

Trustees' Annual Report and Accounts
1 January to 31 December 2024

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.
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 electrical 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 bimonthly 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 organising annual/bi-annual health and safety inspections.

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.
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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, afternoon tea, karate, children's club, table tennis, ballroom dance classes 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. In 2024 the following events were held in partnership with other community organisations and charities: Tuesday Afternoon Tea (sponsored by the Parish Council and supported by volunteers from the community) Race Night, organised by two local people raising funds for the Community Group and the Village Hall Fete and Sports Day, MK and Middleton Community Group Afternoon Cream Tea, Bridgebuilder Trust Quiz Night, Medical Detection Dogs Christmas Fayre, All Saints Church Christmas Decorations, MK and Middleton Community Group Sadly Storm Darragh resulted in the Lantern Parade, organised by the Community Group, being cancelled. We are keeping our fingers crossed for better weather in 2025.
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 2024 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. 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 2024, and other regular groups filling our weekdays events: Pilates, Kid's Club, Karate and Ballroom Dance. 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 51 private hires (one more than last year). The Hall Coordinator remained busy with a constant stream of inquiries regarding hall hire. We would like to record our thanks to Laura Plumb who
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	was our Coordinator until November, when she was succeeded by Jules Barnard. Trustee Organised Events (Fundraising) As previously mentioned, we held two main events in 2024 – 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 2024 The Trustees confirm that with prudent financial controls in 2024, the Charity recorded a deficit of £16,439.36. This was close to the budget the Trustees agreed at the beginning of the financial year but included a much higher spend on major works. We are carrying £3,809.55 in liabilities into 2025. We also have financial assets of £1,055.99 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 2024 raised £8,243.15 (although this was slightly down on 2023's figure of £8,771.66). And the accounts already include £893.61 of deposits and hire fees for 2025 private hires (shown in liabilities). Grants and Donations Donations of £400.00 were received from Geoff Wheeler and Dan Gray's Race Night proceeds. Overview of Income Overall income increased slightly from £49,376.25 to £50,627.96. However, we remain significantly down from 2019's high of £60,748.
Main sources of expenditure	Utilities (gas, water, electricity and waste collection) Our total utilities increased by 3.7 per cent from £8,146.72 in 2023 to £8,448.55 in 2024. And owing to direct debit/billing timings we have liabilities of £801.96 for

gas and water from 2024 which will be paid in the first quarter of 2025, against credits of £279.96 for waste collection and electricity forward payments.

Opus Energy sold some of its gas contracts to EDF, which resulted in a change of provider in September 2024 for us. We have agreed a more competitive 3-year deal with British Gas Lite from April 2025. We renewed our electricity arrangement with E.On Next for another three year period, commencing October 2024.

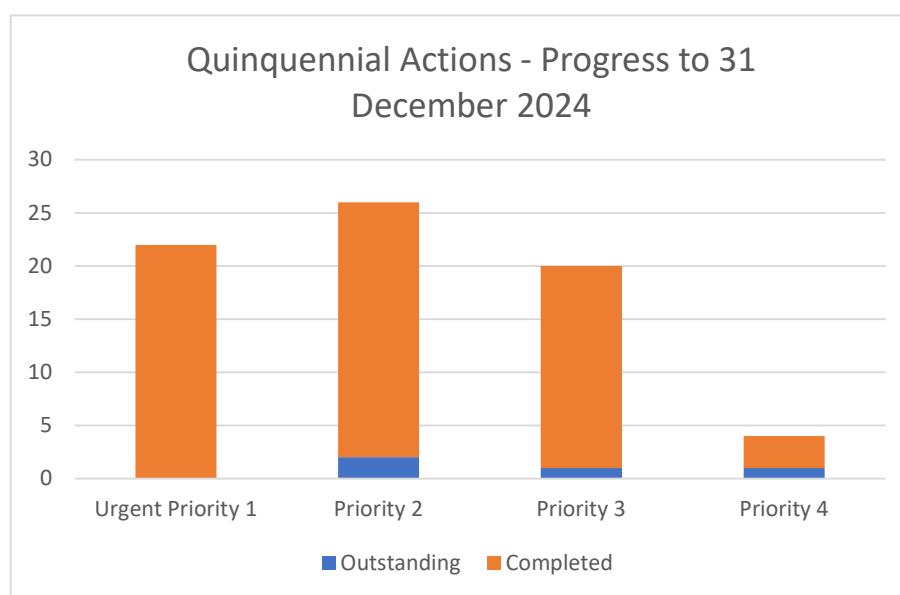
General Running Costs, Upkeep and Maintenance

Trustees were ever 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 £2,659.23 including roof repairs and electrical inspections/making good following water ingress. An additional £2,353.61 was spent on health and safety inspections and assessments including the five yearly Electrical Installation Condition Inspection (EICI).

