

Trustees' Annual Report and Accounts
1 January to 31 December 2021

Section A: Reference and Administration Details

Charity Name	Milton Keynes and Broughton Village Hall
Registered Charity Number	1159174
Charity's principal address	Willen Road Milton Keynes Village Milton Keynes MK10 9AF

Section B: Structure, Governance and Management

Type of governing document	Milton Keynes and Broughton Village Hall is constituted as a charitable incorporated organisation registered with the Charity Commission for England and Wales in April 2014. It is governed by a Charity Constitution last updated on 10 April 2014.		
How the charity is constituted	The Charity is a charitable incorporated organisation (CIO).		
Trustees	Trustee's Name	Office (if any)	Dates Acted (if not for whole year)
	Malcolm Brighton		
	Amanda Butler		
	Lorraine Conner	Secretary	
	Alison Corlett	Treasurer	
	Brenda Eastaff		
	Barry Stuart Gibbs		
	Robert Peter Mathison		
	David William Monk	Chair	
	Kay Munro		
	Gerard William Powis		
	Clare May Rishi		
Trustee selection methods	The existing trustees are responsible for the recruitment of new trustees. In selecting new trustees, we seek to identify people who are willing to volunteer at our events and help in maintaining the building. Potential trustees are invited to attend trustees' meetings as observers and are given more details of the charity's aims and activities and, if all agree, they are then proposed as new trustees at the subsequent trustees' meeting. This process allows due consideration of the person's skills, any specialist knowledge and fit within the group.		

Trustees' induction to the Charity	Following appointment, new trustees are given copies of the Charity Constitution and the latest Annual Accounts, along with the policies and procedures adopted by our charity. Once new trustees are registered on the Charity Commission's website, they receive publications covering guidance on charities and public benefit. This ensures that new trustees are aware of the scope of their responsibilities under the Charities Act.
Relationship with any related parties	The Charity works with Broughton and Milton Keynes Parish Council and continues to receive support.
Trustees' consideration of major risks and procedures for managing them	The Trustees have assessed the risks to users of the hall and have drawn up a risk assessment, which is reviewed annually (or whenever the need arises). A copy of the document is available for all hirers in the Hirers Manual, which is kept at the hall. In addition, specific assessments are carried out by external contractors such as fire safety, legionella, water testing, gas safety and fixed wire installation.
Organisational structure	The Trustees are responsible for the general control and management of the charity. They give their time freely and receive no remuneration or other benefits. The Trustees meet together monthly and are responsible for all decisions taken in relation to running the Village Hall, its facilities and the activities provided by the Charity. There are 11 Trustees who are drawn from Broughton Village, Milton Keynes Village and Middleton. To assist in the smooth running of the Charity, individual trustees take on specific responsibilities including but not limited to Health and Safety and Estates Management. In addition, a Hall Co-ordinator provides services including co-ordinating hall bookings, responding to the large volume of inquiries and small elements of maintenance. There was a change to our service providers in 2021, with a new Hall Coordinator from April and a new cleaner from December.

Section C: Objectives and Activities

Summary of the objects of the charity set out in its governing document	The object of the Charity is the provision, maintenance and improvement of a village hall for use by the inhabitants of the area of benefit (as defined below) without distinction of political, religious or other opinions, including use for: a) Meetings, lectures and classes, and b) Other forms of recreation and leisure-time occupation, With the object of improving the condition of life for the inhabitants. Retaining the village hall and its small parcel of land is also covered by the Charity's Constitution.
Summary of the main activities undertaken for the public benefit in relation to these objects.	Runs a Village Hall We wish to make our Village Hall an accessible and welcoming venue where members of the community can use the facilities through attending one of the regular activities (the weekday nursery, dance classes, karate, table tennis, etc), hiring the hall for a private event or attending a Trustee organised event

Contribution made by volunteers	Volunteers are an important resource in helping with our Trustee organised events such as the annual Fireworks Evening. Volunteers are involved at all our Trustee organised events and we have over 30 who have regularly given their time. During 2021 we ran three Trustee organised events (Pop-up Café, Quiz Night and Fireworks Evening) following the lifting of the Covid-19 lockdown in the summer.
Policy on grant-making	The Charity does not have a specific policy on grant-making. However, it has worked with Willen Hospice, a local charity providing end of life care for local residents, on the annual Firework Evening.

