

ANNUAL GENERAL MEETING 28 APRIL 2022

CHAIRMAN'S REPORT

1. Introduction

Welcome to the AGM for the year ended 30 September 2021.

This report has been prepared at the end of my first term as Chairman.

Linda Lewis will be presenting the financial report for the past year shortly.

2. The Council of Management (Committee)

I would like to formally thank Charlie Liverston, who took over as a representative for the parish church at the last AGM.

3. Comments on 2021

This section of the report would, prior to Covid, have been written in terms of "General Highlights". My report for the last AGM was modified to discuss "Comments on 2020", as there weren't many (or any) highlights. This format is retained in my report today, as the activities of the hall are still emerging from the impact of the virus.

The accounts for the year ended 30 September 2020 were significantly affected by the closure of the hall because of Covid restrictions. Whilst the hall was able to re-open during the year ended 30 September 2021, naturally, it has taken time for hirers to have the confidence and desire to start hosting events. This is demonstrated by the fact that hall hire income increased by only £3,250, from £8,200 to £11,450. In the current financial year (that ending 30 September 2022), hire income (on a cash received basis) as at 24 April stands at £11,704 and there are a large number of bookings in the remainder of the year. To put these figures into context, hall hire in the year ended 30 September 2019 was £18,092 (£13,071 excluding Teddy Bears) and in the prior 12 months it was £16,359 (£10,947 excluding Teddy Bears).

The first use of the hall during the year was for Cheek-to-Cheek dancing lessons, and, gradually over the course of the year, the hall was hired for the following activities: Teddy Bears Pre-School, Boxford Masques rehearsals, Watermill Youth Theatre rehearsals, pilates and HiiT. In addition to this, the hall hosted a retreat, a food festival and several parties. The field was used for football training and a cycle event.

In the current financial year, the hall has been hired for additional activities, including: art classes, yoga, regular AHDB meetings, parent and toddler classes and lots of parties for young and old. Cricket matches were restarted

BOXFORD VILLAGE HALL & RECREATION GROUND COUNCIL OF MANAGEMENT

also. Some of these were running pre-lockdown, but others (AHDB and parent and toddler classes) are new – which is a positive sign.

Very sadly, Teddy Bears Pre-School closed their doors during the year, which means that we can no longer rely on what was a regular income.

3.1 Hall hire income

In the last AGM, I discussed a proposed increase to hall hire rates and it is proposed to implement a 10% rise in hourly rates. This has taken effect as planned.

3.2 Resources to support the provision of the hall's services

The activities of Buildings Manager and Bookings Manager have very much returned to normal. Since the hall re-opened, we have seen varying standards of behaviours by those hiring the hall. The demands on our volunteer managers have at times been time-consuming and frustrating. Time-consuming because of dealing with viewings, making sure the movable partition is open when required and opening/closing the hall (plus a host of other things!). Frustrating because of hirers not taking their rubbish home with them, not clearing up after themselves and on one occasion, forcing the partition open even though they had not booked the other side of the hall (plus a host of other things!). I would like to personally thank Carolyn for dealing with the increasing burden of bookings, and all of the people who take time out of their busy schedules to support bookings and building-related activities.

4. The Future

Bookings for the hall continue to increase, and the year ending 30 September 2022 is expected to show an improvement in the financials, as bookings return to (or go beyond) “normal”. Whilst income from Teddy Bears has halted, other sources of income have re-emerged, including Boxford Masques and The Watermill Youth Theatre plus the new hirers I mentioned earlier.

Whilst the Boxford Masques and Watermill bookings will not arise every year, the general trend in other bookings is “up” and it is hoped that the finances of the hall will remain sound.

5. Thanks and Goodbyes

After many years of being a COM member and then supporting the COM by being a co-opted member of the team, Gay Smith has reluctantly decided to step back. I would like to thank her very much for her support – she will be sorely missed.

**Chris Bodine
Chairman
28 April 2022**

**BOXFORD VILLAGE HALL & RECREATION GROUND
COUNCIL OF MANAGEMENT
TREASURER'S REPORT
YEAR ENDED 30 SEPTEMBER 2021**

1. Summary

As usual, the accounts are prepared in two parts, to separate the general income and expenditure for the Village Hall from transactions on the bank account connected with the Hall's construction. Construction costs passed through the hall's "Project" bank account and there were no costs in the year. Hence only transactions in the General account will be discussed in this meeting.

For the purposes of this report, "2021" should be interpreted as "the year ended 30 September 2021" and "2020" as "the year ended 30 September 2020".

The accounts are prepared on a cash basis.

2. General Account

2.1 Income

The hire income of the village hall in 2021 was higher than the previous year (which was adversely affected by Covid closure). Collectively, the Community Hall, Pre-School Hall and "Whole Hall" hire totalled £6,180, being £1,731 higher than the 2020 figure of £4,449. Teddy Bears were able to open for more days in 2021, which meant the hire income attributable to them rose to £5,270, £1,518 higher than 2020. Total hall hire in 2021 was therefore £3,249 higher in 2021 than 2020 (hall hire in 2019 was £18,092 in 2019). This to expected, because the village hall was able to re-open its doors during 2021. It took some time for bookings to flow in, but they have continued to increase throughout the months after 30 September 2021.

