

Buckland Memorial Hall

Annual Report and Accounts for the year ending 30 September 2023

Trustees Committee

Diana Bagnall
Claire Connolly
Paul Dean
David Jackson
Kathryn Lucas-Clements (resigned 1 September 2023)
Rob McLellan
Nicola Stoner
Jill Wellesley (resigned 1 September 2023)
Louise Wellesley

Management Committee

Gavin Bartholomew (appointed 12 January 2023)
Shirley Chaddock
Karen Collins
Claire Connolly (Chair)
Paul Dean (Treasurer from 6 June 2023)
Paul Hancock
David Jackson
Kathryn Lucas-Clements (resigned 1 September 2023)
David Page
Douglas Ronald (appointed 12 January 2023: resigned 6 June 2023.
(Treasurer from 7 March to 6 June 2023.))
Mike Sheil (appointed 12 January 2023)
Nicola Stoner (Secretary)
Les Stump
Craig Thompson
Richard Tuffill (Treasurer, resigned 7 March 2023)

Address

Buckland Memorial Hall
Buckland
SN7 8QT

Registered Charity Number

1161541

Independent Examiner

Andrew James, FCA

Buckland Memorial Hall

Annual Report and Accounts for the year ending 30 September 2023

Trustees Report

The Trustees present the annual report with the accounts of Buckland Memorial Hall for the year ending 30 September 2023 and confirm that the accounts comply with the current statutory requirements.

The accounts for the year ending 30 September 2023 have been prepared on a receipts and payments basis meaning that transactions are recorded according to the date of cash receipt or payment.

Structure, governance, and management

Constitution:

Buckland Memorial Hall was established as a Charitable Incorporated Organisation (CIO) and entered on the Register of Charities by the Charities Commission on 6 May 2015.

The objects of the CIO are:

The provision and maintenance of a village hall for the use of the inhabitants of the village of Buckland, Oxfordshire, and nearby localities without distinction of political, religious, or other opinions, including use for:

- I. meetings of local, social and sports clubs
- II. sports and leisure activities
- III. use by Buckland Primary School for classes and sports activities
- IV. other forms of recreation and leisure-time occupation

with the object of improving the conditions of life for those inhabitants.

Charity Trustees:

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
 - I. any special knowledge or experience that he or she has or holds himself or herself out as having; and,
 - II. if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

Trustees Committee:

The Trustees Committee shall consist of at least three charity trustees, consisting of not less than two nor more than six appointed trustees, and not less than one nor more than three nominated trustees.

Apart from the first charity trustees, every appointed trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

Buckland Memorial Hall

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Trustees Report (continued)

The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions or revoke the delegation.

Management Committee:

The members of the Management Committee are responsible for the day-to-day running of the Memorial Hall.

During the year ended 30 September 2023, no member of the Trustee Committee or Management Committee received any remuneration for services as a member of that Committee.

Recruitment and Training of Trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- a) a copy of the current version of this constitution; and
- b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts; and
- c) a copy of the Trustee Induction document

Achievements and performance

The Memorial hall has continued to be used for regular weekly activities such as yoga, Pilates, Fitsteps, Table Tennis club and toddler group thus spanning the age groups across the community. The monthly Buckland Kitchen has continued to provide lunch for the immediate community and villages further afield. There were several wedding receptions held at the hall during the year and we saw an increase in children's parties supported mainly by parents/children from Buckland Primary school.

The annual fundraisers of the village quiz night, the 100 club and the village Christmas card continued to be very successful.

The hall played host to an afternoon of festivities to celebrate the Coronation back in May which was an excellent opportunity to showcase the hall's amenities. Especially the latest improvement, which was the addition of bi-folding doors spanning across one wall of the small hall opening out to the garden. The kitchen benefited from a new oven and a new boiler, which will increase energy efficiency in the hall.

Once again these improvements are only possible due to generous donations from the local community, the Parish Council, together with fundraising activities, and the use of grants, such as from the Charity of John Southby and Others.

