

**BISHOP MIDDLEHAM VILLAGE HALL  
ANNUAL GENERAL MEETING MINUTES 18 OCTOBER 2023**

**Attendees:**

**Committee**

Chair: Jane Brownlee (Trustee)  
Luke Bamford (Trustee)  
John Burrows (Trustee)  
Jane Dove (Trustee)  
Sarah Oakley (Trustee)  
Julie Thomson (Administrator)  
Yvonne Houston (Caretaker)

**Representatives of User Groups**

Julie Hall (W.I.)

**1. Welcome and Apologies**

Jane Brownlee (Chair) opened the meeting and welcomed everyone.

No apologies.

**2. Minutes of 2022 AGM**

Minutes from the previous AGM meeting were accepted.

**3. Chair's Report (Jane Brownlee)**

I look back over the last year and see how far we have come with our objective to regenerate the village hall and make it a welcoming and safe space for the community.

This year we have welcomed two new trustees to the board; Mr John Burrows and Mr Luke Bamford, both of whom, like the rest of us, work hard on behalf of the Village Hall and give freely of their time and expertise.

We are especially fortunate too, to have been able to employ our administrator, Julie Thomson. It would be no exaggeration to say that without her we would not be where we are today. She has become a popular and welcome member of our team, but so much more than that. There is more and more demand from government regarding the running and management of community centres such as ours. There are a lot more legislative hoops we must jump through and a lot more penalties if we fail to comply. Julie's help in guiding us through all this continues to be invaluable. She (with the help of John) has spent hours and hours checking compliance, and I would urge you all to look at the folder of policies which Julie has compiled, which is on display, and which is aimed at ensuring the safety of everyone.

With regard to hall improvements, we have successfully bid for funding from our local Area Action Partnership and received a substantial donation from Bishop Middleham Parish Council which have enabled us to:

- Resurface the car park.
- Have new doors, windows and blinds fitted.
- Replace and add new and more efficient lighting.
- Improve our kerb appeal with new external signage, a planting area and troughs.
- Purchase a large screen television.
- Progress our internal storage solution, by reconfiguring the large cupboards.
- Have the kitchen floor re-laid.
- Purchase new chairs/trolleys.
- Have the drains unblocked.

Currently, we are purchasing new furniture for the large meeting room, exploring how we can improve our technology, and installing new internal signage and smoke alarms.

We have hosted a number of wonderful events over recent months, including music and dance from Groovy Street, Skerne Folk Band, Joannie's Blitz and Pieces, and discos for the children. We also had the Coronation weekend, the Model Railway Exhibition, Summer Fete, and a Table-Top Sale.

These are in addition to the regular activities, weekly and monthly sessions and classes, which keep the community and the hall engaged and busy. Their time, effort and contribution is very much appreciated.

The ethos, the motive force, the purpose of our, and indeed of all village halls, remains the same as it was 50 years ago, to provide a warm and welcoming place offering the opportunity for leisure activities for all members of the community. However, we must recognise that life in the 21<sup>st</sup> century is very different from life all those years ago. Access to other, more exciting, venues in towns and cities is now within easy reach of rural communities, foreign holidays are there on demand, and people's lives are such that they no longer have the time to volunteer. All these factors lead to a falling demand for what we offer, and we need to look at more imaginative ways of attracting people to become involved.

We want to continue to survive and thrive going forward, and to do that, the village hall needs support and to be used by our residents, family and friends. We are always open to new initiatives or classes and would love to hear from our community about what they would like to see.

Coming up we have the children's Halloween disco on 27<sup>th</sup> October, St Michael's Church Fete on 1<sup>st</sup> December, Christmas Party Night with Michelle Black on 8<sup>th</sup> December and a Jazz Night being planned for early in the new year... oh, and I nearly forgot, tomorrow night at 8pm, "an evening of fitness and craic the Irish way". I'm intrigued to see what that's all about. Why not check it out on our Facebook page and then come down and see.

All in all, I am proud of what has been achieved this year, the things we have managed to get done, the challenges we have faced and the lessons we have learned along the way.

Finally I would like to thank all my fellow committee members who are so committed to this community for sharing so generously of their time and skill, I would like to thank Julie, who does such a great job for us and perhaps the most important lady of all, who puts up with all of us and our mad schemes, who is here at all times of the day and night and keeps this hall so immaculately presented. That of course, is our own... Yvonne.

And let's not forget you, our clients, who make it all worthwhile.



