

Trustees' Annual Report and Accounts
1 January to 31 December 2022

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		
	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 (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 10 Trustees (and four vacancies) 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 Estates Management. In addition, a Hall Co-ordinator (who is not a trustee) provides services including co-ordinating hall bookings, responding to the large volume of inquiries and small elements of maintenance.

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, Pilates, karate, table tennis, etc), hiring the hall for a private event, attending a Trustee organised event or community event. In the autumn of 2022, the Trustees held a Strategic Review Meeting and determined their efforts should be focussed on maintaining and improving

	the fabric of the hall for community use and to encourage greater use of the hall for community activities. Thus, the Trustees would be minimising their own organised events and seeking partnership opportunities with other community organisations and charities. This change in emphasis allowed the Charity to offer the hall free of charge for the following events: Fireworks Display, Parish Council Christmas Fayre, All Saints Church Christmas Decorations, MK and Middleton Community Group Lantern Event, MK and Middleton Community Group Trustees also engaged Stimpson Walton Bond Chartered Architects to undertake a quinquennial survey of the hall building in October 2022 to provide guidance on maintaining the building.
Contribution made by volunteers	Volunteers are an important resource in helping with hall activities. Volunteers are involved at all our Trustee organised events and we have over 30 who have regularly given their time. During 2022 we ran three Trustee organised events: Quiz Night; Fete and Sports Day; and Wine Tasting. Support and guidance was provided to the Parish Council who took over responsibility for the organisation and running of the Fireworks Evening. The hall and some of its equipment was made available for this event.
Policy on grant-making	The Charity does not have a specific policy on grant-making.

Section D: Achievements and Performance

Summary of the main achievements of the charity during the year	Regular Hirers 2022 saw the ending of the government's Covid-19 restrictions, allowing free movement and usage of the hall. The weekday nursery continued throughout 2022, along with two of our regular hirers (Pilates and karate). Regrettably the Monday and Tuesday dance classes stopped as the organiser was able to return to its original premises following Covid-19 restrictions being lifted. We were also delighted that our other regular hirers continued during the year, including Table Tennis, Tango Boulevard and the MK Advanced Motorists. Private Hirers It was wonderful for us to host 73 private hirers (up from 35 in 2020 and 28 in 2021). The Hall Coordinator was kept busy with a considerable uplift in inquiries for hires in 2022 and beyond. Trustee Organised Events (Fundraising) As previously mentioned, we held three events in 2022 – Quiz Night, Fete and Sports Day and wine tasting. The raffle monies at the Quiz Night, £90.00, was donated to British Red Cross Society for aid to Ukraine, following the invasion by Russia. Being our first Fete and Sports Day for three years, our focus was on a more traditional style fete with greater emphasis on the children's races. Even
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	though the weather was inclement, the turnout and response from the community was positive. We wish to record our grateful thanks to the many volunteers who generously gave significant time to organising and executing our events.
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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	The Charity has two bank accounts with Metro Bank plc.
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 2022 The Trustees are pleased to confirm that with prudent financial controls in 2022, the Charity has recorded a surplus of £20,220.25, however, it must be borne in mind that we are carrying £5,458.58 in liabilities into 2023. We also have financial assets of £330.20 being carried forward.
Main sources of income	Hiring of Hall and Fundraising The charity's main source of income is the hiring out of the hall and fundraising events. It was pleasing to note private hires for 2022 raised £10,858.45, which is nearly as much as 2020 and 2021 combined (£6,543.08 and £5,587.00 respectively). And the accounts already include £1,484.80 of deposits for 2023 private hires (shown in liabilities). Grants and Donations A donation of £90 was made to British Red Cross Society for aid to Ukraine directly from the Quiz Night Raffle. Also, £366.44 was paid to Willen Hospice following donations received via online giving at the Fireworks Event in 2021. Donations were received from Amazon, Donr (an online donations site) and a donation towards the cake stall at the fete. Overview of Income Overall income increased to £50,934.88. However, we remain significantly down from 2019's high of £60,748.
Main sources of expenditure	Utilities (gas, water, electricity and waste collection) Utilities costs increased markedly in the last 12 months owing to an increase in hall usage and global gas price increases. Our fixed price British Gas contract expired in April, which resulted in changing provider to obtain a competitive price. Opus Energy's standing charge is 30 pence per day

	compared to British Gas' new offer of 50 pence per day, but the kilowatt per hour has increased from 3.4 pence under the old contract to 8.8 pence. Trustees determined that it was unnecessary to reinstate the second waste bin, which saved approximately £1,200 per year. Our total utilities were £6,556.11 vs £5,309.69 in 2021. And owing to direct debit/billing timings we have liabilities of £835.56 for gas, electricity, water and waste from 2022 which will be paid in the first quarter of 2023. 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 £1,684.34 and an additional £1,062.95 was spent on health and safety inspections and assessments. Major Estates Projects Trustees spent £1,000 on major works in 2022 on maintaining the roofs and improving the guttering linked with the soakaway installed in 2021. Some of this activity was completed in 2020 and 2021 but invoiced to us in 2022. A quinquennial survey of the building in October 2022 will provide Trustees with a report of works that should be undertaken in the next five years (2023-2027). The report is due to be received in early 2023. Capital Purchases No capital purchases were made in 2021.
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 2022 was £51.76 up from £5.54 in 2021; this was mainly owing to a significant rise in inflation and subsequent interest rate increases.

