

**Bilbrough Village Hall**  
**Trustees Annual Report**

**14/10/25**

**The Trustee's Annual Report**

The Trustees Annual Report comprising an amalgamation of the following documents:

- a) An overview of the charity providing information about the objectives of the charity, the structure, governance and management of the charity and the current Trustees and roles,
- b) The progress and performance of the charity as presented to the most recent AGM,
- c) The Independent Examiner's report and
- d) The Reserves Policy as agreed at the Trustee Committee meeting following the most recent AGM.

**Charity Name and Number**

Bilbrough Village Hall is a registered charity, charity number 1116903, registered address Cat Lane, Bilbrough, York YO233PH. The charity is in the process of converting to a charitable incorporated organisation (CIO) registered number 1208906 but we have been advised that this is a lengthy process, and to date, we have no indications when this might complete.

**Objectives of the Charity**

The objective of the charity is "For the purposes of physical and mental recreation through the medium of reading and recreation rooms library lectures classes recreations or otherwise as may be found expedient for the benefit of the inhabitants of the parish of Bilbrough in the County of North Yorkshire without distinction of sex or of political or other opinions subject to the provision of these premises."

The charity owns the Village Hall and meets its objectives by the provision of the village hall for recreation purposes to the local community. Hire of the hall is paid for by the Hirer but additional income is required to maintain the fabric of the hall. The Trustees arrange the hire of the hall and generate additional income while meeting the objectives of the charity by:

- arranging local events at the hall,
- raising income through an annual prize draw
- occasionally applying for grants to help maintain the hall.

**Structure, Governance and Management**

The charity is governed by the trustees. From time to time trustees resign, and new trustees are sought from the village and surrounding area. Proposed and existing trustees are appointed at each AGM (open to all) and assigned to the following roles:

- Chair
- Treasurer
- Treasurer Vice
- Hall Booking lead
- Prize Draw and Communications lead
- Maintenance Lead
- Event Lead

The trustees meet regularly to further the business of the charity including arranging hall hire, promoting the charity, maintaining the fabric of the building and plot, and arranging fund raising events such as an annual prize draw and other various activities at the hall.

No staff are employed by the charity.

The charity operates in accordance with a number of agreed policies:

- Health and Safety Policy
- Fire Safety Policy
- Data Protection Policy and Privacy Notice
- Environmental Policy
- Safeguarding Policy
- Equity and Diversity Policy
- Children's Parties Terms and Conditions
- Reserve Policy
- Financial Control Policy

## Trustees

In the year leading up to the AGM the trustees and their roles were:

Role	Trustee
Chair	Ben Russon (resigned 17/9/24), Brian Bussell (temporary chair from 17/9/24)
Treasurer	Brian Bussell
Treasurer Vice	Laura Oxley
Treasurer Vice	Tom Gregory
Booking Lead	Samantha Dalton
Prize Draw/Comms Lead	Elliott Noble
Maintenance Lead	Lewis Knight
Event Lead	Vacant

At the AGM 2/4/25 the assignments of trustees to roles were proposed, seconded and passed as follows:

<b>Role</b>	<b>Trustee</b>	<b>Proposed</b>	<b>Seconded</b>
Chair	Brian Bussell	Tom Gregory	Samantha Dalton
Treasurer	Tom Gregory	Brian Bussell	Laura Oxley
Treasurer Vice	Brian Bussell	Laura Oxley	Tom Gregory
Laura Oxley	Laura Oxley	Elliott Noble	Lewis Knight
Booking Lead	Samantha Dalton	Elliott Noble	Lewis Knight
Prize Draw/Comms Lead	Elliott Noble	Brian Bussell	Laura Oxley
Maintenance Lead	Lewis Knight	Brian Bussell	Elliott Noble
Event Lead	Sarah Cairns	Samantha Dalton	Lewis Knight

### **Progress and Performance**

See Appendix A – The papers presented to (and approved) at the last AGM 2/4/25.

### **Independent Examiner's Report**

See Appendix B

### **Reserve Policy**

See Appendix C – the policy proposed and agreed at the Trustee Committee Meeting 2/4/25.



## **Appendix A – Progress and Performance**

Papers presented to the AGM 2/4/25

### **Chair's Report AGM 2/4/25**

The AGM is a formal event, open to the public, where we, as trustees, review the past year, sign off the draft accounts, elect new trustees, assign the trustees to various roles and look forward to the next year.

