

Trustees' Annual Report and Accounts
1 January to 31 December 2023

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 next 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 and Training for Existing Trustees	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 (including Health and Safety Policy and Risk Assessment, Hall Hire Rate Policy and Safeguarding Policy). 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. A number of trustees attended a webinar from Sayer Vincent on Trustees Responsibilities in October 2023. In addition, during late 2023 the trustees prepared and adopted a Safeguarding Policy. A number of trustees attended either a webinar from Sayer Vincent or a seminar by Community Action: MK Support on Safeguarding; the remaining trustees were provided with materials to assist with their training on this subject.
Relationship with any related parties	The Charity works with and receive support from Broughton and Milton Keynes Parish Council (Parish Council), All Saints Church, Milton Keynes and other community groups/charities.
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 and on the Charity's website. 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 and Health and Safety. 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.
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	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, children's club, 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: Tuesday Afternoon Tea (sponsored by the Parish Council and supported by volunteers from the community) Fete and Sports Day, MK and Middleton Community Group Afternoon Cream Tea, Bridgebuilder Trust (see photograph below) Christmas Fayre, All Saints Church Meeting of the Abrahamic Women: Milton Keynes Christmas Decorations, MK and Middleton Community Group Lantern Event, MK and Middleton Community Group 
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 20 who have regularly given their time. During 2023 we ran two Trustee organised events: Quiz Night and Wine Tasting, plus a weekly Tuesday Afternoon Tea session with support from volunteers of All Saints Church, Milton Keynes.

	A couple of volunteers provided invaluable assistance with our website and social media. One individual updated the website with a new “Policies” page, which now hosts a number of policies and documents relating to hall hires; and researched software which allows all our hire agreements to be sent out and signed electronically. This will significantly reduce the amount of paperwork the hall needs to manage. The second volunteer has kept the events section of the website up-to-date and has regularly communicated Hall and community events by Facebook and email to the community.
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 The weekday nursery continued throughout 2023, along with two of our regular hirers (Pilates and Karate plus a new regular hirer (Children’s Group). We were also delighted that our other regular hirers continued during the year, including Table Tennis and the MK Advanced Motorists. Private Hirers It was wonderful for us to host 50 private hires (down from 73 private hirers in 2022 but significantly up from hires in 2021 and 2020.. The Hall Coordinator was busy with a considerable volume of inquiries for hires during 2023 and 2024. Trustee Organised Events (Fundraising) As previously mentioned, we held two main events in 2023 – Quiz Night, and wine tasting. We wish to record our grateful thanks to the many volunteers who generously gave significant time to organising and executing our events and the community-wide activities held at the hall.
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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 2023 The Trustees are pleased to confirm that with prudent financial controls in 2023, the Charity has recorded a surplus of £6,970.23, however, it must be borne in mind that we are carrying £9,633.45 in liabilities into 2024. We also have financial assets of £346.62 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 2023 raised £8,771.66 (£2,086.79 down on 2022). And the accounts already include £728.40 of deposits and hire fees for 2024 private hires (shown in liabilities). Grants and Donations Donations of £165.31 were received from Amazon, Donr (an online donations site) and a donation towards items for the cake stall at the fete. Overview of Income Overall income decreased slightly from £50,934.88 to £49,376.25. 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 huge increases to the unit costs of water/sewage and electricity. Our four year fixed price electricity tariff ended in October and we opted to renew with E.On Next after reviewing the market. Our total utilities increased by 24.25% from £6,556.11 in 2022 to £8,146.72. And owing to direct debit/billing timings we have liabilities of £755.67 for gas, water and waste from 2023 which will be paid in the first quarter of 2024. Following the installation of the electric smart meter on 11 April 2023, we were offered a reward from E.ON. We selected to have a tree planted in the England Community Forests project with Onetreeplanted.org. 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 £3,245.75 including £1,111.07 spent on purchasing an additional 12 banqueting chairs. An additional £1,560.28 was spent on health and safety inspections and assessments. Major Estates Projects The quinquennial report was received in early 2023, following the survey of the building undertaken in October 2022. This report provides a list of maintenance activities (with priorities) to be undertaken over the next five years (2023-2027). During August we had a soakaway installed to the north corner of the main hall, which captures rainwater from two downpipes; and the wooden floors were sanded and resealed. Replacement Velux roof lights were installed (in the meeting room, ladies toilet, store rooms and kitchen) in late November. The surrounding plasterwork will be completed in early 2024. And during the Christmas shutdown a number of smaller tasks were completed, including installation of ventilation fans in the ladies' and gentlemen's toilets; improving the safety of the loft area; replacing three of the door finger guards.

