

# BOWERHILL VILLAGE HALL TRUST

England & Wales · Charity number 297945

## Details

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**Status** Registered

**Legal form** Trust

**Registered** 1987-11-12

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 16 Mallard Close  
Bowerhill  
Melksham  
Wiltshire  
SN12 6TQ

**Phone** 01225704168

**Email** [info@bowerhillvillagehall.org.uk](mailto:info@bowerhillvillagehall.org.uk)

**Website** [www.bowerhillvillagehall.org.uk](http://www.bowerhillvillagehall.org.uk)

## Activities

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**Objects:** FOR THE PURPOSES OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF BOWERHILL IN THE PARISH OF MELKSHAM WITHOUT IN THE COUNTY OF WILSHIRE HEREIN AND WITHOUT DISTINCTION OF POLITICAL RELIGIOUS OR OTHER OPINIONS INCLUDING USE FOR MEETINGS LECTURES AND CLASSES AND FOR THE USE OF FORMS OF RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

**Activities:** Village hall facilities

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups

## Geography

- **Area of benefit:** BOWERHILL
- Wiltshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£44,121	£40,665	-	-
2024-03-31	£31,907	£40,011	-	-
2023-03-31	£42,948	£45,586	-	-
2022-03-31	£31,373	£21,745	-	-
2021-03-31	£27,399	£21,211	-	-

## Trustees

Name	Role	Appointed
<b>Mark Harris</b>	Chair	2015-07-06
Ann Finch		2021-08-17
CHRISTINE BROOM		
David Pafford		2025-07-01
Jemma Humphreys		2025-09-02
Karen Wallace		2025-09-02
Lynne Smith		2023-10-02
Marilyn Mills		
Penny Harvey-Hawkins		2025-09-02
Robert Shea-Simmonds		2024-07-09
Rosemary Bellinger		2014-12-18
Vicki Dorey		2024-01-16

**BOWERHILL VILLAGE HALL TRUST**

England & Wales - Charity number 297945

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# Accounts

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**Charlton  
Baker**

**Melksham**

1 Mitsubishi Building  
Western Way, Melksham SN12 8BY  
+44 (0) 1225 705758

accountants@charltonbaker.co.uk  
charltonbaker.co.uk

11<sup>th</sup> June 2025

**RE: Bowerhill Village Hall Trust**

We have examined the computerized records provided, and would like to point out the following:

- We have not carried out an audit.
- We have not verified that expenses have been posted to the correct category.

We can confirm that we have copies of the year end bank statements for the following two accounts:

- Lloyds Bank 02720296	Balance as at 31/03/2025	£6567.56
- Lloyds Bank 03418194	Balance as at 31/03/2025	£23,932.74

These match to the bank statements meaning that there are no discrepancies in bank figures.

Yours faithfully,

Charlton Baker



**Charlton  
Baker**

Bath | Bristol | Devizes | Marlborough | Melksham | Pewsey | Trowbridge  
Incorporated in England and Wales Company Number: 05868212  
Registered office: 7 - 7c Snuff Street, Devizes, Wiltshire, SN10 1DU

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# Balance Sheet

## Bowerhill Village Hall Trust 1

01/04/2024 - 31/03/2025

### ASSETS

#### 10000 - Bank

10210 - Bank Account BOW-30987503418194	23,932.74	16,173.60	16,008.90
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10220 - Bank Account BOW-30987502720296	6,567.56	10,870.73	14,139.01
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10900 - Bank in Transit	0.00	0.00	0.00
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<b>10000 - Total Bank</b>	<b>30,500.30</b>	<b>27,044.33</b>	<b>30,147.91</b>
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#### 14000 - Other Current Assets

14400 - Undeposited Funds	0.00	0.00	0.00
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<b>14000 - Total Other Current Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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<b>TOTAL ASSETS</b>	<b>30,500.30</b>	<b>27,044.33</b>	<b>30,147.91</b>
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### LIABILITIES & EQUITY

#### Equity

#### 39000 - Equity

39004 - Paid-in Capital	30,147.91	30,147.91	30,147.91
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39005 - Retained Earnings	-3,103.58	0.00	0.00
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<b>39000 - Total Equity</b>	<b>27,044.33</b>	<b>30,147.91</b>	<b>30,147.91</b>
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Net Income	3,455.97	-3,103.58	0.00
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<b>Total Equity</b>	<b>30,500.30</b>	<b>27,044.33</b>	<b>30,147.91</b>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>30,500.30</b>	<b>27,044.33</b>	<b>30,147.91</b>
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# Profit and Loss

## Bowerhill Village Hall Trust 1

01/04/2024 - 31/03/2025

### INCOME

#### 40000 - Income

40100 - Income from Solar Panels	1,125.40	2,767.05	0.00
40200 - Gas overpayment	907.06	0.00	0.00
40300 - Grants	15,005.51	0.00	0.00
40400 - Bank error	0.00	0.00	0.00

#### 41000 - Sales

41004 - Sales - Services	27,674.33	26,369.31	0.00
41006 - Sales Refund	-791.25	-945.00	0.00

