

Trustees Annual Report

Bourton Village Hall C.I.O. – 1171105

Year Ended 31 March 2025

The Chair of the Bourton Village Hall Trustees, Cindy Hallett, resigned during the year. The Annual report for the 2024-2025 is therefore being submitted by the Trustees.

This Trustees' Annual Report outlines the activities, management, and financial position of the Village Hall for the year ended 31 March 2025. The Trustees have continued to oversee the effective operation of the hall, ensuring that it remains a valued asset for the local community.

Trustee Membership

Changes in Trustee Membership

During the year, the composition of the Trustee group changed significantly. Several Trustees, including the Chair, stepped down due to other commitments. To date, no candidates have come forward for the Chair position.

Despite these departures, the group has been strengthened by the addition of two new members, Sarah and Andy, who have brought fresh enthusiasm and ideas, making a positive impact on the team.

It is also noted that Karen Harris will step down as a Trustee at the upcoming Annual General Meeting. The Trustees extend their heartfelt thanks to Heather, Cindy, and Karen for their dedicated service and the valuable contributions they made during their tenure.

The Board remains open to welcoming new members and encourages individuals with a passion for community service to consider joining, as diverse perspectives are highly valued.

Activities and Achievements

The Village Hall and the trustees have had a productive year. Achieving Hallmark 1&2 accreditation certificates (a national quality assurance scheme for village halls) was a great success, thanks mostly to Cindy. This is a huge step that recognizes and supports good practice in management, health and safety, and community engagement.

A new container was purchased for storage to replace the old one. This will enhance storage capacity to accommodate equipment and supplies. This solution is expected to alleviate pressure on existing storage areas and improve overall organisation within the hall as well as support the Bourton Players

Ongoing improvements have been implemented to further support live music, talks, and pantomime performances at the Village Hall. In particular, the provision of a new thrust stage

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complete with steps, made possible by a benevolent benefactor, which has enhanced the versatility and accessibility of the venue for both performers and attendees.

The Village Hall continues to serve as a key venue for a variety of community events and activities, upholding its vital function in fostering local engagement. As an older structure, it requires ongoing daily maintenance, carried out primarily by trustees and volunteers to ensure that all day-to-day operations take place within a safe environment for every user.

Following a recent electrical engineering safety inspection, the outdated stage lighting was deemed unsafe and has since been de-commissioned.

Financial Review

The BVH made a loss of £463 but was supported by the interest raised by the investment of £60K, made from the New Bourton Village Hall account, that delivered an interest income of £2K over 12 months.

The total income for the year was £16,956 with the expenditure of £17,595. We have one fixed asset: a gazebo.

The income averages £1400 per month, with best month being March 25 with a income of £2459 with the bulk of it coming from hall hire coming in at £8,393 followed by the bar at £4,453.

The cost to run the hall was £13,826 with, as expected, the electricity being the highest one at £6,497. The “cost of sales” so the money spent to make money was £3,593.

It was agreed to put the prices up for both hire and the bar. As this was not implemented the benefit should be seen in 2025-2026.

Appendix A shows the accounts to be filed with the Charities’ commission after the AGM.

Management

The Trustees have met regularly to review operations, approve minutes, and address matters arising. Efforts to enhance communication and digital presence continue, with the adoption of Google Workspace, a collection of cloud-based productivity and collaboration tools, where data can be saved and shared with everyone, thereby improving transparency and good governance. The team is currently working on developing a new website.

Future - Improvements

Hall Upgrade and Safety Assessment

The Trustees are committed to improving the Village Hall’s facilities while maintaining financial stability. They are currently seeking quotes to upgrade the building (replace the roof, strengthen the walls, rewire, etc.) to meet current building standards, as well as aiming to lower heating

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costs and provide a more comfortable environment for all hall users. Before progressing with any upgrades, a new lease for the hall needs to be negotiated.

New Lease Negotiations

The trustees of Bourton Village Hall are negotiating a new 50-year lease with Upper Stour PCC to secure the hall's future. This lease will allow the trustees to seek grants for essential improvements. Work is ongoing to clarify fiscal responsibility and liability for the hall, aiming to establish clear accountabilities for all necessary works and reports.

Community Activities and Engagement

Film nights and live entertainment at the Village Hall continue to be the main stay of our events, but we need to find ways to renew the interest as well as increase attendance to these events that foster community engagement.

