

# **Annual General Meeting Of the Trustees of Bray Village Hall**

**Tuesday, 8<sup>th</sup> August 2023**

## **Trustees Present:**

- Ian Jenkins - Chairman
- Mike Charleton – Deputy Chairman/Treasurer
- Suzanne Cross – Parish and Borough Councillor
- Richard Bailey
- Joanna Filipczak-Korczak – Parish Councillor
- Melanie Gordon

## **Members of the Public Present:**

- Two Bray Parishioners were present (also the Hall's financial auditors).

### **1. Apologies**

Trustee Linda Saunders asked to stand-down ahead of the AGM as she had recently changed employment and would struggle to find the time to continue at the Hall.

One other was absent and it was determined did not want to stand again.

### **2. Chairman's Report**

In sum, our aims this past year were to return to regular fund-raising events, maximise use of the (now) available space for hiring, seeing more and enhanced use of the hall by local residents and to re-build our financial position, both to meet other, planned maintenance and have sufficient contingency to operate in the event of an unseen impact on finances. We are also looking to mark the Hall's Centenary this year, recruit new management committee members and re-balance work-sharing to manage the Hall. Pleasingly, we have been largely successful on all counts.

Regular bar opening twice a week from 6pm for local residents has become established now, despite having had to swap-out our bar management team twice, once as the first left to a busier role, and the second occasion in March, when the replacement team decided that they could no longer cope. The current incumbents already run an established bar and social club in Maidenhead and we hope to work with them to continue develop both bar offering and utilization in the year ahead, especially since local commercial alternatives remain expensive and continue to reduce their opening times and availability.

The Hall was the afternoon and evening focal point for the Village's very successful 'HM The Queen's Platinum Jubilee event, hosting a well-supported evening of 'Tarts & tipples' where all of Bray's 'Michelin starred' and other restaurants produced quiches to feed everyone.

Lastly, we are now seeking to push-on with plans to see the Hall established as a 'community hub,' offering everyday opening and facilities for residents to meet, take refreshments and network, over and above our hosting of regular hirers such as the Bray pre-school, Brownies and other groups. The bar room lends itself to this and we have the support of the Parish Council to see this become a reality, albeit it will need careful funding, good marketing and more intelligent use of our available space. A Land Registry search also confirmed Hall ownership of some of the adjacent land previously thought to belong to the Parish Council and that can be put to use in good weather to support seating/tables adjacent to the bar and certain hall functions.

Finally, it has been rewarding to see more local residents wishing to get involved and support both the Hall and help with events. This augurs well for our plans and we will look to extend and broaden our representation further at both Trustee and volunteer level over the coming year.

### **3. BVH's Treasurers report for the year ending 31/03/2023**

The year saw a return to normal fundraising activities after the previous years of lockdowns, with the result being income generated of £29053 against £22027 for the previous 12 months including income from two notable fund raisers. Expenditure was up at £46735 against £17095, a large part of this being the comprehensive redecoration and refurbishment of the Bar room in May - August 2022 albeit rising utility charges also saw a total increase in operating costs from some £8,000 to £12,000 per annum.

The end result saw an annual deficit of £17682 against a surplus of £4932 the previous year.

The bank balance decreased from £40161 to £22476 for the same period last year.

Letting revenue together with fundraising is looking strong for the current 12 months and we estimate revenue and expenditure to be similar.

### **4. House Chair's Report**

Main works up until end March have been:

- Refurbishment of the lavatories, bar room, external door replacement and 9 x new windows.
- Refurbishment and redecoration of the bar room.
- Replacement of courtyard tarmac, removal of bamboo infestation and refurbishment of the external fencing.
- Kitchen drainage, main hall/kitchen window frames

Pending works for the coming year (subject to affordability) include main, rear escape door replacement/repair, internal painting of the Main Hall lower wall area/radiators and repair to fascias and gutters.

## **5. Fundraising Officer's Report**

Two main fund raisers held were a wine tasting evening and silent auction on 2<sup>nd</sup> October (raised £1388) and a Christmas Ceildh/silent auction (raising £1746). We were also successful in securing a £1500 grant from the parish council towards the cost of new main doors and courtyard refurbishment. Another grant will be sought in the coming year.

## **6. Health and Safety Report**

There were no notable outstanding health & safety issues from the previous year.

## **7. Election of Committee and Officers**

All existing Committee Members and Officers stood down and the following were elected from the previous Trustees and those standing for election for the first time:

- All those shown as 'present' above were proposed and re-elected in roles as listed.
- Two new Trustees - Clare Stuart-Adams and Amanda Proctor.