**41000 - Total Sales** 26,883.08 25,424.31 0.00

41100 - Other Income 0.00 8,551.12 0.00

41800 - Interest Income 200.12 164.70 0.00

**40000 - Total Income** 44,121.17 36,907.18 0.00

**INCOME** 44,121.17 36,907.18 0.00

**GROSS PROFIT** 44,121.17 36,907.18 0.00

### EXPENSES

#### 57000 - Expenses

57100 - Quickbooks	-53.52	-581.52	0.00
57300 - CCTV Maintenance	-108.00	0.00	0.00
57400 - Cleaning and consu	-1,194.70	-1,084.16	0.00
57600 - Security & CCTV Maintenance	-834.00	-3,151.80	0.00
57800 - Council Tax	-198.84	-374.92	0.00
57900 - Gound Rent	-250.00	-62.50	0.00
58100 - Annual Subscription	-315.00	-276.80	0.00
58200 - Advertising	-18.60	-17.40	0.00
58300 - Boiler Repairs	-667.20	-333.60	0.00
58800 - Gas Safety Check	0.00	-102.00	0.00
58900 - Website Update	-139.00	-129.00	0.00
59100 - Parking Sign	-122.40	-313.00	0.00
59200 - Water Boiler Service	0.00	-168.00	0.00
59300 - Electric	-1,283.35	-3,426.81	0.00
59400 - Fire Extinguisher Service	-149.76	-90.00	0.00
59600 - Pest Control	-60.00	0.00	0.00
59700 - PAT Testing	-99.36	0.00	0.00
59800 - PPL PRS	-145.00	0.00	0.00
59900 - Tables & Chairs	-979.85	0.00	0.00
60100 - Projector	-1,389.99	0.00	0.00
67000 - Insurance Expense	-1,250.68	-1,199.46	0.00
69000 - Licenses Expense	-35.00	-293.79	0.00
72000 - Payroll Tax Expense	-49.40	0.00	0.00
74500 - Repairs Expense	-16,883.99	-15,529.51	0.00
77000 - Utilities Expense	-5,079.89	-4,073.88	0.00
77500 - Wages Expense	-9,357.67	-8,802.61	0.00

**57000 - Total Expenses** -40,665.20 -40,010.76 0.00

**TOTAL EXPENSES** -40,665.20 -40,010.76 0.00

**NET INCOME** 3,455.97 -3,103.58 0.00

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**BOWERHILL VILLAGE HALL TRUST**

England & Wales - Charity number 297945

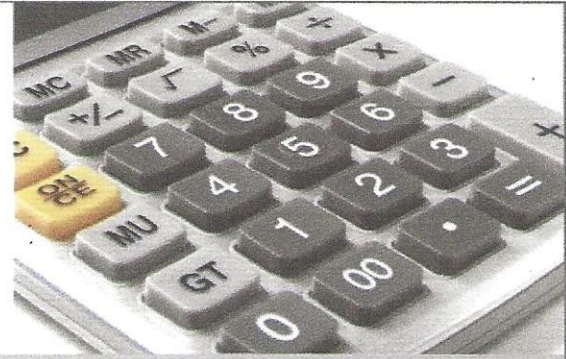
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# Accounts

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1st Floor Mitsubishi Building  
Western Way, Melksham  
SN12 8BY



Accountancy Services Limited

Tel: 01225 705758

rachael@anaccountancy.com

Bowerhill Village Hall Trust

5<sup>th</sup> July 2024

We have examined the computerized records provided, and would like to point out the following:

- We have not carried out an audit.
- We have not verified that expenses have been posted to the correct category.
- We have not analysed the Trial Balance provided since it covers the period 31/03/2023 – 31/12/2024, which extends beyond the period under review, being the year ending 31/03/2024.

We can confirm that we have copies of the year end bank statements for the following two accounts:

- Lloyds Bank 02720296	Balance as at 31/03/2024	£12,740.62
- Lloyds Bank 03418194	Balance as at 31/03/2024	£14,303.71

We acknowledge that the Balance Sheet is incorrect, as identified by the Treasurer. We believe this to be because the Savings account balance is shown to have reduced by £4, 835.30, when in fact it has increased by £164.70. This discrepancy seems to be due to a grant of £5,000 not being correctly recognized.

Yours faithfully,

# Balance Sheet

Bowerhill Village Hall Trust 1

06/07/2024

01/04/2023 - 31/03/2024

## ASSETS

### Bank

Bank Account BOW-30987503418194	11,173.60
Bank Account BOW-30987502720296	10,870.73
Bank in Transit	0.00

**Total Bank** **22,044.33**

### Other Current Assets

Undeposited Funds	0.00
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**Total Other Current Assets** **0.00**

**TOTAL ASSETS** **22,044.33**

## LIABILITIES & EQUITY

### Equity

Equity

Paid-in Capital	30,147.91
<b>Total Equity</b>	<b>30,147.91</b>
Net Income	(8,103.58)
<b>Total Equity</b>	<b>22,044.33</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>22,044.33</b>

# Profit and Loss

Bowerhill Village Hall Trust 1

30/06/2024

01/04/2023 - 31/03/2024

## INCOME

### 40000 - Income

40100 - Income from Solar Panels 2,767.05

### 41000 - Sales

41004 - Sales - Services 26,369.31

41006 - Sales Refund -945.00

**41000 - Total Sales 25,424.31**

41100 - Other Income 3,551.12

41800 - Interest Income 164.70

**40000 - Total Income 31,907.18**

**INCOME 31,907.18**

**GROSS PROFIT 31,907.18**

## EXPENSES

## 57000 - Expenses

57100 - Quickbooks	-581.52
57400 - Cleaning and consu	-1,084.16
57600 - Security & CCTV Maintenance	-3,151.80
57800 - Council Tax	-374.92
57900 - Gound Rent	-62.50
58100 - Annual Subscription	-276.80
58200 - Advertising	-17.40
58300 - Boiler Repairs	-333.60
58800 - Gas Safety Check	-102.00
58900 - Website Update	-129.00
59100 - Parking Sign	-313.00
59200 - Water Boiler Service	-168.00
59300 - Electric	-3,426.81
59400 - Fire Extinguisher Service	-90.00
67000 - Insurance Expense	-1,199.46
69000 - Licenses Expense	-293.79
74500 - Repairs Expense	-15,529.51

77000 - Utilities Expense	-4,073.88
77500 - Wages Expense	-8,802.61
<b>57000 - Total Expenses</b>	<b>-40,010.76</b>
<b>TOTAL EXPENSES</b>	<b>-40,010.76</b>
<b>NET INCOME</b>	<b>-8,103.58</b>

**BOWERHILL VILLAGE HALL TRUST**

England & Wales - Charity number 297945

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# Accounts

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# BOWERHILL VILLAGE HALL TRUST