2024 marked the start of the Hall modernisation program with substantial expenditure on replacing the kitchen and refurbishing the toilets. The kitchen is completed with the painting of the toilets earlier this week the toilets refurbishment is very close to completion. The work was completed with the help of an 80% grant from the UK shared prosperity fund.

Further infrastructure investment (replacement of blown or cracked windows, security front door, more sturdy French windows and exterior painting) are in the plans for 2025.

Other modernisation in 2024 includes the establishment of charitable incorporated organisation (CIO), and the new booking system, website and software.

Hall hire hours have risen by 7% in 2025 compared to 2024 and it is hoped this will become a steady increase year on year.

2024 also saw two new trustees joining the hall committee, Samantha Dalton and Tom Gregory, and a fond farewell to our Chair and long-standing trustee Ben Russon.

Before we move onto other matters, I want to take the opportunity to thank all the trustees past and present for their tireless efforts on behalf of the Village Hall. The Hall is a strong centre of social contact in the Village and long may this continue. This wouldn't be possible without the time the trustees giving willing to the Hall. Thank you.

Brian Bussell. Chair 24/3/25



**Maintenance Report AGM 2/4/25**

The most significant maintenance cost was the £21,975 for the kitchen and toilet improvements in 2024 funded 80% by a grant from the UK Shared Prosperity Fund. The kitchen replacement is complete and the toilet refurbishment complete save for some minor decorating. The grant will continue to support the kitchen and toilet refurbishment in quarter one 2025 on an 80% basis up to a total refurbishment cost of £24,064. Excess costs (which will be modest) will be met in full from Hall reserves.

Further significant maintenance costs are expected in 2025 (supported by a grant) to cover the refurbishment of the external face of the building.

Lewis Knight, Tom Gregory, Brian Bussell 24/3/25

### **Treasurer's Report AGM 2/4/25**

Overall, the Village Hall recorded a deficit of £3,532 in 2024 (compared with a deficit of £2,456 in 2023) reflecting a deliberate policy of expenditure and use of reserves on the modernisation of the Hall infrastructure.

The most significant modernisation cost was the £21,975 for the kitchen and toilet improvements in 2024 funded 80% by a grant from the UK Shared Prosperity Fund. The grant will continue to support the kitchen and toilet refurbishment in quarter one 2025 on an 80% basis up to a total refurbishment cost of £24,064. Excess costs (which will be modest) will be met in full from Hall reserves.

Other modernisation costs of £2,036 were incurred on new booking system website and software, and the conversion to a CIO (Charitable Incorporated Organisation).

Further modernisation costs are expected in 2025 (supported by a grant) to cover the refurbishment of the external face of the building.

Hall hire income received in 2024 was £3,686 up 37% on 2023 but this is flattered by a large late 2023 payment paid in 2024 and some advance 2025 payments. Comparing invoiced hours and money by year shows rental hours up 7% to 328 hours and income up 15% to £3,110.50 reflecting a full year of increased hire charges of £10 p.h.

It is worth noting that there were no social or fundraising events taking place in 2024 but 2 to 3 events are expected in 2025.

The Hall, after allowing for maintenance costs, currently runs as a modest loss (£3,000 - £4,000) and requires the support of grants and reserves to break even. The modernisation program is trying to help achieve break even by improving the facilities. Break-even or modest profit can only be achieved in conjunction with increases in Hall hire charges and an increased number of fund-raising social events.

Brian Bussell, Treasurer 24/3/25

Bilbrough Village Hall, Cat Lane, Bilbrough, YORK YO23 3PJ  
Charity Number 1116903

**Bilbrough Village Hall**  
**Charity Number 1116903**

Address:  
Cat Lane  
Bilbrough  
YO23 3PJ

Trustees:  
S Dalton  
B Bussell  
T Gregory  
L Knight  
L Oxley  
E Noble

**Bilbrough Village Hall**  
**Charity Number 1116903**  
**Receipts & Payments Accounts**  
**For the Year Ended 31st December 2024**