The newly established film club encourages members to contribute suggestions for upcoming screenings, enhancing the inclusivity of activities. We continually seek innovative ideas and initiatives to expand the range of offerings available, aiming to increase community involvement and strengthen Village Hall usage and local spirit.

The Trustees confirm that the Village Hall continues to operate in accordance with its charitable objectives and serves the needs of residents.



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Bourton Village Hall

On accounts for the year
ended

31st March 2025

Charity no
(if any)

1171105

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2025**

Responsibilities and
basis of report

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 Trust'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 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:

Geoffrey Syme

Date:

12/10/2025

Name:

Geoffrey Syme

Relevant professional
qualification(s) or body
(if any):

Chartered Accountant CAANZ (Member ID 32272)

Address:

Littlebridge Cottage

Stoke Trister

Somerset BA9 9PP

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A

Bourton Village Hall - Year End Report - 2024-2025

08/12/2025 17:15

| INCOME | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|------------|------------|----------|------------|------------|------------|------------|------------|--|------------|------------|------------|------------|------------|------------|------------|-----------|---|--|--|-------------|------|--|--|--|--|--|--|--|--|--|--|
| | April | May | June | July | August | September | H1 | | | Oct | Nov | Dec | Jan | Feb | Mar | H1 | | | | | | Year | | | | | | | | | | |
| 200 Hall Hire | £ 817.00 | £ 556.00 | £ 595.00 | £ 678.50 | £ 575.00 | £ 330.50 | £ 3,552.00 | £ | | £ 632.00 | £ 290.00 | £ 1,157.50 | £ 642.00 | £ 618.00 | £ 1,501.50 | £ 4,841.00 | £ | | | | £ 8,393.00 | £ | | | | | | | | | | |
| 205 Ticket Sales | £ 264.40 | £ 301.25 | £ 47.15 | £ - | £ - | £ 146.72 | £ 759.52 | £ | | £ 155.95 | £ 289.52 | £ 438.19 | £ 114.15 | £ 97.31 | £ 180.02 | £ 1,275.14 | £ | | | | £ 2,034.66 | £ | | | | | | | | | | |
| 206 Lunches | £ 23.58 | £ 91.30 | £ - | £ 114.92 | £ - | £ 68.16 | £ 297.96 | £ | | £ 51.51 | £ 39.30 | £ 180.74 | £ 59.37 | £ 39.30 | £ 58.00 | £ 428.22 | £ | | | | £ 726.18 | £ | | | | | | | | | | |
| 210 Sales Bar | £ 124.92 | £ 871.14 | £ 128.55 | £ 601.17 | £ 70.50 | £ 350.60 | £ 2,146.88 | £ | | £ 387.71 | £ 263.18 | £ 391.26 | £ 218.67 | £ 587.98 | £ 457.38 | £ 2,306.18 | £ | | | | £ 4,453.06 | £ | | | | | | | | | | |
| 220 Sales Other | £ - | £ 100.00 | £ - | £ 95.27 | £ 462.50 | £ 200.00 | £ 857.77 | £ | | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ | | | | £ 857.77 | £ | | | | | | | | | | |
| 230 Donations | £ - | £ 5.00 | £ - | £ - | £ - | £ - | £ 5.00 | £ | | £ - | £ - | £ - | £ - | £ - | £ 6.00 | £ 6.00 | £ | | | | £ 11.00 | £ | | | | | | | | | | |
| 240 Grants | £ - | £ - | £ - | £ 30.00 | £ - | £ - | £ 30.00 | £ | | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ | | | | £ 30.00 | £ | | | | | | | | | | |
| 250 Other revenue | | | | | | | | £ | | £ 60.00 | £ - | £ - | £ - | £ - | £ 433.71 | £ 257.00 | £ 750.71 | £ | | | £ 750.71 | £ | | | | | | | | | | |
| 290 Refunds | -£ 50.00 | | | | | | -£ 50.00 | -£ | | £ 50.00 | -£ 200.00 | £ - | £ - | £ - | £ - | £ 250.00 | -£ 250.00 | | | | £ 300.00 | -£ | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | £ - | | | | | | | | | | | |
| Total | £ 1,179.90 | £ 1,924.69 | £ 770.70 | £ 1,519.86 | £ 1,108.00 | £ 1,095.98 | £ - | £ 7,599.13 | | £ 1,237.17 | £ 682.00 | £ 2,167.69 | £ 1,034.19 | £ 1,776.30 | £ 2,459.90 | £ 9,357.25 | | | | | £ 16,956.38 | | | | | | | | | | | |