Registered Charity No. 297945



ANNUAL GENERAL MEETING

ON

TUESDAY 4<sup>TH</sup> JULY 2023  
AT THE  
BOWERHILL VILLAGE HALL  
7.30PM

# BOWERHILL VILLAGE HALL TRUST

Registered Charity No. 297945

## ANNUAL GENERAL MEETING

### AGENDA

Meeting to take place on Tuesday 4<sup>th</sup> July 2023 in the Village Hall, Bowerhill at 7.30pm

1. Apologies for Absence
2. Minutes of the Last Annual General Meeting
3. Matters Arising (not covered elsewhere in this agenda)
4. Chair's Report
5. Treasurer's Report
6. Adoption of Accounts for Year Ending 31<sup>st</sup> March 2023
7. Appointment of Auditor for Accounts for the Year Ending 31<sup>st</sup> March 2024
8. Booking Secretary Report
9. Adoption of the BVHT Constitution
10. Election of New Committee to Serve for the Year 2023/2024
  - a) Representatives of Village Hall Users
  - b) Election of 6 Members of the Public
11. Opportunity for Questions and Comments from the Floor
12. Any Other Business
  - a) Review of Hall Charges.

Following the Annual General Meeting there will be a short meeting of the new committee to elect Officers and consider any urgent business.

## Bowerhill Village Hall Trust

Registered Charity Number: 297945

Minutes of the Management Committee Annual General Meeting – Tuesday 12<sup>th</sup> July 2022 7.30pm

### Members present

Chris Broom, Mark Harris, Rosemary Bellinger, Marilyn Mills, Terence Broom, Ann Finch, Rob Whiffing, Lisa White, Julie Cole, Steve Chodley

<b>1. Apologies for Absence</b>	Andy Russell	
<b>2. Minutes of last meeting.</b>	The minutes from the previous meeting held on 17 <sup>th</sup> August 2021 were agreed as a true record. Proposed Rob Whiffing, Seconded Ann Finch, all agreed.	
		<b>Action</b>
<b>3. Matters Arising</b>	None	
<b>4. Chair's Report</b>	<p>Despite being closed or running at reduced capacity from March 2020 to October 2021 the hall has managed to come through the pandemic in very good shape. With support from Government grants (via Wiltshire Council) the hall has managed to weather the Covid storm remarkably well.</p> <p>We now have 19 regular users plus numerous individual bookings, mainly party bookings at weekends. In September 2021 the hall welcomed Melksham Free Dining, a much needed service providing a free meal and a place for those venturing out again after months of shielding or isolating to meet others socially in a safe environment.</p> <p>Due to the problems we experienced with Camera Security Services we have engaged local firm Radcliffe Fire Protection to take over the maintenance of the fire and intruder alarm systems. They will also take over the maintenance of the CCTV system next year when our contract with Camera Security Services expires.</p> <p>The roof of the hall has been de-mossed and chemically treated to prevent the moss growing back and the large glass skylight was cleaned at the same time.</p> <p>With the aid of a £3000 grant from Melksham Without Parish Council work has progressed to alleviate the flooding in the car park. A professional drainage consultant was employed and has come up with a plan to resolve the problem. Several local contractors have been contacted to provide quotes based on that plan but none have yet been received.</p> <p>As the flooding issue is unlikely to be resolved anytime soon we have allocated this year's MWPC grant of £5000 towards replacing the external doors in the main hall, both meeting rooms and the kitchen with uPVC units supplied and fitted by a local company. All the doors will have opening top-lights to assist with ventilation.</p> <p>We finally managed to hold our last AGM in person in August 2021 where we said farewell to our outgoing Chair and Treasurer. The committee would like to record their thanks to Gavin Owen and Chris Sealy for steering us through some difficult times and we wish them both well for the future.</p> <p>A new Chair, Vice-Chair and Treasurer were duly elected and we welcomed Mark Harris (previous Vice-Chair), Andy Russell and Julie Cole respectively to their new roles. We also welcomed Mr Terry Broom to the committee. Terry is our 'behind-the-scenes' man who carries out an awful lot of the day-to-day repairs and maintenance at the hall and is an invaluable member of the team.</p> <p>The 1<sup>st</sup> December 2021 saw our new online booking system go live along with our new website <a href="http://www.bowerhillvillagehall.org.uk">www.bowerhillvillagehall.org.uk</a> As a result our bookings continue to increase month on month, so much so that there is little room to accommodate new regular user-groups. Since July 2021 bookings have more than doubled and the number of hours the hall is in use has risen from just under 90 to over 150 per month.</p> <p>We look forward to seeing the hall go from strength to strength and continue to provide a service to the local community.</p> <p>Three high speed hand driers were fitted in January 2022.</p> <p>Mark Harris - Chair</p>	

