

## **BOTLEY MARKET HALL**

### **Minutes of Annual General Meeting**

**Thursday 28 January 2021 7pm via Zoom**

The Chairman opened the meeting at 7.02pm and welcomed new attendees and introduced the trustees.

#### **Present:**

Trustees: Derek Oswald (Chairman), Malcolm Freemantle (Vice Chairman), Sue Taylor (Treasurer), Pauline Bower (Secretary), Sue Bailey, Kelly Law, Andrea Champion, Jenny Little, Rosemary Nimmo, Bob Nimmo, June Edwards.

Louise Oswald, Ian and Lesley Cresdee, Wendy Bassom, Sara (The Bugle), Jacquie Rolls, Linda Ettie.

1. **Apologies:** Gwyneth Lester, David Buckley.
2. **Minutes of last AGM Meeting:** dated 29 March 2019 as no AGM was held in 2020 due to Covid19 restrictions.
3. **Matters arising:** None.     Approved: Malcolm Freemantle Seconded: Wendy Bassom.
4. **Chairman's Annual Report:** COVID – on-off open and close has meant a disrupted year. However, all Trustees have worked hard and well as a team to ensure compliance with COVID regs and when open the Hall has been COVID secure.  
TRUSTEES – an excellent team. We have welcomed one new Trustee but sadly lost another – Peter Line died in December. Andrew Dickson moved away and we missed his skills.  
ACHIEVEMENTS – despite COVID we have achieved much – a new cleaning company has started – so far so good. New website and move into Social Media with Facebook. Front external redecoration. Volunteers have helped maintain and repair as required and help carry out regular system checks.  
VOLUNTEERS – new volunteers have come forward to help with many aspects of running the hall  
GRANTS AND FUNDRAISING – grants from Eastleigh Borough Council, Botley Parish Council and County Council have helped cover loss due to COVID closure and also cost of external redecoration. Fundraising initiative by Trustees raised over £4000.  
OFFICERS – lucky to have superb key officers – Treasurer and Bookings Secretary – who have been key to our success. The Chairman stood down due to other commitments but remained as a Trustee and Vice Chairman. The former Chairman took his place. Volunteer minutes/agenda secretary helps with the good running of meetings.  
LOOKING AHEAD – new Trustees will be appointed. Hope for re-opening of Hall in Summer 2021. External lighting on front of Hall will be installed, Further development of social media presence. Look into feasibility of solar panels. Promoting Hall to possible new uses and new markets eg traders, commercial, education, whilst maintaining focus on community benefit.  
THANKYOU – to Trustees, volunteers, Local Authorities (Botley, Eastleigh, Hampshire), users, the Botley community, website designers.
5. **Secretary's Annual Report:**  
At the beginning of 2020, Hall bookings were buoyant and we were doing very well offering a variety of classes including Yoga, Pilates, Zumba, Badminton and Bridge. In addition, we had toddler groups: Tumble Tots, Music Bugs and various children's dance groups plus several repeat children's party bookings throughout the year. There were also our regular users: WI, Scrabble, Bingo, Heraldry, Neighbourcare, Swing Dance, Band Practice, Gardening Club, Bereavement Counselling and the monthly Card Fayre.  
Unfortunately, with the arrival of Covid-19 and the subsequent temporary closure of the hall, we had to cancel all groups and imminent bookings for children and adult parties.  
When we were allowed to reopen the hall, some groups returned, we worked closely with our user groups providing a clean and safe environment for them to operate within the Covid-19 guidelines. However, with all the uncertainty and restrictions on capacity, it wasn't viable for

some groups to continue and many suspended their bookings hoping to return when restrictions are lifted. At the same time, we had many new enquiries but as far as possible, we are trying to hold the slots available for our returning regulars.

We're in lockdown again and the hall is closed until further notice but we're optimistic and look forward to welcoming back our regular hall users and anticipate several new enquiries.

#### **6. Treasurer's Annual Report:**

Our accounts have been examined and approved and I am sure that it will not come as a surprise to hear that we have made a loss of £6748 this year. Our loss would have been greater if not for the generosity of donations made by our villagers and users of the hall. We had 2 projects planned during this financial year which we continued with, both necessary projects to keep the Hall in a good running order. These were the replacement of our gas boiler and the repainting of the front of the hall. Both these projects contributed towards our loss although we had received some grants to help with the cost of repainting the front of the hall which again helped to reduce our loss.

We made our hall COVID secure and able to reopen but this in itself came at a cost. We applied for and were successful in our application for COVID grants from the Government and have used and will continue to use the grant money to pay for the additional and enhanced cleaning we have adopted and for the sanitation products we supply to our hirers. Our plan is to maintain our hiring rates for our Users and not to pass our additional costs on to them for as long as we are able to even though this means that for the moment we will continue to run at a loss and use our reserves to cover this. However, our vision is that as we come out of this pandemic the hall will be used as it has been in the past and we will begin to run at a profit again.

#### **7. Election of Officers:**

Derek Oswald elected as Chairman; Malcolm Freemantle elected as Vice-Chairman.  
Current Booking Secretary Pauline Bower and Treasurer Sue Taylor agreed to remain in post.  
Proposed: Wendy Bassom, Seconded: Andy Champion

#### **8. Election of other Trustees:** Current trustees willing to stand again are: June Edwards, Andy Champion, Sue Bailey, Gwyneth Lester, Bob Nimmo, Rosemary Nimmo, Jenny Little, David Buckley, Kelly Law. **New** Trustee: Les Chandler. Proposed by Malcolm and all voted in favour.