<b>Receipts</b>	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Hall & Equipment Hire	3,686.50	2,696.50
Social & Fund Raising Events	0.00	533.50
Grants & Donations	19,251.00	0.00
Village Lottery Draw	1,460.00	1,360.00
Interest Received	943.75	435.61
Miscellaneous	2.30	261.33
	<u>25,343.55</u>	<u>5,286.94</u>
<b>Payments</b>		
Electricity Charges	726.40	675.94
Water, Sewage & Surface Water Charges	231.28	303.72
Insurance Premiums	719.15	698.20
Cleaning & Material Costs	507.87	773.26
Social & Fund Raising Events	0.00	228.17
Village Lottery Draw	710.00	900.00
Property Maintenance	1,377.53	969.12
Modernisation	24,011.43	2,646.72
Equipment	0.00	0.00
Licencing & Fees	110.00	70.00
Internet Fee	373.66	417.76
Bank Charges & Miscellaneous	108.94	60.00
	<u>28,876.26</u>	<u>7,742.89</u>
Excess income over expenditure	-3,532.71	-2,455.95
Unrestricted Funds brought forward	45,221.78	47,677.73
Funds carried forward	<u>41,689.07</u>	<u>45,221.78</u>

<b>Statement of Assets</b>	<b>2024</b>	<b>2023</b>
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Bilbrough Village Hall, Cat Lane, Bilbrough, YORK YO23 3PJ  
Charity Number 1116903

<b>Cash</b>	<b>£</b>	<b>£</b>
CAF Current Account – Unrestricted	1,742.74	24,568.51
CAF Deposit Account Unrestricted	38,946.84	20,653.27
CAF Deposit Account Restricted	999.49	0.00 *

\* Council grant in 2024 to be used on kitchen and toilet replacement and redecoration by 31/3/25

41,689.07	45,221.78
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**Assets Retained for Own Use - value unspecified**

Kitchen & catering items	-	-
Maintenance equipment	-	-
Sound system	-	-
Sundry incidentals	-	-

**Other Asset**

-	-
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**Liabilities - Contracted for**

-	-
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## **VILLAGE HALL PRIZE DRAW REPORT FOR 2024**

Total tickets sold: 74

Total raised = £1480

Proceeds to Village Hall funds = £740

Proceeds as prizes = £740

2024 ticket sales were up slightly on the previous year, realising £740 for both hall funds and prizes. The decision was made to continue with five cash prizes per draw (1<sup>st</sup> prize = £50; 4 others at £30), with the remaining prize pot affording one extra prize in December.

Avenues for simplifying the ticketing process are still limited (for both ourselves and payees) as we still have to distinguish draw payments from others and manually distribute the numbers. However, the vast majority of entrants are 'regulars' who are now familiar with the routine. The village WhatsApp group is also a helpful tool for promotion.

The draw is reliable fundraiser which also serves to keep the VH in people's minds, so it's always worth the effort.

Elliott Noble

Prize Draw Secretary

1 April 2025

## BOOKING REPORT

### Annual General Meeting - April 2025

Hall hire receipts in 2024 were £3,686.50 up 37% on 2023 but are flattered by a large late 2023 payment made in 2024 and some advance 2025 payments made in 2024. Looking at the receipts by event date shows rental hours up 7% to 328 and income up 15% to £3,110.50 reflecting a full year in 2024 of the increased hire charges of £10 p.h.

Below is a breakdown of the income from the larger regular bookings:

- **Girl Guides** £593
- **Yoga** £570
- **Wine Club** £180
- **Parties** £235
- **Dance Classes** £360

While our income has seen a modest increase, we would benefit from securing more regular bookings. Earlier this year, efforts were made to attract additional Parent and Baby/Toddler classes, but this only resulted in one new booking which was a one off. If there are specific classes or activities that villagers would like to see offered, I am happy to explore options to bring them to the hall.

We continue to host a range of regular bookings at the hall. These include the Girl Guides on Monday evenings, Yoga on Tuesday mornings, and a monthly Stay and Play session. Unfortunately, the additional yoga class that took place on Tuesday evenings ceased in March 2024 due to low attendance. The Wine Club and Parish Council remain frequent users of the hall, and throughout the year, we have accommodated various adult and children's parties and hosted the General Election. Village Socials have also been well attended and following the kitchen modernisation the Committee decided to offer the last social event in 2024 and the first in 2025 free of charge to promote the Hall.

In addition to these, the hall is used free of charge for charitable community gatherings such as the monthly village coffee mornings and church-organised events, including the Christmas Fair.

We have welcomed several new bookings this year, including a dance class every Wednesday afternoon, meetings for the Friends of St Mary's, other ad hoc meetings, and an unusual request from a company using the car park as a drone landing zone. Additionally, a musical group from Belgium, practicing in the church, used the hall for their lunch and toilet breaks, and we also hosted the Rhythm Time toddler group on a lovely sunny Sunday afternoon for a tea party.