<p><b>5. Treasurer's Report</b></p>	<p>A copy of the final accounts for year ending 31.3.22 was presented.</p> <p>Current Account: £15,252.90 Savings Account:£19,951.93</p> <p>Report for the year ended 31<sup>st</sup> March 2022. The Accounts were audited by A &amp; N Accountancy Services and certified by them as a true record. Despite operating reduced capacity from March 2020 to October 2021 the hall has managed to come through the pandemic in very good shape. With income and support from Government grants (via Wiltshire Council and Melksham Without Parish Council) the hall has received income of £31000 this year.</p> <p>A £3000 grant from Melksham Without Parish Council has enabled investigations to be completed to assess how flooding in the car park might alleviated. A professional drainage consultant was employed and has come up with a plan to resolve the problem.</p> <p>Plans are underway to replace the Hall doors with help of a grant from Melksham Without Parish Council of £5000.</p> <p>At the close of the financial year the bank balance was £35,204, a very strong position.</p> <p>I am happy to offer the accounts for adoption by the AGM.</p> <p>Julie Cole - Treasurer</p>	
<p><b>6. Adoption of Accounts for Year Ending 31<sup>st</sup> March 2022</b></p>	<p>The accounts were adopted: Proposed by Mark Harris Seconded by Marilyn Mills All agreed</p>	
<p><b>7. Appointment of Auditor for Accounts for the Year Ending 31<sup>st</sup> March 2023</b></p>	<p>A &amp; N Accountancy Proposed by Chris Broom Seconded by Julie Cole All agreed</p>	
<p><b>9. Election of New Committee to Serve for the Year 2022/23</b></p>	<p>a. <b><u>Representatives of Village Hall Users:</u></b> Bowerhill Scout Group – Chris Broom PHAB – Rosemary Bellinger Craft, Coffee &amp; Chat – Ann Finch Parish Council – Andy Russell Busy Bees – Marilyn Mills Craft, Coffee &amp; Chat – Ann Finch Bowerhill Baby &amp; Toddler Group – Lisa White Melksham Free Dining – Rob Whiffing</p> <p><b><u>Election of 6 Members of the Public</u></b> Julie Cole – proposed Chris Broom, seconded Mark Harris Terry Broom – proposed Mark Harris, Seconded Ann Finch Mark Harris – proposed Chris Broom, seconded Marilyn Mills Steve Chodley - proposed Chris Broom seconded Ann Finch</p> <p>Two more members of the public can be co-opted onto the Committee throughout the year.</p>	
<p><b>10. Opportunity for questions and comments from the floor</b></p>	<p>None</p>	
<p><b>11. AOB</b></p>	<p>a) Review of Hall Charges – The set up and set down of half an hour each side will be reviewed 2022/23 to bring it in line with other village halls who charge for this.</p>	

**Meeting closed at 7.50pm**

**Date of Next AGM Meeting – Tuesday 11<sup>th</sup> July 2023 7.30pm Bowerhill Village Hall**

## **Bowerhill Village Hall 2022-23 Chair's Report**

Despite being closed or running at reduced capacity for 19 months use of the hall is now back to pre-pandemic levels, and we have discontinued our Covid protocols.

We now have 20 regular users plus numerous individual bookings, mainly party bookings at weekends. During the past year we have welcomed two new users – Businesswomen in Networking (monthly) and the NHS Diabetes Prevention Programme, who are now running three courses, which run fortnightly for three months and then monthly for six months.

During the past year local firm Radcliffe Fire Protection took over the maintenance of the fire and intruder alarm systems and the CCTV system. All the systems have been serviced and certified by them and they have been very responsive to any problems, and at a much lower cost than our previous service provider.

With the aid of grants totalling £10,000 from Melksham Without Parish Council and Wiltshire Council (via the Melksham Area Board) we were able to replace all the external doors (except the main entry doors, which were replaced not that long ago) with modern uPVC doors. This has made a considerable difference to the hall, not only in terms of appearance, but also in ambience – to the extent we were able to turn the heating down by two degrees centigrade!

Unfortunately, changing the doors meant we also had to make some changes to the intruder alarm system. New wireless contacts were fitted, and the main panel upgraded. As part of the upgrade some committee members now have the facility to monitor the system via an app on their smartphone and can arm and disarm the alarm remotely.

By having the gully in the car park cleaned out regularly there have been only two flooding incidents in the last year. It is hoped the drainage will be improved as part of the revised access and parking arrangements for the school and hall, but as this is a major capital project for Wiltshire Council it will be some time before we see any changes.

At our AGM in 2022 Mark Harris, Andy Russell, Chris Broom and Julie Cole were re-elected to the positions of Chair, Vice-Chair, Secretary and Treasurer respectively. Other members of the committee continued in their previous roles.

In March of 2023 our Treasurer Julie Cole tendered her resignation. Julie had gained a work promotion which meant she would have less time to devote to village hall affairs. The committee would like to record their thanks to Julie for her work over the last two years and wish her well for the future. A replacement was sought, and David Morley was duly co-opted onto the committee and took over the duties of Treasurer in June 2023.

Our website [www.bowerhillvillagehall.org.uk](http://www.bowerhillvillagehall.org.uk) and online booking system continue to work well with support from our web designers Poison Web Studios, a local enterprise based in Melksham. Our bookings have increased to such an extent that there is little room to accommodate new regular user-groups and the number of hours the hall is in use has risen to an average of 175 per month, an increase of almost 17% on last year's average.

We look forward to seeing the hall go from strength to strength and continue to provide a service to the local community.

Mark Harris, Chair, Bowerhill Village Hall Trust

## **Treasurers Report - Executive Summary as at 31<sup>st</sup> March 2023**

Steady progress. Strong post-COVID bounce back. Healthy financial position. Committee able to maintain high service standards to the community while further investing in Village Hall facilities and infrastructure.

### **Financial Position**

	<b>2023</b>	<b>2022</b>	<b>2021</b>
Treasurer's Account	16,008	15,252	3,732
Savings	14,139	19,951	21,450

Copies of supporting bank statements at the end of March are available.

Would the Committee like me to investigate a better rate of interest on our Savings account (currently 0.80%)? I think Lloyds could do better.

Lloyds also offer an accountancy software package which connects up to business bank accounts. This costs £5 a month, compared with Quickbooks £45-odd per month. And we don't really make full use of Quickbooks' amazing (to me, anyway) facilities. Would the Committee like me to investigate?

### **Audit**

Accountants A&N Services have written (Letter attached) to say they have not carried out an audit. The previous Treasurer does not know why, although the employee who usually conducted the (somewhat informal) annual audit suddenly died recently. But it doesn't sound as though the usual audit was very thorough, so I wonder if the Committee would like me to identify a new auditor?

A&N drew attention to a £5000 bookkeeping error, which my predecessor had confirmed was corrected in April (i.e. it was wrong on 31 March). Just a payment assigned to the wrong bank account.

NB As I have only been on seat for a few weeks I may not be able to answer questions as easily as I would wish. But I can find out the answers and revert.