#### 4. Treasurer's Report (Sarah Oakley)

During 2022, the Hall received £3,140.00 in grants for a variety of purposes. These include the purchase of a new bowling mat for the Carpet bowls club; a TV screen for use in meetings, film nights, and screening live events; assistance with various fund raising events and new blinds for the main hall. During the year, Friday night live shows were put on, increasing the income stream significantly. Room hire income increased significantly as the hall was reopened for bookings after the lifting of restrictions during COVID.

The Village Hall Lottery has continued to be a small but significant fundraiser, with, on average, 20 people regularly contributing their £2 a month.

The Financial report for 2022 is summarised below and the full accounts for the year are sent to the Charities Commission where they can be viewed online.

<b>Balance brought forward 1<sup>st</sup> Jan 2022</b>		<b>£33,925.92</b>
<b>Income</b>		<b>2022</b>
Unrestricted	Room Hire	£ 10,170.95
	Income	£ 8,126.41
	Donations	£ 608.42
	Grants	£ 205.00
	Lottery	£ 578.00
Restricted	Grants	£ 3,140.00
	Donations	£ -
<b>Total Income</b>		<b>£ 22,828.78</b>
<b>Expenditure</b>		
Unrestricted	Building & Maintenance	£ 10,236.75
	Expenses	£ 10,650.00
	Utilities	£ 3,238.47
	Insurance	£ 1,070.16
	Wages	£ 410.00
	Lottery	£ 326.00
	Fees	£ 644.51
Restricted	Building & Maintenance	£ 10,171.00
	Expenses	£ 2,751.96
	Wages	£ 5,769.01
	Donations	£ 5.00
<b>Total Expenditure</b>		<b>£ 45,272.86</b>
<b>Balance @ 31 Dec 2022</b>		<b>£11,481.84</b>

#### 5. Annual Review of Constitutional and Operational Matters (Julie Thomson)

The Constitution has been reviewed, there are no changes.

Recently, I wrote to all representatives of user groups for feedback/comments on the village hall. No responses were received. None were received at the meeting.

Regular users were also advised in writing that the Terms & Conditions and the Policies had all been updated to reflect changes to guidance and legislation, especially to keep people safe.

These can be found at our website, with a hard copy available on site.

A Fire Risk Assessment was also undertaken, concurrently with the Policies. The Fire Service visited the hall and offered further guidance. Written confirmation was received to advise that the village hall is broadly compliant. This will be improved however, once smoke alarms have been fitted, along with new signage and some replacement bulbs for the emergency lighting.

Operationally, things are going well with positive feedback, although funding remains a challenge. That brings us to financial planning.

A recent meeting that Jane and I had with Peter Garrod from 4Together Partnership helped focus our minds towards financial forecasting. No doubt our current charges for hall hire require consideration and some research needs to be undertaken, to enable us to plan for the future I propose a full financial review and forecast to enable the direction of travel. As part of that we will further engage with regular user groups for their opinion and thoughts.

The proposal was agreed by the Committee and a finance meeting is to be booked for the following Wednesday 25<sup>th</sup> October 2023.

## **6. Election of Trustees/Officers**

Trustees in post, remain as follows:

Jane Brownlee  
Luke Bamford  
John Burrows  
Jane Dove  
Sarah Oakley

Jane Brownlee was re-nominated as Chair of the Trustees, seconded and elected.

Sarah Oakley expressed a wish to resign as Treasurer. She agreed to remain in post until the end of December 2023 to allow for a new appointment and handover.

Sarah requested to focus solely on funding applications in the future.

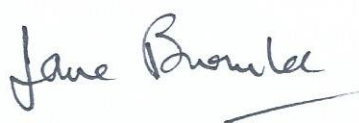
## **8. Any Other Business**

Julie Hall (W.I. representative) mentioned access to tables is awkward if there is a class being conducted in the main hall, where they are stored. In future, W.I. to let Yvonne know how many tables are required in advance of the meeting.

Jane Brownlee mentioned the land at the back of the village hall that was occupied by children's outdoor toys. It is not financially feasible for the village hall to take it over, it will remain the responsibility of the Parish Council, who intend to repurpose it as a seating area.