Section F: Other Optional Information

Plans for 2023	The Trustees will be organising two evens in 2023: <table> <tr> <td>Quiz Night</td><td>4 March</td></tr> <tr> <td>Wine Tasting</td><td>25 November</td></tr> </table> In addition, the following partnership events are anticipated: Fireworks Display, Parish Council Christmas Fayre, All Saints Church Christmas Decorations, MK and Middleton Community Group Lantern Event, MK and Middleton Community Group In addition, the Hall is hosting a "Warm Space" each Tuesday afternoon called <i>Tuesday Afternoon Tea</i> (running from 3 January to 28 March). This activity is a joint venture between the Parish Council, All Saints Church and the Trustees and provides free beverages, toast, crumpets and homemade cakes and a chance for people to chat, read the paper, play board games etc.	Quiz Night	4 March	Wine Tasting	25 November
Quiz Night	4 March				
Wine Tasting	25 November				

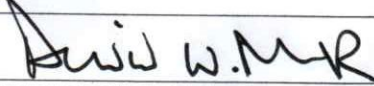
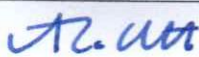
	As previously mentioned, Trustees will continue to review what maintenance is required to keep the hall in good condition (both internally and externally) and will use the building survey report to prioritise its focus.
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Section G: Declaration

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
23 rd March 2023	22 March 2023

Date:

Section H: Receipts and Payments Accounts



Milton Keynes and Broughton Village Hall Number 1159174

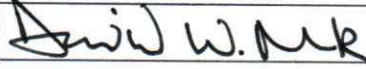
Receipts and Payments Accounts

For the Period: 1 January to 31 December 2022

Section 1 Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year - 2021 to the nearest £
1 Receipts				
Fundraising (Committee Events)	1,474	-	1,474	560
Hire of Hall and Equipment (Private Hirers)	12,394	-	12,394	6,925
Hire of Hall and Equipment (Regular Hirers)	37,895	-	37,895	29,804
Deposits for Future Private Bookings	952	-	952	1,290
Miscellaneous	-	-	-	16
Interest on Savings Account	52	-	52	5
Donations, Legacies and Grants	72	-	72	4,216
Monies held on behalf of another organisation	-	-	-	360
Sub total (Gross income for AR)	50,935	-	50,935	43,176
2 Asset and investment sales				
	-	-	-	-
Sub total	-	-	-	-
Total receipts	50,935	-	50,935	43,176
3 Payments				
Utilities	6,556	-	6,556	5,310
Cost of Fundraising Events (Committee Events)	1,250	-	1,250	4,268
General Running Costs	10,352	-	10,352	5,253
General Upkeep & Maintenance	2,747	-	2,747	6,009
Major Estates Projects	1,000	-	1,000	1,272
Capital Purchases	-	-	-	884
Administration	7,023	-	7,023	3,002
Insurance	993	-	993	936
Licences	793	-	793	1,902
Donations Paid	-	-	-	-
Sub total	30,715	-	30,715	28,835
4 Asset and investment purchases				
	-	-	-	-
Sub total	-	-	-	-
Total payments	30,715	-	30,715	28,835
Net of receipts/(payments)	20,220	-	20,220	14,341
5 Transfers between funds	-	-	-	-
6 Cash funds last year end	55,794	276	56,070	41,729
Cash funds this year end	76,014	276	76,290	56,070

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	26,596	-
	Business Savings Account	49,418	276
	Total cash funds	76,015	276
2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
		-	-
3 Investment assets	Details	Fund to which asset belongs	Cost (optional)
			-
4 Assets retained for the charity's own use	Details	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		
	Printing		25
	Outstanding Hire fees for 2022		305
5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
	Key Deposits		50
	Utilities (gas, electric, waste and water)		836
	Architect fees for building survey		1,020
	Administration		1,664
	General Running Costs		41
	General Upkeep		391
	Deposits for Future Hires Received		1,485
Signed by two trustees on behalf of all the trustees	 Alison Corlett Date 22 March 2023	 David W Monk Date 23rd March 2023	

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 2022. 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

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Weston Favell

Northampton

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Date:

17/3/2023