Other income in 2021 was £13,040 (a grant of £5,000 plus a catch-up payment of £8,040 in relation to RHI). In 2020 other income was £10,000, being grant income from WBDC. The grants and the RHI catch-up are essentially once-off items (unless the COM can identify other ways in which grant income can be obtained going forwards).

2.2 Expenses

BOXFORD VILLAGE HALL & RECREATION GROUND COUNCIL OF MANAGEMENT

Total expenses in 2021 were £24,998 compared to £14,326 the previous year. Comparable expenses in 2019 were £19,198. This is an increase of £10,672. Analysing this by each category of expense:

2.2.1 Administration expenses overall were £3,404 in 2021 compared to £5,037 in 2020. The main reason for the decrease is the lack of bookings manager/building manager payments in 2021 - payments of £1,189 were in the 2020 accounts (covering the part of that year that the hall was open).

2.2.2 Maintenance and improvements in 2021 totalled £17,197 compared to £5,485 in 2020 (and £9,565 in 2019). The 2021 cost was inflated by three items which did not arise in 2020: play area maintenance of £8,796, building maintenance of £3,721 and borehole repair of £1,980. These generate an increase of £14,497 year on year. Offsetting this were lower costs in relation to grounds maintenance (£1,166 lower) and bins (£626 lower, due to the COM decision to no longer provide bins).

2.2.3 Utilities costs increased by £592 year on year, mainly due to electricity costs, which were £3,397 compared to £2,891 - an increase of £506. Higher electricity costs in 2021 are to be expected because of the hall being used more often during that year.

3. Net income

Net income in 2021 was £2,175 compared to £5,482 - a variance of £3,307 (negative). The decrease is the result of the variances discussed earlier (at a high level, income up by £7,365, admin costs down by £1,633, maintenance and improvements up by £11,712 and utilities up by £593).

4. Cash reserves

The cash balances as at 30 September 2021 were:

£18,584	General Account
£847	NS&I
£192	Cash box
£19,623	Total (excl. Project Account)
<u>£13,902</u>	Project Account
£33,525	TOTAL
£1,644	Boars funds
£2,308	Defibrillator fund-raising (to be paid for by WBC)
£29,573	TOTAL excluding Boars funds and defibrillator fund-raising

BOXFORD VILLAGE HALL & RECREATION GROUND COUNCIL OF MANAGEMENT

LINDA LEWIS

Treasurer

28 April 2022

BOXFORD VILLAGE HALL GENERAL EXPENDITURE
Income and Costs Comparison Year on Year

	Year to 30/09/2021
INCOME	
FUND RAISING	
Artificial Cricket Pitch	0.00
Other	2,308.38
TOTAL FUND RAISING	2,308.38
FIELD HIRE	
Tennis Club	0.00
Private hire	375.00
TOTAL FIELD HIRE	375.00
HALL HIRE	
Community Hall	2,829.40
Pre-School Hall	20.00
Whole Hall	3,330.90
Masques	0.00
Teddybears Pre-School and Panda club	5,269.50
Other	
TOTAL HALL HIRE	11,449.80
OTHER INCOME	
Insurance claim	0.00
Grant	5,000.00
Feed-In Tariffs	0.00
Renewable Heat Incentive	8,039.58
Interest Income	0.00
Transfer from Project Account re repairs	0.00
TOTAL OTHER INCOME	13,039.58
TOTAL INCOME	27,172.76
EXPENSES incl. VAT	
ADMINISTRATION	
Insurance	1,407.76
Website design	0.00
Bookings Manager	0.00
Maintenance Manager	0.00
Cleaners	1,617.00
Registration Fees/Licenses	249.40
Rates	130.00
TOTAL ADMINISTRATION	3,404.16

MAINTENANCE & IMPROVEMENTS	
Maintenance: Grounds	633.67
Maintenance: Play Area	8,795.82
Maintenance: Building	3,720.85
Maintenance: Allowance for redecoration	0.00
Maintenance: Equipment	0.00
Artificial cricket pitch	0.00
Inspections: Safety (Fire Ext. & Play Area)	0.00
Inspections: Fire Safety	0.00
Servicing: Alarm System (inc. monitoring)	690.84
Servicing: Borehole (inc. Water Testing)	1,980.00
Servicing: GSHP	0.00
Servicing: Sewage Treatment Plant	0.00
Bins	115.37
New Equipment Budget (In Hall)	0.00
Consumables: General	760.27
Consumables: Water purification supplies	0.00
Small Items	500.01
TOTAL MAINTENANCE & IMPROVEMENTS	17,196.83
UTILITIES	
Electricity	3,397.12
Telephone	925.28
Thames Water Connection	74.56
TOTAL UTILITIES	4,396.96
TOTAL EXPENSES	24,997.95
NET INCOME/(EXPENSE)	2,174.81

