

ANNUAL GENERAL MEETING

BERRYFIELD VILLAGE HALL TRUST

Wednesday 25 June 2025 at 7.30pm

At Berryfield Village Hall, Melksham

Present:

Shona Holt

Lucy Key

Jacqui Hatch

Sally Sharp

Ashley Mashonganyika

Gill Arbery

Apologies:

Carole Awmack

1. Minutes of previous meeting agreed

2. Chairs report

Since our last AGM in September 2024, Berryfield Village Hall continues to be a busy and thriving space for the community as we continue in our third year of operation. The hall is in use every day of the week and it is also now listed as the Berryfield polling station.

The hall currently hosts approximately 21 regular groups and a diverse range of activities for all ages. For example, baby/toddler groups, art/crafts, fitness, dance classes and community events for all ages and local families. It is also well used by private hirers for parties, celebrations, meetings and training.

Last year we completed two large projects with the help of grant funding.

1. Acoustic ceiling panels to dampen sound resonance in the hall. Total cost of £5,100
2. Installation of air conditioning. Total project cost about £14,800. This has made a big difference to usage of the hall in warmer weather, and we continue to receive positive feedback.

This year, with increased footfall and the number of events being held, our project is to reorganise the two walk-in cupboards that house our folding tables and chairs. Our

solution makes better use of the limited space so that our moveable furniture is easier and safer to access when setting up and clearing away for all users. We have now purchased a smaller storage trolley for tables and replaced the large chair rack with two smaller chair trucks. We will review whether extra shelving is still required in the larger cupboard.

The Trust has recently reviewed the cleaning needs for the hall, and a new regime will commence in July. We are also in the process of assessing costs for hygiene services.

As a charitable trust, the village hall cannot run without our volunteers. Thank you to my fellow trustees and the committee members for their unpaid time and ongoing commitment to help make the hall a success.

Can you help us?

If you live in Berryfield, we always welcome volunteers to help with opening/closing the hall for one-off bookings and our moveable partition. This is subject to the variable needs of a weekly rota, your availability and there is no regular commitment required. If you are interested, then please contact us.

3. Finance report

Account to 31st December 2024

Opened the year with a balance of £10,355

Income - £38,572 total (2023: £21,735)

- £20,047 hiring fees
- £18,525 grants

Hiring fees were reviewed but remained unchanged during the year

Expenditure - £31,889 total

- £18,525 restricted (air con & sound panels)
- £2,699 electricity (favorable fixed contract)
- £3,231 maintenance - £696 DS Securities, £880 line painting, £460 tables
- £3,000 cleaning

Overall surplus - £6,683

Closing bank balance £17,038

2025

Savings account for reserves – 4.65% 1 year fixed bond

Improvements to equipment storage with grant from MWPC

4. Election of committee

Chair, Treasurer, Secretary all voted in.

Meeting ended 7.50 pm

Berryfield Village Hall Trust
Accounts to 31st December 2024

Income & Expenditure

	Unrestricted	Restricted	2024	2023
Income				
Hirers fees - regular	14,944		14,944	10,019
Hirers fees - ad hoc	5,103		5,103	4,416
Donations	-		-	300
Grants		18,525	18,525	7,000
	20,047	18,525	38,572	21,735
Expenditure				
Electricity	2,699		2,699	2,396
Water	461		461	118
Rent	10		10	10
Telephone / internet	509		509	393
Insurance	792		792	1,006
Capital projects	1,569	18,525	20,094	5,362
Maintenance	3,231		3,231	1,500
Gardening	528		528	1,793
Cleaning	3,000		3,000	1,230
Hall supplies	240		240	
Bank charges	9		9	
Subscriptions	317		317	410
	13,364	18,525	31,889	14,218
Surplus / (Deficit)	6,683	-	6,683	7,517

Balance sheet

	2024	2023
Assets		
Bank	17038	10355
Net Assets	17038	10355
Reserves		
Unrestricted	17038	10355
Restricted	0	0
Total reserves	17038	10355



Section A

Independent Examiner's Report

Report to the trustees

BERRYFIELD VILLAGE HALL TRUST

On accounts for the year
ended

31st December 2024

Charity no
(if any)

1201530

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

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 to enable a proper understanding of the accounts to be reached.

Signed:

Date:

27/10/2025

Name:

Philip Clark

Relevant professional
qualification(s) or body:

CIMA / CTA

Address:

Chippendale & Clark

7/8 Avon Reach

Chippenham

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