Derek thanked **all** his trustees for their tireless efforts and support, with a special thank you to Malcolm, Sue Taylor and Pauline Bower. Jean Sutton would like to join later in the year once she has moved house. Derek announced a new volunteer member, Sara Underwood, and thanked his band of volunteers who carry out so many helpful activities and functions.

#### **9. AOB:** Jackie Rolls advised there is free training available to new trustees – Derek to liaise. He asked her when the new Boorley Park Community Centre might become available, this is unknown as EBC has not yet handed it over to the Botley Parish Council for interior completion. Pauline asked about possible re-opening dates. Derek did not expect the hall to open before the Summer and would continue to monitor government guidelines. The hall is prepared for re-opening and is Covid secure. Andy stated she would like to see a market in Botley, everyone agreed. Rosemary said this might be able to be considered after the Botley Bypass/Relief road has been built.

Derek thanked everyone for attending and their continued support, he said financial accounts were available for viewing if required and the hall is well advertised on several different medias including its own new website for which he thanked Kelly Law and her professional helpers who had been invaluable.

**Meeting closed at 7.35pm**



CHARITY COMMISSION FOR  
ENGLAND AND WALES

# Independent examiner's report on accounts

## Section A

## Independent Examiner's Report

On accounts for the year  
ended

31<sup>ST</sup> OCTOBER 2020

Charity no  
(if any)

1158635

Set out on pages

Report to the trustees/ members of

Responsibilities and basis of report

## Independent examiner's statement

Charity name

BOTLEY MARKET HALL

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

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

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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed-body]]. Delete [ ] if not applicable.~~

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations

2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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.

R Johnson.

Date: 12/12/2020

Signed:

ROGER JOHNSON.

Name:

Relevant  
qualification(s) or

professional  
body

IER

1

Oct 2018

(if any):

Address:

47, BURNT HOUSE LANE  
FAREHAM.  
PO14 2LS

Section B Disclosure

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

2

Oct 2018

# Botley Market Hall

## BALANCE SHEET

As of October 31 , 2020

Fixed Asset

TotalFixedAsset

Cash on hand	0.00
Event Deposits	0.00
Key Deposits	-150.85
Letting Deposits	-550.00
Letting Paid in Advance	0.00
Lloyds Current Account	34,192.50
Lloyds Savings Account	20,534.42
Total Cash atbank and inhand	254026-07

Cash at bank and

102.00 in hand

150.00

-1 10.85

-1 ,050.00

0.00

29,630.30

20,525.65

249247=10

TOTAL

AS OF OCT 31, 2020

AS OF OCT 31, 2019 (PY)

Debtors	629.73	913.83
Total DebtQÆ	262973	29103
Current Assets		
Grants Received	-9,705.99	0.00
John Sutton	-1 ,082.55	
Total CurrentAssets	2-10,788.54	EtOO
NET CURRENT ASSETS	2486726	250+16C93
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	871.62	417.00
Total Trade Creditors	2871=62	2417=00
Total Creditors: ænounts falling due WRhin one year	2871.62	2417=00
NET CURRENT ASSETS (LIABILITIES)	24@995.64	249.743-93
TOTAL ASSETS LESS CURRENT LIABILITIES		249+743.93
DTAL NET ASSETS (LIABILITIES)		
Charity funds		
Opening Balance Equity	37,328.37	37,328.37
Retained Earnings	12,415.56	4,391.75
	-6,748.29	8,023.81
	242,995.64	249+743.93

# Botley Market Hall

## BALANCE SHEET

As of October 31, 2020

	TOTAL	
	AS OF OCT 31, 2020	AS OF OCT 31, 2019 (PY)
Fixed Asset		
<b>Total Fixed Asset</b>		
Cash at bank and in hand		
Cash on hand	0.00	102.00
Event Deposits	0.00	150.00
Key Deposits	-150.85	-110.85
Letting Deposits	-550.00	-1,050.00
Letting Paid in Advance	0.00	0.00
Lloyds Current Account	34,192.50	29,630.30
Lloyds Savings Account	20,534.42	20,525.65
<b>Total Cash at bank and in hand</b>	<b>£54,026.07</b>	<b>£49,247.10</b>
Debtors		
Debtors	629.73	913.83
<b>Total Debtors</b>	<b>£629.73</b>	<b>£913.83</b>
Current Assets		
Grants Received	-9,705.99	0.00
John Sutton	-1,082.55	
<b>Total Current Assets</b>	<b>£-10,788.54</b>	<b>£0.00</b>
<b>NET CURRENT ASSETS</b>	<b>£43,867.26</b>	<b>£50,160.93</b>
Creditors: amounts falling due within one year		
Trade Creditors		
Creditors	871.62	417.00
<b>Total Trade Creditors</b>	<b>£871.62</b>	<b>£417.00</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£871.62</b>	<b>£417.00</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£42,995.64</b>	<b>£49,743.93</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£42,995.64</b>	<b>£49,743.93</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£42,995.64</b>	<b>£49,743.93</b>
Charity funds		
Opening Balance Equity	37,328.37	37,328.37
Retained Earnings	12,415.56	4,391.75
Surplus/(Deficit)	-6,748.29	8,023.81
<b>Total Charity funds</b>	<b>£42,995.64</b>	<b>£49,743.93</b>

I HAVE EXAMINED THE ATTACHED ACCOUNTS & CERTIFY  
THEY ARE IN ACCORDANCE WITH BOOKS, FILES &  
INFORMATION PROVIDED BY THE TREASURER.

R. Johnson 12/12/2020.  
ROGER JOHNSON