Plans for the Future

The Management Committee will continue to operate and provide a facility for use by the local community.

Buckland Memorial Hall

Accounts for the year ending 30 September 2023

Trustees Report (continued)

Financial Reports for the year

A deficit of £874 was recorded in the year ended 30 September 2023 which compares to a surplus of £1.169 in the previous year. At 30 September 2023, total cash funds were £31,268.

Income:

Total income during the current year was £36,221.

Hall hire generated receipts of £10,703: a reduction to the prior year of £1,143. Lower income from Buckland Primary School (the arrangement is currently being renegotiated) and the cessation of the 'After-Schools Club' was offset by a significant increase in private hire, including weddings and funerals.

The Memorial Hall benefits from generous donations, all of which are greatly appreciated and enable improvements to the building fabric and facilities to be undertaken. In the current year, the Parish Council donated £1,000 and the proceeds from the spring opening of Buckland Lake (£367) were also donated.

Income of £6,000 was received in the current year from the 'Charity of John Southby & Others' to fund general operations and maintenance to alleviate the burden of fundraising on the volunteers of the Memorial Hall and the local community. A further £15,000 was generously given by the charity to fund building improvements, notably the new bi-fold doors in the small hall and a new boiler and oven.

Fundraising activities generated £3,393 (net of direct associated costs), a comparable figure to the prior year. The major elements comprised the World War 1 Event, hosted by Mike Shiel, the 100 club, the Quiz night and the Village Christmas card.

In the prior year the Memorial Hall acted as the 'treasurer' of the various Jubilee Weekend events. The cash surplus generated in the prior year of £663 was spent on printing for the events and a contribution to the Jubilee bench paid for by the Charity of John Southby & Others.

Expenditure:

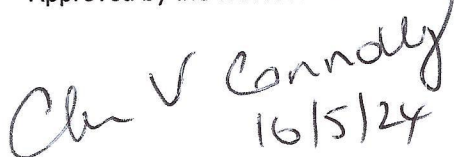
Total operational expenditure during the current year was £37,095, a substantial increase compared to £21,769 in the previous year.

Enhancements and improvements were a major reason with substantial investment in the new bi-fold doors in the small hall and a new boiler and oven.

Day-to-day operating expenses rose considerably. The main reason being electricity and gas, a combined total of £9,716, which was an increase of £6,007. New contracts have now been agreed that should result in lower charges moving forward.

Approved by the Trustees Committee on

2024 and signed on its behalf by:

 16/5/24

Mrs. Claire Connolly (Trustee)

 16/5/24

Mrs. Nicola Stoner (Trustee)

Buckland Memorial Hall
Accounts for the year ending 30 September 2023
Independent Examiner's Report to the Trustees of Buckland Memorial Hall

I report to the trustees on my examination of the accounts of Buckland Memorial Hall (the Charity) for the year ended 30 September 2023.

Responsibilities and basis of report

As the charity trustees of the Charity, 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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do 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:



Name: Mr Andrew James, FCA

Relevant professional qualification or membership of professional bodies:

Fellow of the Institute of Chartered Accountants in England & Wales, Moorgate Place, London, EC2R 6EA

Date: 16 MAY 2024

Buckland Memorial Hall
Accounts for the year ending 30 September 2023
Statement of Receipts & Payments

	Note	12-months to 30 Sep 2023 £	12-months to 30 Sep 2022 £
Hall Hire	1	10,703	11,846
Donations & Gift Aid	2	1,367	1,460
Grant Income	3	21,000	6,000
Fundraising	4	3,393	2,670
Jubilee Weekend Celebration	5	(588)	663
Other		346	299
Total Receipts		36,221	22,938
Enhancements & Improvements	6	(19,151)	(9,776)
Maintenance & Repairs	7	(2,183)	(1,786)
Pest control		(523)	(508)
Electricity		(4,367)	(1,820)
Gas		(5,349)	(1,889)
Water		(222)	(660)
Insurance		(1,540)	(1,460)
Cleaning		(2,760)	(3,004)
Leases & legal fees		(250)	(250)
Website & music licences		(613)	(237)
Other		(137)	(379)
Total Payments		(37,095)	(21,769)
Surplus		(874)	1169