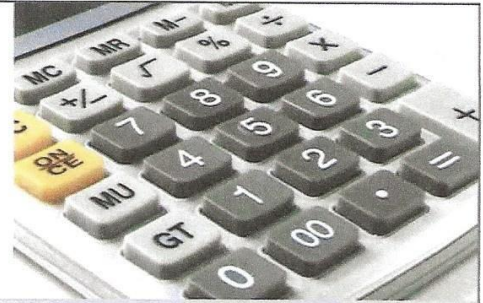
I am happy to offer the accounts for adoption by the AGM.

David Morley (Hon. Treasurer)



Accountancy Services Limited

1st Floor Mitsubishi Building  
Western Way, Melksham  
SN12 8BY



Tel: 01225 705758

rachael@anaccountancy.com

Bowerhill Village Hall Trust  
Registered Charity Number 297945

29th June 2023

We have examined the computerised records provided, and would like to point out the following:

- 1 We have not carried out an audit
- 2 We have not verified that expenses have been posted to the correct category

We can confirm that we have copies of the year end bank statements for the following two bank accounts:

1	Lloyds Bank 02720296	Balance as at 31/03/2023	16008.90
2	Lloyds Bank 03418194	Balance as at 31/03/2023	14139.01

However on the computerised records the balances are showing as follows:

Lloyds Bank 02720296	Balance as at 31/03/2023	11008.90
Lloyds Bank 03418194	Balance as at 31/03/2023	19139.01

As you can see there is a £ 5000.00 difference on both accounts. Your previous treasurer has confirmed to us by email that this was an error and has been correct as at May 2023.

Yours faithfully

John Applegate (ICPA)

# Bowerhill Village Hall Trust

## Balance Sheet As of May 31, 2023

	TOTAL
Fixed Asset	
<b>Total Fixed Asset</b>	
Cash at bank and in hand	
Savings	19,158.75
Treasurers Account (0296)	15,677.78
<b>Total Cash at bank and in hand</b>	<b>£34,836.53</b>
Debtors	
Debtors	1,073.75
<b>Total Debtors</b>	<b>£1,073.75</b>
Current Assets	
Stock Asset	0.00
Uncategorised Asset	0.00
<b>Total Current Assets</b>	<b>£0.00</b>
<b>NET CURRENT ASSETS</b>	<b>£35,910.28</b>
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	38.00
<b>Total Trade Creditors</b>	<b>£38.00</b>
Current Liabilities	
Accruals	-173.53
Booking deposit	335.00
Key Deposits	650.00
Payroll Liabilities	
HMRC	77.00
Other Deductions	66.00
<b>Total Payroll Liabilities</b>	<b>143.00</b>
Payroll Liabilities ( 65 )	-45.60
<b>Total Current Liabilities</b>	<b>£908.87</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£946.87</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£34,963.41</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£34,963.41</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£34,963.41</b>
Capital and Reserves	
Opening Balance Equity	0.00
Retained Earnings	30,274.79
Profit for the year	4,688.62
<b>Total Capital and Reserves</b>	<b>£34,963.41</b>

# Bowerhill Village Hall Trust

## Profit and Loss

1 April, 2022 - 30 May, 2023

	TOTAL
Income	
Donations and legacies	5,000.00
Services	27,574.91
Uncategorised Income	11,493.19
<b>Total Income</b>	<b>£44,068.10</b>
Cost of Sales	
Cost of sales	-5,104.68
<b>Total Cost of Sales</b>	<b>£ -5,104.68</b>
<b>GROSS PROFIT</b>	<b>£49,172.78</b>
Expenses	
Advertising/Promotional	19.80
Cleaning and Security	1,435.50
Computer Costs	554.00
Dues and Subscriptions	50.00
Electricity	-406.95
Gas	4,299.70
Insurances	1,199.46
Office/General Administrative Expenses	679.23
Other Professional Services	1,196.51
Payroll Expenses	295.75
Taxes	0.00
Wages	9,576.04
<b>Total Payroll Expenses</b>	<b>9,871.79</b>
Purchases	-25.00
Rent or Lease of Buildings	638.70
Repair and maintenance	25,258.47
Telephone and WiFi	780.78
Travel and Accommodation	1,055.00
Uncategorised Expense	924.80
Water	622.61
<b>Total Expenses</b>	<b>£48,154.40</b>
<b>NET OPERATING INCOME</b>	<b>£1,018.38</b>
Other Income	
Lloyds Bank Savings Account	52.78
<b>Total Other Income</b>	<b>£52.78</b>
Other Expenses	
Other Expense	25.00
<b>Total Other Expenses</b>	<b>£25.00</b>
<b>NET OTHER INCOME</b>	<b>£27.78</b>
<b>NET INCOME</b>	<b>£1,046.16</b>

## Booking Administrator Report 2022/2023

Monthly number of bookings, number of hours and income

**May 2022 - 54 (150; £1833)**

**June 2022- 57 (145; £1770)**

July - 51 (132; £1601)

August - 37 (104; £1266)

September - 54 (136; £1640)

October - 66 (166; £2012)

November - 62 (162; £1972)

December - 42 (107; £1406)

January - 70 (177; £2169)

February - 63 (165; £2011)

March - 68 (174; £2130)

April - 61 (176; £2219)

**May 2023 - 62 bookings; 169 hours; income £2021; up 10.3% on last May**

**June 2023 - 67 bookings; 168 hours; income £1993; up 12.7% on last June**

Our **average income** over the **last six months** is **£2,091 per month**, an **increase of 5.3%** over the previous six months. Bookings remain steady at 60 to 70 per month with hourly usage between 170 and 175 hours per month.

The situation with the Pulse Healthcare bookings (NHS Diabetes Prevention Programme) has improved. I am now in direct contact with the head of their accounts department and their regional co-ordinator so I only have to deal with one person for the bookings and one person for the invoicing. In view of that I have recently accepted a third series of bookings from them and there may be more to come.