RE

Year to 30/09/2020	Variance
0.00	0.00
1,607.54	700.84
1,607.54	700.84
0.00	0.00
0.00	375.00
0.00	375.00
4,185.93	-1,356.53
0.00	20.00
263.00	3,067.90
0.00	0.00
3,751.50	1,518.00
	0.00
8,200.43	3,249.37
0.00	0.00
10,000.00	-5,000.00
0.00	0.00
0.00	8,039.58
0.00	0.00
0.00	0.00
10,000.00	3,039.58
19,807.97	7,364.79
1,367.94	39.82
0.00	0.00
438.75	-438.75
750.00	-750.00
1,518.00	99.00
584.42	-335.02
378.00	-248.00
5,037.11	-1,632.95

1,799.84	-1,166.17
0.00	8,795.82
0.00	3,720.85
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
0.00	0.00
1,042.59	-351.75
25.00	1,955.00
215.00	-215.00
0.00	0.00
741.40	-626.03
0.00	0.00
859.14	-98.87
0.00	0.00
801.91	-301.90
5,484.88	11,711.95

2,891.17	505.95
801.44	123.84
111.48	-36.92
3,804.09	592.87

14,326.08	10,671.87
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5,481.89	-3,307.08
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Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
BOXFORD PARISH HALL

On accounts for the year
ended

30 09 2021

Charity no
(if any)

300121

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/09/2021.

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 (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

L Rickett

Date:

22 July 2022

Name:

LOUISE RICKETT

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

FCCA

Address:

28 GREENACRES
WOOLTON HILL

BOXFORD VILLAGE HALL GENERAL EXPENDITURE
Income and Costs Comparison Year on Year

	Year to 30/09/2021	Year to 30/09/2020	Variance
INCOME			
FUND RAISING			
Artificial Cricket Pitch	0.00	0.00	0.00
Other	2,308.38	1,607.54	700.84
TOTAL FUND RAISING	2,308.38	1,607.54	700.84
FIELD HIRE			
Tennis Club	0.00	0.00	0.00
Private hire	375.00	0.00	375.00
TOTAL FIELD HIRE	375.00	0.00	375.00
HALL HIRE			
Community Hall	2,829.40	4,185.93	-1,356.53
Pre-School Hall	20.00	0.00	20.00
Whole Hall	3,330.90	263.00	3,067.90
Masques	0.00	0.00	0.00
Teddybears Pre-School and Panda club	5,269.50	3,751.50	1,518.00
Other			0.00
TOTAL HALL HIRE	11,449.80	8,200.43	3,249.37
OTHER INCOME			
Insurance claim	0.00	0.00	0.00
Grant	5,000.00	10,000.00	-5,000.00
Feed-In Tariffs	0.00	0.00	0.00
Renewable Heat Incentive	8,039.58	0.00	8,039.58
Interest Income	0.00	0.00	0.00
Transfer from Project Account re repairs	0.00	0.00	0.00
TOTAL OTHER INCOME	13,039.58	10,000.00	3,039.58
TOTAL INCOME	27,172.76	19,807.97	7,364.79
EXPENSES incl. VAT			
ADMINISTRATION			
Insurance	1,407.76	1,367.94	39.82
Website design	0.00	0.00	0.00
Bookings Manager	0.00	438.75	-438.75
Maintenance Manager	0.00	750.00	-750.00
Cleaners	1,617.00	1,518.00	99.00
Registration Fees/Licenses	249.40	584.42	-335.02
Rates	130.00	378.00	-248.00
TOTAL ADMINISTRATION	3,404.16	5,037.11	-1,632.95
MAINTENANCE & IMPROVEMENTS			
Maintenance: Grounds	633.67	1,799.84	-1,166.17
Maintenance: Play Area	8,795.82	0.00	8,795.82
Maintenance: Building	3,720.85	0.00	3,720.85
Maintenance: Allowance for redecoration	0.00	0.00	0.00
Maintenance: Equipment	0.00	0.00	0.00
Artificial cricket pitch	0.00	0.00	0.00
Inspections: Safety (Fire Ext. & Play Area)	0.00	0.00	0.00
Inspections: Fire Safety	0.00	0.00	0.00
Servicing: Alarm System (inc. monitoring)	690.84	1,042.59	-351.75
Servicing: Borehole (inc. Water Testing)	1,980.00	25.00	1,955.00
Servicing: GSHP	0.00	215.00	-215.00
Servicing: Sewage Treatment Plant	0.00	0.00	0.00
Bins	115.37	741.40	-626.03
New Equipment Budget (In Hall)	0.00	0.00	0.00
Consumables: General	760.27	859.14	-98.87
Consumables: Water purification supplies	0.00	0.00	0.00
Small Items	500.01	801.91	-301.90
TOTAL MAINTENANCE & IMPROVEMENTS	17,196.83	5,484.88	11,711.95
UTILITIES			
Electricity	3,397.12	2,891.17	505.95
Telephone	925.28	801.44	123.84
Thames Water Connection	74.56	111.48	-36.92
TOTAL UTILITIES	4,396.96	3,804.09	592.87
TOTAL EXPENSES	24,997.95	14,326.08	10,671.87
NET INCOME/(EXPENSE)	2,174.81	5,481.89	-3,307.08

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