Section D: Achievements and Performance

Summary of the main achievements of the charity during the year	Regular Hirers 2021 was another challenging year with the government lockdown and Covid-19 restrictions affecting the first half of the year for private hirers and our own Trustee organised events. However, our weekday nursery was able to continue operating throughout 2021, with some of our regular hirers (Dancecode and Karate) able to commence their activities from late spring onwards. Other regular hirers weren't able to recommence until much later, but we were delighted to see Table Tennis, Church without Walls, Tango Boulevard and the MK Advanced Motorists return during the year. Private Hirers Even with the restrictions in 2021 we were able to host 35 private hirers (up from 28 in 2020 but still down on 2019's figure of 52). Regrettably, there were still some cancellations as restrictions were delayed from the initial government roadmap dates; a few of these have been rolled over to 2022. Given the uncertainty of the last 21 months, it is pleasing to record our Hall Coordinator handled 349 hall hire inquiries in 2021. Trustee Organised Events (Fundraising) As previously mentioned, we held three events in 2021 – Pop-up Cafe, Quiz Night and Fireworks Evening. We wish to record our grateful thanks to the many volunteers who generously gave significant time to organising and executing the fireworks event, without whom this event could not happen.
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Section E: Financial Review

Account methodology	The Charity uses the simple accountancy methodology of Receipts and Payments and these are outlined in Section H.
Charity's policy on reserves	The trustees have reviewed the reserves of the charity. Their policy is to hold sufficient funds to meet six months' operating costs of the Village Hall, approximately £20,000. Any further surpluses made are retained to enable future maintenance and improvements to the fabric of the building to be adequately funded without seeking loans. Thus, ensuring the Village Hall (which was built around 1860) is appropriately maintained for on-going community usage.

Bank Arrangements	On 20 May 2021 the Charity changed its banking arrangements: moving its two bank accounts from Barclays plc to Metro Bank plc. This allowed the new Treasurer access to the bank accounts, which had proved unsolvable with Barclays during the Covid-19 pandemic.
Restricted funds	There is £276 in restricted funds held against any repairs and or maintenance required to the Bell Tower. This amount is held in the Business Savings Account.
Unrestricted funds	Overview of 2021 The Trustees are pleased to confirm that with prudent financial controls in 2021, the Charity has recorded a surplus of £14,091.33, however, it must be borne in mind that we are carrying £9,878.32 in liabilities into 2022. We also have assets of £670.89 being carried forward.
Main sources of income	Hiring of Hall and Fundraising The charity's main source of income (hiring out the hall and fundraising activities) was once again impacted for the first quarter of 2021, with some private hires being allowed from June with all hires permitted from July. It was pleasing to note private hires for 2021 raised £6,543.08 against £5,587.00 in 2020. And the accounts already include £2,487 of deposits for 2022 private hires (shown in liabilities). Grants and Donations We were awarded a £3,750 grant from Broughton and Milton Keynes Parish Council to underpin the financial costs associated with hosting the Fireworks Evening for the community. Without this grant, the Charity would be unable to run this event. 2021 saw an increase in attendees and in the value of the collections over those in 2019. Willen Hospice has benefited by over £4,000 as a result of this community event. Overview of Income Overall income increased to £47,051 from £42,362 in 2020. However, we are still significantly down from 2019's high of £60,748.
Main sources of expenditure	Utilities (gas, water, electricity and waste collection) The reduction in evening and weekend activities for significant periods of 2021 helped save £1,850 in utilities costs. However, owing to direct debit/billing timings we have liabilities of £702 for gas and electricity from 2021 which will be paid in early 2022. It is highly unlikely we will be able to maintain this downward trend in 2022 owing to the massive gas price increases and the need to reinstate the second waste bin (linked to the increase in private hirers). General Running Costs, Upkeep and Maintenance Trustees were mindful of exercising prudence in the hall's maintenance programme and again were able to adjust what needed to be completed. Our general upkeep costs were £4,793.10 and £1,215.50 was spent on health and safety inspections and assessments. Major Estates Projects In autumn 2020, the kitchen soakaway failed and there was water ingress in the kitchen. The internal downpipe (from the kitchen roof was cleared) and

	a temporary soakaway was installed. Trustees approved a new soakaway to be fitted and this was completed in March. In addition, adjustments to the kitchen rainwater guttering (including a custom-made hopper) were installed in April. Regrettably, before these works were completed, a further episode of the drain blockage occurred in early February resulting in the kitchen flooding. Capital Purchases The large refrigerator stopped working in February. The Trustees decided to replace rather than repair as the cost was not significantly higher. The new refrigerator has a five-year warranty. Licences This year's accounts show PPL/PRS licence fees for 2020-21 and 2021-22 as we had forgotten to provide an update to the licencing authority when we re-started activities in the autumn of 2020.
Investment policy	The charity has no long-term investments. Our cash reserves are held in either a business current account or business savings account. The interest earned by the business savings account in 2021 was £5.54 down from £23.96 in 2020.