**Melksham Free Dining** have changed their booking again - reduced from 2.5 hours to 2 hours per week, alternating between the main hall and the main hall and room 2 fortnightly.

**Baby Sensory** - As reported previously Chantelle is handing over to Rachel this month. The booking has been reduced from five hours a week to four. Despite several reminders Rachel has yet to put her booking on the system (Tuesday mornings).

**Moo Music** - Ruth is going on maternity leave until September of next year and has asked if we would hold her slot open until then. I said I would have to ask the committee. I think holding a one-hour slot open for a year is asking a bit much.

**Magical Music** - In the meantime I have received an enquiry from Magical Music ([www.magical-music.com](http://www.magical-music.com)) asking for a regular 2.5 to 3.5 hour morning slot.

This a franchise business doing much the same as Moo Music, but would be more lucrative for us. The current Moo Music booking is one hour, but does get 'stretched' (with no financial benefit to us).

**Little Voices** - I have received an enquiry from Little Voices ([www.littlevoices.org.uk](http://www.littlevoices.org.uk)) for a regular two hour booking on a Wednesday afternoon - drama and singing for 4-18 years. It would fit in between MFD and Willow & Grace Yoga.

**Covid** - We have now discontinued our Covid protocols so I am now only sending out Hire Agreements and the Standard Conditions of Hire.

I am still removing the buffer zones from party bookings, but making sure there is a gap between bookings to avoid any complications.

Just a reminder that the reduced rate for regular users represented on the committee increased slightly from the 1st of June as follows:-

Main Hall - up from £8.50 per hour to £9.00 (discount reduces from 32% to 28%).

Main Hall & Room 2 - up from £11.25 per hour to £11.50 (discount reduces from 25% to 23%).

The groups affected by this are Melksham Free Dining (since they changed their room usage), Toddlers, Busy Bees, Craft, Coffee & Chat and the 1st Bowerhill Scout Group (Beavers, Cubs, Explorers, Scouts).

The charges matrix on the website and the booking system have been updated accordingly.

Mark Harris, Bookings Administrator, Bowerhill Village Hall Trust

**BOWERHILL VILLAGE HALL TRUST**

England & Wales - Charity number 297945

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# Accounts

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# Bowerhill Village Hall Trust

Balance Sheet  
As of March 31, 2022

	TOTAL
Fixed Asset	
<b>Total Fixed Asset</b>	
Cash at bank and in hand	
Savings	19,951.93
Treasurers Account (0296)	15,252.90
<b>Total Cash at bank and in hand</b>	<b>£35,204.83</b>
Debtors	
Debtors	-25.00
<b>Total Debtors</b>	<b>£ -25.00</b>
Current Assets	
Stock Asset	0.00
Uncategorised Asset	0.00
<b>Total Current Assets</b>	<b>£0.00</b>
<b>NET CURRENT ASSETS</b>	<b>£35,179.83</b>
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	38.00
<b>Total Trade Creditors</b>	<b>£38.00</b>
Current Liabilities	
Accruals	-173.53
Booking deposit	435.00
Key Deposits	650.00
Payroll Liabilities	
HMRC	77.00
<b>Total Payroll Liabilities</b>	<b>77.00</b>
<b>Total Current Liabilities</b>	<b>£988.47</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£1,026.47</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£34,153.36</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£34,153.36</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£34,153.36</b>
Capital and Reserves	
Opening Balance Equity	0.00
Retained Earnings	24,523.66
Profit for the year	9,629.70
<b>Total Capital and Reserves</b>	<b>£34,153.36</b>

# Bowerhill Village Hall Trust

## Profit and Loss

April 2021 - March 2022

	TOTAL
Income	
Donations and legacies	11,477.80
Grant	2,667.00
Services	16,485.30
Uncategorised Income	455.93
<b>Total Income</b>	<b>£31,086.03</b>
Cost of Sales	
Cost of sales	-287.76
<b>Total Cost of Sales</b>	<b>£ -287.76</b>
<b>GROSS PROFIT</b>	<b>£31,373.79</b>
Expenses	
Advertising/Promotional	31.32
Cleaning and Security	160.99
Community Charge	125.00
Computer Costs	153.91
Electricity	1,468.00
Gas	807.33
Insurances	1,024.18
Office/General Administrative Expenses	3,033.19
Other Miscellaneous Service Cost	173.53
Other Professional Services	2,386.25
Payroll Expenses	
Taxes	17.84
Wages	7,208.03
<b>Total Payroll Expenses</b>	<b>7,225.87</b>
Purchases	-37.50
Rent or Lease of Buildings	305.34
Repair and maintenance	1,793.30
Security	1,620.00
Telephone and WiFi	1,021.57
Uncategorised Expense	148.20
Water	304.78
<b>Total Expenses</b>	<b>£21,745.26</b>
<b>NET OPERATING INCOME</b>	<b>£9,628.53</b>
Other Income	
Lloyds Bank Savings Account	1.17
<b>Total Other Income</b>	<b>£1.17</b>
<b>NET OTHER INCOME</b>	<b>£1.17</b>
<b>NET INCOME</b>	<b>£9,629.70</b>



Accountancy Services Limited

1st Floor Mitsubishi Building  
Western Way, Melksham  
SN12 8BY



Tel: 01225 705758

[rachael@anaccountancy.com](mailto:rachael@anaccountancy.com)

Bowerhill Village Hall Trust  
Register Charity Number: 297945

I have examined the books of Bowerhill Village Hall Trust and certify that the Balance Sheet and Income and Expenditure Account to be in accordance herewith.

Graham Hulbert

A & N Accountancy Services Ltd

25<sup>th</sup> May 2022

**BOWERHILL VILLAGE HALL TRUST**

England & Wales - Charity number 297945

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# Accounts

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### **Chairman's report BVHT AGM 17<sup>th</sup> August 2021**

Since the last AGM, the hall has been closed during lockdown and open at other times only to those activities permitted by whatever regulations were currently in force. The hand sanitising stations that were installed outside the front door and by the entrance to the main hall during the first lockdown and the cleaning procedures that were put into place meant that the hall could be used safely.