	A total of £9,680.40 was spent on these major works including the quinquennial survey. A further £3,140 is included as liabilities for works completed but yet to be invoiced. A sub group of Trustees are due to meet in early January 2024 to agree priorities for 2024 maintenance activities.
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 2023 was £532.73, up from £51.76 in 2022; this was again owing to a significant rise in inflation and subsequent interest rate increases.

Section F: Other Optional Information

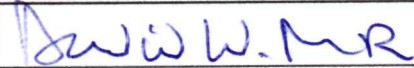
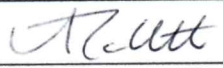
Plans for 2024	The Trustees will be organising two main events in 2024: <table> <tr> <td>Quiz Night</td><td>9 March</td></tr> <tr> <td>Wine Tasting</td><td>24 November</td></tr> </table> In addition, the following partnership events are anticipated: Fete and Sports Day, MK and Middleton Community Group Christmas Fayre, All Saints Church Activity Day, Bridgebuilder Christmas Decorations, MK and Middleton Community Group Lantern Event, MK and Middleton Community Group The Hall continues to host a "Warm Space" each Tuesday afternoon called <i>Tuesday Afternoon Tea</i>, which started on 3 January 2023. 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. 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.	Quiz Night	9 March	Wine Tasting	24 November
Quiz Night	9 March				
Wine Tasting	24 November				

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
9/4/2024	9 April 2024

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 2023

Section 1 Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year - 2022 to the nearest £
1 Receipts				
Fundraising (Committee Events)	2,018	-	2,018	1,474
Hire of Hall and Equipment (Private Hirers)	9,318	-	9,318	12,394
Hire of Hall and Equipment (Regular Hirers)	38,149	-	38,149	37,895
Deposits for Future Private Bookings	806	-	806	952
Miscellaneous	-	-	-	-
Interest on Savings Account	533	-	533	52
Donations, Legacies and Grants	165	-	165	72
Sub total (Gross income for AR)	49,376	-	49,376	50,935
2 Asset and investment sales				
	-	-	-	-
Sub total	-	-	-	-
Total receipts	49,376.25	-	49,376.25	50,935
3 Payments				
Utilities	8,147	-	8,147	6,556
Cost of Fundraising Events (Committee Events)	1,245	-	1,245	1,250
General Running Costs	7,350	-	7,350	10,353
General Upkeep & Maintenance	4,806	-	4,806	2,747
Major Estates Projects	9,680	-	9,680	1,000
Administration	8,859	-	8,859	7,023
Insurance	1,106	-	1,106	993
Licences	1,212	-	1,212	793
Donations Paid	-	-	-	-
Sub total	42,406	-	42,406	30,715
4 Asset and investment purchases				
	-	-	-	-
Sub total	-	-	-	-
Total payments	42,406	-	42,406	30,715
Net of receipts/(payments)	6,970	-	6,970	20,220
5 Transfers between funds	-	-	-	-
6 Cash funds last year end	76,015	276	76,291	56,070
Cash funds this year end	82,985	276	83,261	76,290.14

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	23,034	-
	Business Savings Account	59,951	275.84
	Total cash funds	82,985	275.84
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		
	Electricity - credit		35
	Outstanding Hire fees for 2023		312
5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
	Major Works		3,140
	Utilities (gas, waste and water)		756
	Regular Hirer Fees (received in advance)		2,597
	Administration		2,222
	General Running Costs		190
	Deposits for Future Hires Received		728
Signed by two trustees on behalf of all the trustees			
	Alison Corlett	David W Monk	
	Date	Date	

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:

Date:

	
MANISH PATEL FCA 52 Thorburn Road Weston Favell Northampton NN3 3DA	
25/2/24	