Major Estates Projects

Progress on actions as outlined in the quinquennial (QQ) report of October 2022 included: reducing the height and span of a horse chestnut tree nearest the kitchen; replacing the floor capping in the toilets, completing the plaster surrounds on the Velux windows (which were fitted in autumn 2023). The QQ report provides a list of activities (with priorities) to be undertaken over the five years (2023-2027). Our outstanding actions relate to panels in the main toilet areas, the ladies toilet flooring and replacing old light fittings for LEDs.

Our current progress is shown in the chart below.



In addition, we had some improvements made to the lobby/bar area, which commenced with removing the Spirit of Milton Keynes sculpture to provide much needed space in the entrance lobby. The sculpture is now at the Milton Keynes Museum and will become a focal exhibit in its new exhibition hall. The lobby/bar area now benefits from a new ceiling and LED lighting; the main hall and small hall had live plasterwork removed and replaced and were redecorated. We also completed the remedial actions following the (EICI).

A total of £30,324.37 was spent on these major works.

	A sub group of Trustees meet regularly during the year to agree priorities for the next few years and to organise activities to be completed in the shutdown periods and plan for future works.
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 2024 was £659.79 up from £532.73 in 2023.

Section F: Other Optional Information

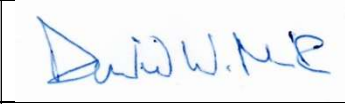
Plans for 2025	The Trustees will be organising one main event in 2025: Wine Tasting 25 October In addition, the following partnership events are anticipated: Quiz Night, Willen Hospice/London Marathon Fete and Sports Day, MK and Middleton Community Group Cream Tea and Activity Day, Bridgebuilder Christmas Fayre, All Saints Church 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.  This photograph shows the bring and share spread from the 23 July 2024 “end of term” Tuesday Afternoon Tea at the hall. Trustees have already organised for the exterior woodwork to be re-varnished in 2025 and 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
22 April 2025	22 April 2025

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 2024

Section 1 Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year - 2023 to the nearest £
1 Receipts				
Fundraising (Committee Events)	2,171	-	2,171	2,018
Hire of Hall and Equipment (Private Hirers)	8,695	-	8,695	9,318
Hire of Hall and Equipment (Regular Hirers)	38,537	-	38,537	38,149
Deposits for Future Private Bookings	165	-	165	806
Miscellaneous	-	-	-	-
Interest on Savings Account	660	-	660	533
Donations, Legacies and Grants	400	-	400	165
Sub total (Gross income for AR)	50,628	-	50,628	49,376
2 Asset and investment sales				
	-	-	-	-
Sub total	-	-	-	-
Total receipts	50,627.96	-	50,627.96	49,376
3 Payments				
Utilities	8,489	-	8,489	8,147
Cost of Fundraising Events (Committee Events)	1,362	-	1,362	1,245
General Running Costs	7,475	-	7,475	7,350
General Upkeep & Maintenance	5,013	-	5,013	4,806
Major Estates Projects	30,324	-	30,324	9,680
Administration	12,290	-	12,290	8,859
Insurance	1,142	-	1,142	1,106
Licences	974	-	974	1,212
Donations Paid	-	-	-	-
Sub total	67,067	-	67,067	42,406
4 Asset and investment purchases				
	-	-	-	-
Sub total	-	-	-	-
Total payments	67,067	-	67,067	42,406
Net of receipts/(payments)	- 16,439	-	- 16,439	6,970
5 Transfers between funds	-	-	-	-
6 Cash funds last year end		276	276	76,291
Cash funds this year end	- 16,439	276	- 16,163	83,261

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	10,935	-
	Business Savings Account	55,611	276
	Total cash funds	66,546	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		-
	Electricity - credit		221
	Outstanding Hire fees for 2024		638
	Fundraising (Committee Income)		146
	Waste Collection (paid in advance)		51
5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
	Utilities (gas, waste and water)		802
	Regular Hirer Fees (received in advance)		2,084
	Hall Cleaning		30
	Deposits for Future Hires Received		894
Signed by two trustees on behalf of all the trustees			
	Alison Corlett	David W Monk	
	Date 22 April 2025	Date 22 April 2025	

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 2024. 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 April 2025