| COST OF SALES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 310 Drinks | £ 221.16 | £ 110.30 | £ - | £ 567.56 | £ - | £ - | £ 899.02 | £ | | £ - | £ - | £ 674.37 | £ - | £ 104.88 | £ - | £ 779.25 | £ | | | | £ 1,678.27 | £ | | | | | | | | | | |
| 320 Food | £ 30.45 | £ 26.54 | £ - | £ 303.39 | £ - | £ 28.50 | £ 388.88 | £ | | £ 24.35 | £ 54.32 | £ 35.13 | £ 25.70 | £ 30.08 | £ 20.86 | £ 190.44 | £ | | | | £ 579.32 | £ | | | | | | | | | | |
| 330 Films | £ 48.00 | £ 258.15 | £ 83.77 | £ - | £ - | £ 93.61 | £ 483.53 | £ | | £ 108.37 | £ 21.98 | £ 103.45 | £ 48.00 | £ 99.77 | £ 127.25 | £ 508.82 | £ | | | | £ 992.35 | £ | | | | | | | | | | |
| 400 Ads/Marketing | £ - | £ 85.55 | £ - | £ 58.00 | £ 64.47 | £ 30.80 | £ 238.82 | £ | | £ - | £ 60.50 | £ - | £ - | £ 44.10 | £ - | £ 104.60 | £ | | | | £ 343.42 | £ | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | £ - | | | | | | | | | | | |
| Total | £ 299.61 | £ 480.54 | £ 83.77 | £ 928.95 | £ 64.47 | £ 152.91 | £ - | £ 2,010.25 | | £ 132.72 | £ 136.80 | £ 812.95 | £ 73.70 | £ 278.83 | £ 148.11 | £ 1,583.11 | | | | | £ 3,593.36 | | | | | | | | | | | |
| OVERHEADS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 340 Deposits | £ - | £ - | £ - | £ 90.00 | £ - | £ - | £ 90.00 | £ | | £ 150.00 | £ - | £ - | £ - | £ - | £ - | £ 150.00 | £ | | | | £ 240.00 | £ | | | | | | | | | | |
| 410 Cleaning | £ 135.00 | £ 187.55 | £ 180.00 | £ 225.00 | £ 180.00 | £ 235.18 | £ 1,142.73 | £ | | £ 172.50 | £ 180.00 | £ 225.00 | £ 222.75 | £ 188.04 | £ 225.00 | £ 1,213.29 | £ | | | | £ 2,356.02 | £ | | | | | | | | | | |
| 430 General Exp | £ - | £ 88.95 | £ 90.24 | £ - | £ 100.28 | £ 375.99 | £ 655.46 | £ | | £ 90.48 | £ 703.00 | £ - | £ 25.00 | £ 366.18 | £ 45.48 | £ 1,230.14 | £ | | | | £ 1,885.60 | £ | | | | | | | | | | |
| 435 Associations | £ - | £ - | £ - | £ - | £ 215.72 | £ 180.00 | £ 395.72 | £ | | £ 15.00 | £ - | £ - | £ - | £ - | £ 10.00 | £ 25.00 | £ | | | | £ 420.72 | £ | | | | | | | | | | |
| 445 Rates/licences | £ 144.71 | £ - | £ 5.00 | £ - | £ - | £ - | £ 139.71 | £ | | £ - | £ - | £ - | £ - | £ - | £ 395.91 | £ 395.91 | £ | | | | £ 535.62 | £ | | | | | | | | | | |
| 460 Repair & Main | £ - | £ 242.87 | £ - | £ 39.91 | £ - | £ - | £ 282.78 | £ | | £ - | £ - | £ - | £ 104.56 | £ 79.20 | £ 371.87 | £ 555.63 | £ | | | | £ 838.41 | £ | | | | | | | | | | |
| 470 Broadband | £ 40.57 | £ 39.91 | £ 39.91 | £ 39.91 | £ 39.91 | £ 39.91 | £ 240.12 | £ | | £ 39.91 | £ 39.91 | £ 39.91 | £ 39.91 | £ 39.91 | £ 39.91 | £ 239.46 | £ | | | | £ 479.58 | £ | | | | | | | | | | |
| 475 Water | £ - | £ 41.69 | £ 41.71 | £ 41.71 | £ 41.71 | £ 41.71 | £ 208.53 | £ | | £ 41.71 | -£ 8.01 | £ 40.00 | £ 40.00 | £ 40.00 | £ 40.00 | £ 193.70 | £ | | | | £ 402.23 | £ | | | | | | | | | | |
| 480 Elec | £ 1,436.88 | £ 453.55 | £ 278.80 | £ 119.13 | £ 103.40 | £ 83.97 | £ 2,475.73 | £ | | £ 146.36 | £ 451.36 | £ 742.63 | £ 772.07 | £ 913.27 | £ 996.17 | £ 4,021.86 | £ | | | | £ 6,497.59 | £ | | | | | | | | | | |
| 490 IT | £ - | £ - | £ 125.00 | £ - | £ - | £ - | £ 125.00 | £ | | £ - | £ - | £ - | £ - | £ - | £ 45.58 | £ 45.58 | £ | | | | £ 170.58 | £ | | | | | | | | | | |
| | | £ - | | | | | | | | | | | | | | | £ - | | | | £ - | | | | | | | | | | | |
| Total | £ 1,757.16 | £ 1,054.52 | £ 750.66 | £ 555.66 | £ 681.02 | £ 956.76 | £ - | £ 5,755.78 | | £ 655.96 | £ 1,366.26 | £ 1,047.54 | £ 1,204.29 | £ 1,626.60 | £ 2,169.92 | £ 8,070.57 | | | | | £ 13,826.35 | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|---------|---------|---------|----------|---------|---------|--|--|--|--|---------|---------|---------|------------|---------|---------|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 700 Cap Ex | | | | £ 263.99 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Interest | £ 19.12 | £ 20.14 | £ 19.71 | £ 18.40 | £ 16.67 | £ 15.25 | | | | | £ 15.84 | £ 15.19 | £ 14.86 | £ 2,180.24 | £ 62.06 | £ 61.58 | £ 2,459.06 | | | | | | | | | | | | | | | |