Committee meetings were held on Zoom with their usual frequency though only the chair, vice chair, treasurer and secretary attended regularly.

Government grants have compensated for the dramatic fall in income and as a result the Village Hall remains in a strong position to continue serving the local community (see Treasurer's Report). Since reaching step 4 of the roadmap out of lockdown our regular users have started to return and we look forward to a return to the days before Covid when the Village Hall was rarely used less than six days a week.

Gavin Owen

### **Finance Report BVHT AGM 17<sup>th</sup> August 2021**

Report for the Year Ended 31<sup>st</sup> March 2021. The accounts were audited by A & N Accountancy Services and certified by them as a true record.

Far from a routine year as the effects of the Pandemic severely impacted our income from rentals.

Our income was very much assisted by government grants totalling over £21,000.

We benefitted again from a generous grant of £3,000 from Melksham Without Parish Council.

With money in the bank, we were able to proceed with important decorating, repairs, and maintenance while the Hall was closed.

At the close of the financial year and after completing these very necessary maintenance items we still had bank balances totalling £25,182.66. This was an extraordinarily strong position and better than the year before. This enables us to enter a period of recovery with confidence.

I am happy to offer the accounts for adoption by the AGM.

Christopher Sealy (Hon. Treasurer)

## **Bookings Report BVHT AGM 17<sup>th</sup> August 2021**

Due to the Coronavirus pandemic the use of the village hall has, naturally, taken a severe nosedive.

Total bookings since the introduction of the online booking system are as follows:

<b>Year</b>	<b>Total</b>	
2016	666	
2017	799	
2018	857	
2019	921	
2020	278	
2021	112	up to 11/8

At present use of the hall is being reserved for our regular user-groups with new bookings only being accepted from community service and health-related groups. We are not accepting private party bookings at this time.

Approximately half of our existing regular users have returned, with most of the remainder due back by the end of October. There are only two that have not given any indication of when they might return.

The Bowerhill Baby & Toddler Group and Craft, Chat & Coffee (now Craft, Coffee & Chat) will both be returning under new management in September. CC&C and Busy Bees will be coming in on the 16th of August to review their storage arrangements and Toddler Group on the 13th of September for a 'deep-clean' of their toys, etc.

I am receiving numerous enquiries regarding private party bookings, but these are being politely declined as the Executive Officers took the decision not to permit these types of bookings until the general public's response to the lifting of lockdown became clearer.

We currently have 19 regular user-groups on the books, of which nine are represented on the committee. The two dancing couples have left and BRAG do not currently have a nominated representative on the committee so are no longer entitled to the reduced hire rate.

The Covid-19 Special Conditions of Hire and the Cleaning Checklist are revised and updated in line with information received from our governing bodies and sent out to all hirers whenever there are major changes.

One-off hires of note:-

Melksham Without Parish Council have used the hall twice in recent months, once in May for their Annual Parish Meeting and a second time in July to facilitate a public meeting about the proposed Melksham bypass scheme.

Wiltshire Council used the hall as a Polling Station in May for the local Council elections, in July for the Melksham Neighbourhood Plan referendum, and will do so again in August for the Police & Crime Commissioner elections.

Hopefully the coming months will see an increase in usage with a return to something like our normal level of bookings next year.

Mark Harris  
Bookings Administrator

# Bowerhill Village Hall Trust

Balance Sheet  
As of March 31, 2021

	TOTAL
Fixed Asset	
<b>Total Fixed Asset</b>	
Cash at bank and in hand	
Savings	21,450.58
Treasurers Account (0296)	3,732.08
<b>Total Cash at bank and in hand</b>	<b>£25,182.66</b>
Debtors	
Debtors	80.00
<b>Total Debtors</b>	<b>£80.00</b>
Current Assets	
Stock Asset	0.00
Uncategorised Asset	0.00
<b>Total Current Assets</b>	<b>£0.00</b>
<b>NET CURRENT ASSETS</b>	<b>£25,262.66</b>
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	0.00
<b>Total Trade Creditors</b>	<b>£0.00</b>
Current Liabilities	
Booking deposit	0.00
Key Deposits	700.00
Payroll Liabilities	
HMRC	0.00
<b>Total Payroll Liabilities</b>	<b>0.00</b>
<b>Total Current Liabilities</b>	<b>£700.00</b>
<b>Total Creditors: amounts falling due within one year</b>	<b>£700.00</b>
<b>NET CURRENT ASSETS (LIABILITIES)</b>	<b>£24,562.66</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>£24,562.66</b>
<b>TOTAL NET ASSETS (LIABILITIES)</b>	<b>£24,562.66</b>
Capital and Reserves	
Opening Balance Equity	0.00
Retained Earnings	18,369.72
Profit for the year	6,192.94
<b>Total Capital and Reserves</b>	<b>£24,562.66</b>

# Bowerhill Village Hall Trust

## Profit and Loss

April 2020 - March 2021

	TOTAL
Income	
Donations and legacies	24,211.08
Services	3,147.87
Uncategorised Income	40.16
<b>Total Income</b>	<b>£27,399.11</b>
GROSS PROFIT	<b>£27,399.11</b>
Expenses	
Advertising/Promotional	8.34
Community Charge	125.00
Dues and Subscriptions	100.00
Electricity	1,700.00
Gas	798.08
Insurances	961.72
Office/General Administrative Expenses	2,357.98
Other Miscellaneous Service Cost	241.22
Payroll Expenses	
Taxes	0.00
Wages	4,425.75
<b>Total Payroll Expenses</b>	<b>4,425.75</b>
Rent or Lease of Buildings	125.00
Repair and maintenance	7,744.06
Security	960.00
Telephone and WiFi	807.74
Uncategorised Expense	182.75
Water	672.97
<b>Total Expenses</b>	<b>£21,210.61</b>
NET OPERATING INCOME	<b>£6,188.50</b>
Other Income	
Lloyds Bank Savings Account	4.44
<b>Total Other Income</b>	<b>£4.44</b>
NET OTHER INCOME	<b>£4.44</b>
NET INCOME	<b>£6,192.94</b>