Buckland Memorial Hall
Accounts for the year ending 30 September 2023
Statement of Assets & Liabilities

	30 Sep 2023	30 Sep 2022
	£	£
Cash	31,268	32,142
Total Assets	<u>31,268</u>	<u>32,142</u>
Total Liabilities	<u>-</u>	<u>-</u>

Cash balances represent petty cash and funds held in the bank that are immediately available. The Memorial Hall operates two bank accounts – one holding cash for day-to-day operations and one holding a minimum of £10,000 as a reserve for unforeseen events.

The Memorial Hall does not have any loans.

The accounts were approved by the Trustees Committee on
 by:

2024 and signed on its behalf

Claire V Connolly
 16/5/24

Mrs. Claire Connolly (Trustee)

Nicola Stoner 16/5/24

Mrs. Nicola Stoner (Trustee)

Buckland Memorial Hall
Accounts for the year ending 30 September 2023
Notes to the Accounts

Note 1 – Hall Hire

	12-months to 30 Sep 2023 £	12-months to 30 Sep 2022 £
Buckland School	2,149	4,297
After-School Club	-	2,475
Toddler Groups	255	433
Fitness Classes	2,239	1491
Table Tennis Club	470	505
Dog Training Classes		75
Women's Institute	-	90
Wedding Hire	1,830	350
Women's Institute	390	
Funerals	790	
Council Elections	350	
Other Private Hire	2,230	2,130
Total Hall Hire	10,703	11,846

Note 2 – Donations & Gift Aid

	12-months to 30 Sep 2023 £	12-months to 30 Sep 2022 £
Buckland Parish Council	1,000	1,000
Buckland Kitchen Community Lunch	-	210
Buckland lake open Day	367	
Private Donations	-	250
Total Donations & Gift Aid	1,367	1,460

Buckland Memorial Hall
Accounts for the year ending 30 September 2022
Notes to the Accounts (continued)

Note 3 – Grant Income

	12-months to 30 Sep 2023 £	12-months to 30 Sep 2022 £
Charity of John Southby & Others – operations & maintenance grant	6,000	6,000
Charity of John Southby & Others – building improvements grant	15,000	
Total Grant Income	21,000	6,000

Note 4 – Fundraising

	12-months to 30 Sep 2023 £	12-months to 30 Sep 2022 £
100 Club	684	1,138
Quiz Night	513	532
Village Christmas Card	1,066	1,000
WW1 event	1,130	
Total Fundraising	3,393	2,670

All fundraising above is net of expenditure directly incurred to support the respective event.

Note 5 – Jubilee Weekend Celebration

In 2021/2, the Hall acted as ‘treasurer’ of the various Jubilee events leaving a balance of £663. In 2022/3, this cash was used to pay for a printing invoice and a contribution to the purchase of a Jubilee bench bought by the ‘Charity of John Southby & Others’.

Buckland Memorial Hall
Accounts for the year ending 30 September 2022
Notes to the Accounts (continued)

Note 6 – Enhancements & Improvements

	12-months to 30 Sep 2023	12-months to 30 Sep 2022
	£	£
Chairs and tables		(5,444)
Boiler	(3,092)	
Oven	(1,776)	
Kitchen decoration	(700)	
Radiator	(679)	
Replacement doors and windows	(12,350)	(160)
Stage improvements	(215)	(3,592)
Gazebos		(580)
Other	(339)	
Total Building Improvements	<u>(19,151)</u>	<u>(9,776)</u>

Note 7 – Maintenance & Repairs

	12-months to 30 Sep 2023	12-months to 30 Sep 2022
	£	£
Total Maintenance & Repairs	<u>(2,183)</u>	<u>(1,786)</u>

Maintenance and repairs include maintenance of the garden, including tree-cutting, and inspections to the gas and electricity infrastructure.