| H1 | | | H2 | | | 2024-2025 | | |
|---------------|------------|--|------------|--|--|-------------|--|--|
| Revenue | £ 7,599.13 | | £ 9,357.25 | | | £ 16,956.38 | | |
| Cost of Sales | £ 2,010.25 | | £ 1,583.11 | | | £ 3,593.36 | | |
| Gross Profit | £ 5,588.88 | | £ 7,774.14 | | | £ 13,363.02 | | |
| Overheads | £ 5,755.78 | | £ 8,070.57 | | | £ 13,826.35 | | |
| Net Profit | -£ 166.90 | | -£ 296.43 | | | -£ 463.33 | | |

This is the total income to the Village Hall (inc donations and grants)
This is what it costs to put on the activities we do and stock the bar

There are the costs of running the hall just to keep it going

This is what is left if from the income when you take away the costs of sales and the overheads

Other Account

| | |
|-----------------------|-------------|
| BVH Trustees Account | £ 6,266.07 |
| BVH Savings Account | £ 8,450.90 |
| NBVH Turstees Account | £ 2,308.87 |
| NBVH Savings Account | £ 72,173.74 |
| Total Cash | £ 89,199.58 |

Bourton Village Hall

AGM 2025

Treasurer's Report

| | Opening Balance | In | Out | Closing Balance | Note |
|---|-----------------|------------|------------|-----------------|-------------------------|
| Bourton Village hall Treasurer's Account | £6,902.12 | £16,959.38 | £17,595.43 | £6,266.07 | |
| Bourton Village hall Interest Account | £8,357.66 | £93.24 | | £8,450.90 | |
| New Bourton Village hall Treasurer's Account | £2,308.87 | £0.00 | £0.00 | £2,308.87 | |
| Bourton Village hall Interest Account | £9,814.86 | £62,358.88 | | £72,173.74 | |
| Fixed Term Account | £60,000.00 | | £60,000.00 | £0.00 | Was fixed for 12 months |

Comments:

Income in 2024-2025 is slightly more than the previous year. The outgoings are slightly less despite prices increasing, and the worry about the electricity bill. Our insurance has gone down due to joining the Upper Stour PCC group insurance. The prices for hall hire and drinks were increased in Q3, the benefits hopefully to be seen in 2025-2026.

New lease for the BVH: A new lease for the hall is being sought to enable to application of loans/grants to make very much needed renovations to the hall.

I would like to thank Geoff Syme who, in the absence of Sarah Mann, signed off the BVH books for this year.