## Bowerhill Village Hall Trust

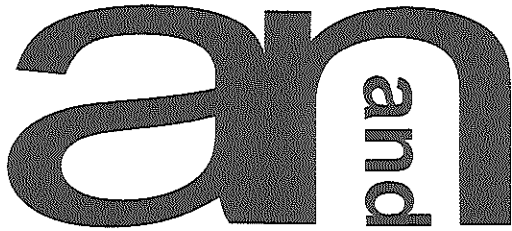
Transaction Report  
April 2020 - March 2021

DATE	TRANSACTION TYPE	NO. NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
Donations and legacies							
17/04/2020	Deposit	Melksham Without Parish Council	LOYD 64 FORE STREE	Donations and legacies	Treasurers Account (0296)	3,000.00	3,000.00
28/05/2020	Deposit	Wiltshire Council	WILTSHIRE COUNCIL 20044925102020	Donations and legacies	Treasurers Account (0296)	10,000.00	13,000.00
04/12/2020	Deposit	HMRC	HMRC JRS GRANT 475PH01501745	Donations and legacies	Treasurers Account (0296)	224.01	13,224.01
12/01/2021	Deposit	HMRC	HMRC JRS GRANT 475PH01501745	Donations and legacies	Treasurers Account (0296)	147.47	13,371.48
02/02/2021	Deposit	Wiltshire Council	WILTSHIRE COUNCIL 20047608572020	Donations and legacies	Treasurers Account (0296)	7,802.00	21,173.48
09/02/2021	Deposit	HMRC	HMRC JRS GRANT 475PH01501745	Donations and legacies	Treasurers Account (0296)	264.60	21,438.08
02/03/2021	Deposit		WILTSHIRE COUNCIL 20047906112020	Donations and legacies	Treasurers Account (0296)	467.00	21,905.08
16/03/2021	Deposit	Wiltshire Council	WILTSHIRE COUNCIL 20048078232020	Donations and legacies	Treasurers Account (0296)	2,096.00	24,001.08
18/03/2021	Deposit	HMRC	HMRC JRS GRANT 475PH01501745	Donations and legacies	Treasurers Account (0296)	210.00	24,211.08
<b>Total for Donations and legacies</b>						<b>£24,211.08</b>	
<b>TOTAL</b>						<b>£24,211.08</b>	

## Bowerhill Village Hall Trust

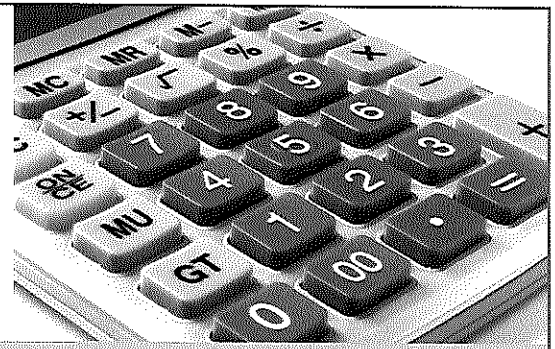
Transaction Report  
April 2020 - March 2021

DATE	TRANSACTION TYPE	NO. NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT	BALANCE
Repair and maintenance							
25/06/2020	Expense	The Prestige Decorating Company	THE PRESTIGE DECOR 400000000619933538 BVHT 422 309913 10 25JUN20 10:23	Repair and maintenance	Treasurers Account (0296)	3,409.60	3,409.60
21/08/2020	Expense		ROUNDSTONE 600000000638992762 46051 309875 10 21AUG20 14:54	Repair and maintenance	Treasurers Account (0296)	109.20	3,518.80
21/08/2020	Expense	The Prestige Decorating Company	THE PRESTIGE DECOR 400000000643914155 BVHT 437 309913 10 21AUG20 14:54	Repair and maintenance	Treasurers Account (0296)	2,936.59	6,455.39
02/09/2020	Expense		ROUNDSTONE 200000000642741778 46158 309875 10 02SEP20 15:39	Repair and maintenance	Treasurers Account (0296)	298.44	6,753.83
14/09/2020	Expense		R B POOLMAN 600000000649139219 15781 401717 10 14SEP20 13:43	Repair and maintenance	Treasurers Account (0296)	90.00	6,843.83
19/10/2020	Expense	Wright Electrical	WRIGHT ELECTRICAL 100000000662698477 1791 200506 10 19OCT20 09:07	Repair and maintenance	Treasurers Account (0296)	75.00	6,918.83
26/10/2020	Expense	The Prestige Decorating Company	THE PRESTIGE DECOR	Repair and maintenance	Treasurers Account (0296)	796.45	7,715.28
29/01/2021	Expense	Camera security services	CAMERA SECURITY SE 300000000712139169 23115 208458 10 29JAN21 12:08	Repair and maintenance	Treasurers Account (0296)	28.78	7,744.06
<b>Total for Repair and maintenance</b>						<b>£7,744.06</b>	
<b>TOTAL</b>						<b>£7,744.06</b>	



Accountancy Services Limited

1st Floor Mitsubishi Building  
Western Way, Melksham  
SN12 8BY



Tel: 01225 705758

[rachael@anaccountancy.com](mailto:rachael@anaccountancy.com)

Bowerhill Village Hall Trust  
Register Charity Number : 297945

I have examined the books of Bowerhill Village Hall Trust and certify that the Balance Sheet and Income and Expenditure Account to be in accordance herewith

Graham Hulbert

A & N Accountancy Services Ltd

5th May 2021