Meeting concluded at 7.20pm

**Minutes agreed and signed**



**Jane Brownlee (Chair of the Trustees)**





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Bishop Middleham Village Hall CIO

1174380

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Jan-22

To

Period end date  
31-Dec-22

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Grants	205	3,140	-	3,345	55,542
Room Hire	10,171	-	-	10,171	2,290
Donations	608	-	-	608	443
Lottery	578	-	-	578	619
Income	8,126	-	-	8,126	379
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>19,688</b>	<b>3,140</b>	<b>-</b>	<b>22,828</b>	<b>59,273</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>19,688</b>	<b>3,140</b>	<b>-</b>	<b>22,828</b>	<b>59,273</b>
<b>A3 Payments</b>					
Buildings and Maintenance	10,237	10,171	-	20,408	31,289
Expenses	10,650	2,762	-	13,402	5,712
Utilities	3,238	-	-	3,238	2,652
Insurance	1,070	-	-	1,070	1,273
Lottery	326	-	-	326	205
Fees	645	-	-	645	592
Wages	410	5,769	-	6,179	1,200
Bad debts	-	-	-	-	751
Donations	-	5	-	5	-
	-	-	-	-	-
<b>Sub total</b>	<b>26,576</b>	<b>18,697</b>	<b>-</b>	<b>45,273</b>	<b>43,675</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>26,576</b>	<b>18,697</b>	<b>-</b>	<b>45,273</b>	<b>43,675</b>
<b>Net of receipts/(payments)</b>	<b>- 6,888</b>	<b>- 15,557</b>	<b>-</b>	<b>- 22,445</b>	<b>15,598</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>17,345</b>	<b>16,581</b>	<b>-</b>	<b>33,926</b>	<b>17,579</b>
<b>Cash funds this year end</b>	<b>10,457</b>	<b>1,024</b>	<b>-</b>	<b>11,481</b>	<b>33,177</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>		10,457	1,024	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	10,457	1,024	-

(agree balances with receipts and payments account(s))

OK

OK

OK

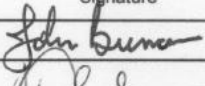

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	JOHN BURROWS	18/10/23
	JANE DOVE	18/10/23

Consolidate Accounts 2022  
Bishop Middleton Village Hall  
Charity Number 1174380

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Opening Balance</b>	£ 33,925.92	£ 33,155.24	£ 31,640.84	£ 31,778.39	£ 21,726.06	£ 20,771.37	£ 16,518.40	£ 12,473.55	£ 12,598.51	£ 12,902.78	£ 10,955.35	£ 11,289.43
Bank	£ 33,780.45	£ 32,504.96	£ 31,541.72	£ 31,690.77	£ 21,670.94	£ 20,668.25	£ 16,446.38	£ 12,329.68	£ 12,029.77	£ 12,128.44	£ 10,871.01	£ 10,916.44
Paypal/Zettle	£ -	£ 243.61	£ -	£ 0.00	£ -	£ -	£ 0.00	£ 0.00	£ -	£ 126.00	£ -	£ -
Cash	£ 145.47	£ 356.67	£ 99.12	£ 148.12	£ 55.12	£ 103.12	£ 198.02	£ 71.87	£ 209.87	£ 648.34	£ 84.34	£ 207.99
cheques	£ -	£ -	£ -	£ -	£ -	£ -	£ 126.00	£ 72.00	£ 296.87	£ -	£ -	£ 165.00
petty cash	£ -	£ 50.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<b>Restricted</b>	£ 16,581.01	£ 16,080.01	£ 15,153.01	£ 14,531.03	£ 7,504.47	£ 5,975.33	£ 3,264.80	£ 2,425.39	£ 2,218.16	£ 1,844.21	£ 529.04	£ 524.04
<b>Unrestricted</b>	£ 17,344.91	£ 17,075.23	£ 16,487.83	£ 17,247.38	£ 14,221.59	£ 14,796.04	£ 13,253.60	£ 10,048.16	£ 10,318.35	£ 11,058.57	£ 10,426.31	£ 10,765.39

<b>Income</b>												
<b>Unrestricted</b>												
Room Hire	£ 1,146.25	£ 197.50	£ 735.00	£ 636.75	£ 671.09	£ 560.50	£ 815.75	£ 1,029.87	£ 1,048.50	£ 481.75	£ 1,443.74	£ 1,404.25
Income	£ 856.20	£ 247.70	£ 795.50	£ 141.27	£ 939.00	£ 1,567.16	£ 991.35	£ 148.00	£ 1,091.55	£ 48.00	£ 83.15	£ 1,217.53
Donations	£ 49.00	£ 25.00	£ 25.00	£ 27.00	£ 5.00	£ 27.00	£ -	£ 26.00	£ 356.42	£ -	£ 45.00	£ 23.00
Grants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 205.00
Lottery	£ 114.00	£ 84.00	£ 64.00	£ 40.00	£ 43.00	£ 40.00	£ 42.00	£ 16.00	£ 40.00	£ 63.00	£ 16.00	£ 16.00
<b>Restricted</b>	£ -	£ -	£ -	£ 1,860.00	£ -	£ -	£ -	£ 500.00	£ 280.00	£ -	£ -	£ 500.00
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<b>Total Income</b>	£ 2,165.45	£ 554.20	£ 1,619.50	£ 2,705.02	£ 1,658.09	£ 2,194.66	£ 1,849.10	£ 1,719.87	£ 2,816.47	£ 592.75	£ 1,587.89	£ 3,365.78