A significant development this year has been the introduction of an online booking system, **Lemonbooking**, which was implemented in November. This system allows customers to check live availability and book directly via the website, streamlining the



process. We have already received a few new bookings for 2025 through this system, which has proven to be a more efficient approach.

Additionally, we have updated and introduced new policies. The first change was to our Terms & Conditions, which were previously outdated and difficult to navigate. These are now automatically generated when a booking is made online. Furthermore, we have established policies for **Equality & Diversity, Health & Safety, Fire Safety, Safeguarding, Environment, and Data Protection**. All of these can be accessed via our website.

2025 has started positively with a number of bookings, in particular Jazzy J's, who left a few years ago as they had set up their own studio in Acomb, but now need additional space so have booked 2 hours on a Thursday evening during term time up to July 2025.

We look forward to another year of community engagement and continued improvements to our hall's operations.

Samantha Dalton 24/3/25

## **Appendix B – The Independent Examiner's Report**

The Trustees agreed to request an independent Examiner's review at the AGM 2//4/25



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Bilbrough Village Hall

**On accounts for the year  
ended**

31 December 2024

**Charity no  
(if any)**

1116903

**Set out on pages**

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Independent  
examiner's statement**

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

27 September 2025

**Name:**

M E Brown

**Relevant professional  
qualification(s) or body  
(if any):**

Retired ACA

**Address:**

Zetland Cottage, Bilbrough, York YO23 3PH

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).



Give here brief details of any items that the examiner wishes to disclose.

# Bilbrough Village Hall Charity Number 1116903

## Receipts & Payments Accounts 2024

Bilbrough Village Hall  
Charity Number 1116903  
Cat Lane Bilbrough YO23 PJ

**Trustees:**

S Dalton appointed 19/3/24  
B Bussell  
T Gregory appointed 19/3/24

L Knight  
L Oxley  
E Noble

L Gledhill resigned 30/3/24  
H Hatfield resigned 30/3/24  
B Rrusson resigned 30/3/24  
A Shaw resigned 30/3/24

Bilbrough Village Hall  
Charity Number 1116903  
Receipts & Payments Accounts  
For the Year Ended 31st December 2024

Receipts	2024	2023
	£	£
Hall & Equipment Hire	3,686.50	2,696.50
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Village Lottery Draw	710.00	900.00
Property Maintenance	1,377.53	969.12
Modernisation	24,011.43	2,646.72
Equipment	0.00	0.00
Licencing & Fees	110.00	70.00
Internet Fee	373.66	417.76
Bank Charges & Miscellaneous	108.94	60.00
	<u>28,876.26</u>	<u>7,742.89</u>

Excess income over expenditure -3,532.71 -2,455.95

Unrestricted Funds brought forward 45,221.78 47,677.73

Funds carried forward 41,689.07 45,221.78

**Statement of Assets**

	2024	2023
Cash	£	£
CAF Current Account - Unrestricted	1,742.74	24,568.51
CAF Deposit Account Unrestricted	38,275.67	20,653.27
CAF Deposit Account Restricted	1,670.66	0.00
	<u>41,689.07</u>	<u>45,221.78</u>

\* Council grant to be  
used on kitchen and toilet  
redecorations by  
31/03/2025

**Assets Retained for Own Use - value unspecified**

Kitchen & catering items	-	-
Maintenance equipment	-	-
Sound system	-	-
Sundry incidentals	-	-

**Other Asset**

-

**Liabilities - Contracted for**

-

**Bilbrough Village Hall Charity Number 1116903**  
**Receipts & Payments Accounts 2024**

Approved by the Trustees



B M H Bussell

Chair & Treasurer

27 September 2025

Independent examiner's report

I report in respect of my examination of the Trust's accounts for the Year Ended 31<sup>st</sup> December 2024 and confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- appropriate accounting records were not kept or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