Section F: Other Optional Information

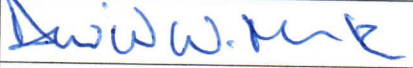
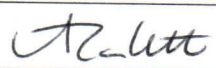
Plans for 2022	The continuing Covid-19 pandemic and government restrictions is likely to continue hindering the number and type of events we will be hosting in 2022. 2021 ended with the reintroduction of mask wearing following the rise in omicron (a covid variant) positive test results, which resulted in some regular activities ending a week earlier than normal and a couple of private hires being delayed to the New Year. It is hoped the country-wide vaccination and booster programme will enable life to return to normal and enable use of the hall to return to pre-pandemic usage. We are positive in outlook and are holding a number of dates in the diary for Trustees organised events. The Trustees will continue to review what maintenance is required to keep the hall in good condition (both internally and externally).
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Section G: Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signatures:

	
DAVID WILLIAM MONK Chair	ALISON CORLETT Treasurer
12/4/22	6 April 2022

Date:

Section H: Receipts and Payments Accounts



Milton Keynes and Broughton Village Hall Number 1159174

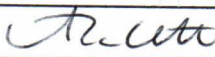
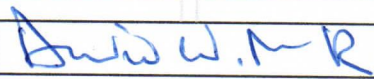
Receipts and Payments Accounts

For the Period: 1 January to 31 December 2021

Section 1 Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
1 Receipts				
Fundraising (Committee Events)	560	-	560	1,438
Hire of Hall and Equipment (Private Hirers)	6,925	-	6,925	5,587
Hire of Hall and Equipment (Regular Hirers)	29,804	-	29,804	23,663
Deposits for Future Private Bookings	1,290	-	1,290	-
Miscellaneous	16	-	16	-
Interest on Savings Account	5	-	5	24
Donations, Legacies and Grants	4,216	-	4,216	11,750
Monies held on behalf of another organisation	360	-	360	-
Sub total (Gross income for AR)	43,176	-	43,176	42,462
2 Asset and investment sales				
	-	-	-	-
Sub total	-	-	-	-
Total receipts	43,176	-	43,176	42,462
3 Payments				
Utilities	5,310	-	5,310	7,161
Cost of Fundraising Events (Committee Events)	4,268	-	4,268	1,154
General Running Costs	5,253	-	5,253	9,422
General Upkeep & Maintenance	6,009	-	6,009	6,280
Major Estates Projects	1,272	-	1,272	5,167
Capital Purchases	884	-	884	2,780
Administration	3,002	-	3,002	702
Insurance	936	-	936	916
Licences	1,902	-	1,902	-
Donations Paid	0	-	0	-
Sub total	28,835	-	28,835	33,582
4 Asset and investment purchases				
	-	-	-	-
Sub total	-	-	-	-
Total payments	28,835	-	28,835	33,582
Net of receipts/(payments)	14,341	-	14,341	8,880
5 Transfers between funds	-	-	-	-
6 Cash funds last year end	41,453	276	41,729	32,849
Cash funds this year end	55,794	276	56,070	41,729

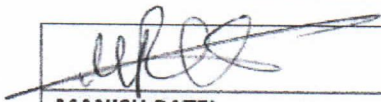
Section 2 Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
1 Cash funds	Business Current Account	26,066	-
	Business Savings Account	29,728	276
	Total cash funds	55,794	276
2 Other monetary assets		-	-
3 Investment assets			
		Fund to which asset belongs	Cost (optional)
4 Assets retained for the charity's own use			
		Fund to which asset belongs	Cost (optional)
	Land and buildings owed by the Charity - "Milton Keynes Village Hall"		-
	Furniture, fixtures and fittings		-
	Laptop computer		
	Mobile telephone		
	Text to Donate from Fireworks 2021		395
	Outstanding Hire fees for 2021		276
5 Liabilities			
		Fund to which liability relates	Amount due (optional)
	Key Deposits		50
	Gas - December 2021		367
	Electricity - last quarter 2021 less direct debit payments		335
	General Running Costs		4,158
	Fireworks Event - Village Hall Costs		500
	Donations due to Willen Hospice re collection		360
	Maintenance		1,000
	Deposits for Future Hires Received		2,437
Signed by two trustees on behalf of all the trustees			
			
	Alison Corlett	David W Monk	
	Date 6 April 2022	Date 12/4/22	

Section I: Independent Examiner's Report

Responsibilities and basis of report	I report to the trustees on my examination of the accounts of the above charity, Milton Keynes and Broughton Village Hall, for the year ended 31 December 2021. 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 Charity's 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.
Independent examiner's statement	The charity's gross income did not exceed £250,000. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales. I have completed my examination. I 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: • 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.

Signed:


MANISH PATEL
FCA
 52 Thorburn Road
 Weston Favell
 Northampton
 NN3 3DA

Date:

22/2/22