<b>Expenditure</b>												
<b>Unrestricted</b>												
Building & Maintenance	£ 1,369.68	£ 67.00	£ 440.80	£ 1,727.33	£ 522.00	£ 1,478.99	£ 3,823.14	£ 219.93	£ 103.39	£ 205.00	£ 223.50	£ 55.99
Expenses	£ 764.92	£ 775.00	£ 20.53	£ 1,856.00	£ 427.04	£ 1,978.07	£ 972.81	£ 446.52	£ 1,172.01	£ 675.67	£ 558.71	£ 1,002.72
Utilities	£ 274.60	£ 274.60	£ 128.62	£ 107.60	£ 196.89	£ 228.75	£ 75.72	£ 356.92	£ 252.60	£ 33.60	£ 1,077.09	£ 3,238.47
Insurance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 980.21
Lottery	£ -	£ 25.00	£ 24.00	£ 27.00	£ 27.00	£ 27.00	£ 26.00	£ 51.00	£ 47.00	£ 23.00	£ 23.00	£ 326.00
Fees	£ 25.93	£ -	£ 143.14	£ 131.86	£ -	£ 56.15	£ 3.84	£ 181.51	£ 22.98	£ 44.74	£ -	£ 34.36
Wages	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 410.00
<b>Restricted</b>												
Building & Maintenance	£ -	£ 205.00	£ -	£ 7,160.00	£ 885.00	£ 1,406.00	£ -	£ -	£ -	£ 515.00	£ -	£ -
Expenses	£ 21.00	£ 122.00	£ 22.00	£ 157.53	£ 140.14	£ 1,304.53	£ 335.41	£ 203.23	£ 149.95	£ 296.17	£ -	£ -
Wages	£ 480.00	£ 600.00	£ 600.00	£ 1,569.01	£ 504.00	£ -	£ 504.00	£ 504.00	£ 504.00	£ 504.00	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 5.00	£ -
<b>Total Expenditure</b>	£ 2,936.13	£ 2,068.60	£ 1,481.95	£ 12,757.35	£ 2,612.78	£ 6,447.63	£ 5,893.95	£ 1,656.91	£ 2,450.20	£ 2,560.18	£ 1,253.81	£ 3,173.37

<b>Closing Balance</b>	£ 33,155.24	£ 31,640.84	£ 31,778.39	£ 21,726.06	£ 20,771.37	£ 16,518.40	£ 12,473.55	£ 12,598.51	£ 12,902.78	£ 10,955.35	£ 11,289.43	£ 11,481.84
Bank	£ 32,504.96	£ 31,541.72	£ 31,690.77	£ 31,670.94	£ 20,668.25	£ 16,446.38	£ 12,329.68	£ 12,029.77	£ 12,128.44	£ 10,871.01	£ 10,916.44	£ 11,393.49
Paypal/Zettle	£ 243.61	£ 0.00	£ -	£ -	£ -	£ 0.00	£ 0.00	£ -	£ 126.00	£ -	£ -	£ -
Cash	£ 356.67	£ 99.12	£ 148.12	£ 55.12	£ 103.12	£ 198.02	£ 71.87	£ 209.87	£ 648.34	£ 84.34	£ 207.99	£ 88.35
Cheques	£ -	£ -	£ -	£ -	£ -	£ 126.00	£ 72.00	£ 296.87	£ -	£ -	£ -	£ -
Petty cash	£ 50.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<b>Restricted</b>	£ 16,080.01	£ 15,153.01	£ 14,531.01	£ 7,504.47	£ 5,975.33	£ 3,264.80	£ 2,425.39	£ 2,218.16	£ 1,844.21	£ 529.04	£ 524.04	£ 1,024.04
<b>Unrestricted</b>	£ 17,075.23	£ 16,487.83	£ 17,247.38	£ 14,221.59	£ 14,796.04	£ 13,253.60	£ 10,048.16	£ 10,318.35	£ 11,058.57	£ 10,426.31	£ 10,765.39	£ 10,457.80

Verified by Director on 10/10/23  
DNV  
I certify that this is a true representation of the accounts.