M E Brown

Retired ACA

27 September 2025





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Bilbrough Village Hall

## Receipts and payments accounts

CC16a

For the period  
from

01/01/2024

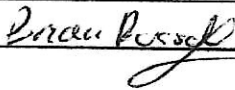
To

31/12/2024

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hire Fees	3,686	-	-	3,686	2,697
Fund raising events	1,460	-	-	1,460	1,893
Interest on deposit accounts	944	-	-	944	436
Donations & grants	-	19,251	-	19,251	-
Miscellaneous	2	-	-	2	261
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>6,092</b>	<b>19,251</b>	<b>-</b>	<b>25,343</b>	<b>5,287</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>6,092</b>	<b>19,251</b>	<b>-</b>	<b>25,343</b>	<b>5,287</b>
<b>A3 Payments</b>					
Light & heat	726	-	-	726	676
Water & sewage	231	-	-	231	304
Insurance	719	-	-	719	698
Repairs & Maintenance	1,885	-	-	1,885	1,742
Moderisation	4,395	17,580	-	21,975	-
Internet fees	418	-	-	418	418
Fund raising costs	710	-	-	710	1,128
Bank charges & miscellaneous	108	-	-	108	60
Licencing & Fees	2,104	-	-	2,104	2,717
	-	-	-	-	-
<b>Sub total</b>	<b>11,296</b>	<b>17,580</b>	<b>-</b>	<b>28,876</b>	<b>7,743</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>11,296</b>	<b>17,580</b>	<b>-</b>	<b>28,876</b>	<b>7,743</b>
<b>Net of receipts/(payments)</b>	<b>- 5,204</b>	<b>1,671</b>	<b>-</b>	<b>- 3,533</b>	<b>- 2,456</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>45,222</b>	<b>-</b>	<b>-</b>	<b>45,222</b>	<b>47,678</b>
<b>Cash funds this year end</b>	<b>40,018</b>	<b>1,671</b>	<b>-</b>	<b>41,689</b>	<b>45,222</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CAF current account	1,743	-	-
	CAF deposit account	38,275	1,671	-
			-	-
	<b>Total cash funds</b>	<b>40,018</b>	<b>1,671</b>	<b>-</b>
(agree balances with receipts and payments account(s))				
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Tables & chairs		-	-
	Canteen & catering items		-	-
	Maintenance equipment		-	-
	Sound, Wifi & internet system		-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
			B Bussell	27/09/2025



## **Appendix C – The Reserves policy**

**(presented and agreed at the Trustee Committee meeting 2/4/25)**

### **Bilbrough Village Hall – Reserve Policy**

#### **Introduction**

The trustees consider the level of reserves held are an important part of the financial management and forward financial planning of the Village Hall charity. Currently the Hall broadly runs at a loss of £3,000 p.a. allowing for maintenance costs over a financial year leaving it exposed to the risk of significant necessary additional expenditure and the potential loss of hire income. Plans are in place to increase income over time to at least a break-even level.

The Hall has received generous COVID-19 grants from the local council in the past and this prompted the development of a Reserves Policy.

The Hall has received a grant from the UK Shared Prosperity Fund for the replacement and renovation of the kitchen and toilets.

#### **Policy**

The policy is to “build resilience” while recognising that:

- higher than expected reserves may tie up money unnecessarily and risk the charity’s reputation by holding substantial unspent funds at the year-end without explanation,
- too lower a level may increase the risk to the Village Hall of being unable to carry on its activities.

Consideration is therefore given to:

- The risk of unforeseen emergencies and day-to-day operational costs,
- Grant funding sourcing being unavailable in the future,
- Planned commitments or proposed schemes that cannot be met by future income alone,
- The need to fund short-term deficits in a cash budget before any funding grant is received,
- Loss of revenues from hire income which is dependent on a narrow user base,
- Lack of income from the fund-raising events,
- An increase in village housing stock, population mix and growth.

The Village Hall therefore seeks to maintain unrestricted reserves capable of covering:

- Required working capital to cover day-to-day expenditures and cope with lost short-term revenues,
- Medium-term liquidity in the event of losing a major hirer,
- Maintenance and repair of the Village Hall to maintain the fabric in good condition and meet the needs of the community.

#### **Quantum of Reserve**

With the above points in mind the trustees consider that ideally a reserve should be held that covers the higher of:

- £25,000 to cover an unexpected, one-off material investment in infrastructure of the Hall,
- Sustained loss for up to 5 years of hire income totalling some £9,000 p.a. say - i.e. £45,000.

So a suitable reserve is calculated to be between £25,000 - £45,000.



### **Current funds**

As 31<sup>st</sup> December 2024 the Hall has a total of c£41,689 at its disposal. Approximately £1,000 is earmarked for the completion of the kitchen and toilet renovation. The trustees are planning further significant work on the exterior (painting, replacing doors, replacing cracked and blown windows).

### **Annual Review**

It is recommended that the reserves policy is reviewed annually at the AGM.

Brian Bussell  
Chair / Treasurer  
1/4/25