are progressing the provision of Broadband and Wi-Fi into the Hall to encourage more commercial hires seemingly a greater attraction now than before.

We do have adequate reserves for the short term and for most contingencies and a conservative **Wish List of improvements and repairs** for the coming year. We face the future with confidence, under borne with a robust **Investment Portfolio**.

What we sadly lack still, are younger people to come forward to add new blood to our trustees to whom I voice my gratitude for their willing and expert support and hard work.

Sadly, in the past week or so, we have had a new cohort of ‘Banksies’ who feel they have to express themselves in puerile graffiti on the stonework and bench, which causes extra work and expense for the Hall and especially the caretaker. We have photos of the miscreants from the undercroft CCTV and are in touch with the PCSO, police and the Neighbourhood Watch Phase One.”

5. Treasurer’s Report

Debbie Fitton observed that this was the first full year’s figures not impacted by Covid 19 and, thanks to all the regulars returning, bookings were high. Analysis shows that 561 hirings generated some £29,000 and tracking this shows that 50% of the income is from regular events, run by professionals hiring the Hall to run classes, activities etc. charging attendees a fee from which to make a profit. The Trustees are mindful of these groups which are the most price sensitive when they consider a price review. The remainder of the Regular User group are the non-professionals such as The Pentecostal Church, Camera Club and Parents & Toddlers and includes Poundbury Ladies, Wineknows and Pot Luck Suppers.

Children’s Parties are still the largest sub group of Private Charity income

while Business Income, remaining the lowest amount, has seen a marked improvement; Business enquiries do fail sometimes as they often require whole days which we cannot accommodate.

The Wish List mentioned by the Chairman drives the budget with the main cost item being Tree Pruning. The installation of CCTV has proved invaluable e.g. identifying the graffiti vandals, while we have recently had a thorough assessment of the Lift carried out by consultants. Their report has given a good indication of future costs and timings allowing us to plan more accurately for maintenance and prolonging its useful life.

Utility costs have affected the Hall as with everyone else so higher costs of heat and light have to be taken into account. A new deal has been struck with EDF, back dated 3 months and to match Octopus and we will continue to shop around. We have discontinued the Alcohol Licence as we do not sell it, so a licence is not required. If needed we can apply for a TEN (temporary event notice) at only £20 per time. Also a strict eye is kept on the Performing Rights Society requirements ensuring that we only pay for music related events not all activities.

BEC finally ceased to function at the end of 2022 having funded the reupholstering of the Hall chairs before paying over the final balance.

Hire Charges had been subject to a small increase in line with inflation on January 1st 2023.

Philippa Thorniley queried the basis on which BEC's successor, Poundbury Entertainments, would pay for the Hall. DF explained that, as it is independent of the PVHT, charges will be as per normal. PT felt that Mancos should not have to pay business rates for use of the Hall and DF agreed to investigate this.

6. Election of Trustees

The Chairman was pleased that all Trustees had agreed to continue; Steve Souhami had come to the end of his 3 year term but was happy to be re-elected for a further term.

Proposed by Philippa Thorniley, Seconded by Ginny Felton. **Approved.**

7. Appointment of Auditor

DF confirmed that the accounts had been independently examined by Joanne McCourt, Finance Director and CEO of a Poundbury Business.

David Leaper advised that the Brownsword Hall Charity, which leases the Hall to the Trust, is pursuing advice on future structuring but that, as all is looking quite well at present, this is on the back burner.

DF proposed acceptance of Joanne McCourt and David Leaper seconded

Attendees voted unanimously to accept.

8. Any Other Business

(i) Peter Bryant proposed a vote of thanks to Wendy Gordon for her successful endeavours in keeping the Hall busy. **All agreed.**

(ii) Nigel Walker asked what action was being taken to remove the graffiti. Steve Souhami advised that a toxic chemical was being tested but may need a few applications with results depending on the markers used.

NW felt that the mess should be covered up in the meantime. SJS said that the Belvedere and the Middlemarsh Temple were much worse. The CCTV had identified one of the culprits and the police were dealing with it.

(iii) Peter Bryant asked about the electrics in the broken manhole in Pummery Square. SJS reassured him that all had been repaired with the electric junction boxes sealed inside.

(iv) David Leaper offered a vote of thanks to all Trustees for their hard work and efforts in keeping the Hall going. **All agreed.**

The Meeting closed at 20.11

**Poundbury Village Hall Trust Plus Sub Committee BEC - Financial Report
Income & Expenditure for the 12 Months ended 31st March 2023**

Income	2,023	2,022	Expenditure	2,023	2,022
Lettings: Clubs & Private	25,808	18,581	Bookings & Caretaker	14,440	9,555
Car Parking	135	810	Maintenance & Renewals	2,282	1,088
Donations: BEC	6,287	50	Safety & Security	731	761
Other Donations	43	1,835	Insurance	2,295	2,534
Bank Interest		2	Heat & Light	6,383	2,748
Sub Total	33,273	21,278	Water	315	221
BEC Surplus	0	2,093	Cleaning	3,511	1,644
			Licences	636	105
			Replacement Equipment	4,628	0
			Telephones	676	619
			Admin	0	200
			Other Expenses	138	100
			MANCO	250	200
Total Income:	33,273	23,371	Total Expenditure	36,284	19,774
			PVHT Surplus/Deficit	-3,011	1,503
			BEC Surplus/Deficit	0	2,093
				33,273	23,371

Balance Sheet

Balances as at 31st March 2023

Current Account PVHT	6,983
Deposit Account PVHT	22,496
St James Wealth Management	30,000
BEC Balance as at 31/03/2023	0

Balances as at 31st March 2022

Current Account PVHT	10,037
Deposit Account PVHT	22,453
St James Wealth Management*	30,000
BEC as at 31/03/2022	4,226

Reserves as at 31st March 2023

Designated Funds:	
Lift Replacement	50,000

Unrestricted Funds

St James Capital Appreciation	59,479
	-2,394

* Valuation as at 31 March 2023 £38,248.00 compared to Dec 21 £40,642.00

PVHT Surplus/Deficit
BEC Transfer

	-3,011
	-4,226
	59,479

I have examined the Balance Sheet as at 31st March 2023 and the Income & Expenditure for the year ended that date which have been prepared from the accounting records of the Poundbury Village Hall Trust and I confirm that they are in agreement therewith. I have not carried out an audit.

Gemma McCourt

09/04/2023

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