Additional roles were also allocated embracing corporate sponsorship, land/garden management, functions, marketing and bar room décor.

## **8. Trustees Declaration**

The AGM ended at 7:45pm. The Trustees are satisfied that this record correctly reflects the position of the Hall and its management at the time of meeting.

I P Jenkins

Chairman  
Bray Village Hall Trustees

Bray Village Hall			
Management Accounts for the 12 months to	31/03/2023		31/03/2022
<b>INCOME</b>			
Casual	8620		9623
Permanent	11696		10959
<b>Total Rental Income</b>	<b>20316</b>		<b>20582</b>
Dances/Functions	4876		
Snooker Meter	138		565
Bar	1220		330
Sundry	503		550
Grants	2000		
<b>Total Income</b>	<b>29053</b>		<b>22027</b>
<b>EXPENDITURE</b>			
Electricity	875		506
Gas	1776		885
Water	3751		5
Telephone	582		548
postage/stationery	132		64
Repairs/Maintenance	26987		5931
Cleaner	3320		3320
Rates/Insurance	1678		1338
Advertising			55
Broadband	382		368
Fund Raising	1742		
Sundries	3320		2205
Letting officer	2190		1870
<b>Total Expenditure</b>	<b>46735</b>		<b>17095</b>
Surplus/(Deficit)	-17682		4932
<b>Bank Balance</b>	<b>22476</b>		<b>40161</b>

## 22/23 Breakdown of Repair and Maint

11/04/22 Berkshire Home Improvements	Windows deposit	£1,471.50
12/04/22 Paul Smith	S/F Cellar door and remedial work	£961.63
27/04/22 Paul Smith	Bar doors internal + external	£2,505.00
28/04/22 Veolia	Bin	£101.76
18/05/22 Excel Flooring	Bar Floor panels	£2,636.84
30/05/22 Veolia	Bin	£64.85
30/05/22 Paul Smith	To fit Bar Floor	£4,312.00
07/06/22 Berkshire Home Improvements	Windows	£4,414.50
28/06/22 Veolia	Bin	£68.63
28/07/22 Veolia	Bin	£94.56
03/08/22 Paul Smith	S/f kitchen door, Bar Fan work + painting	£1,355.00
30/08/22 Veolia	Bin	£84.20
12/09/22 Paul Smith	Restoration of Window frames	£2,174.00
28/09/22 Veolia	Bin	£1.92
28/10/22 Veolia	Bin	£61.56
28/01/23 Veolia	Bin	£62.81
28/12/23 Veolia	Bin	£83.58
10/01/23 Chubb	Service	£299.70
30/01/23 Veolia	Bin	£61.66
20/02/23 S Durrant	Elec Repair	£35.00
28/02/23 Veolia	Bin	£69.12
03/03/23 Paul Smith	Bar Redecoration	£935.00
28/03/23 Veolia	Bin	£77.78
28/03/23 Four Seasons Amenitys	Tarmacing Courtyard	£4,740.00
28/03/23 Paul Smith	Gates/Fencing	£750.00

Contribution towards the Bins

-£435.00

Total

£26,987.60

## 22/23 Breakdown of Sundries

03/05/22	Keys	£19.80
30/05/22	Keys, Hand Towels Toilet Rolls	£137.98
28/06/22	Paper, Bin Bags	£33.36
04/07/22	Web hosting site	£68.00
30/08/22	Piano Tuner, Bleach, Hand Towels, Toilet Rolls	£107.67
09/09/22	Printing	£50.00
26/09/22	Bar tables and Stools	£359.94
30/09/22	Diary, Bleach, Paper Towels, open evening drinks	£151.99
31/10/22	Bleach	£5.25
24/11/22	RBWM Premises licence	£70.00
28/11/22	Toilet Rolls, Paper Towels, Printing, Tea Urn, Gifts	£200.29
05/12/22	Xmas Tree	£70.00
05/12/22	Shot Glasses	£56.17
05/12/22	Bowls, storage boxes for kitchen, cluster lights	£189.55
05/12/22	Kitchen items	£52.19
08/12/22	Prints and frames	£156.40
20/12/22	Toilet Rolls, Lock, Xmas gifts + vouchers	£131.99
12/01/23	Door Handle	£26.12
30/01/23	Hand Towels, soap, bags, Trustees Meal, Rad screen	£354.93
06/02/23	Cutlery and storage boxes	£90.80
22/02/23	Cushions, + covers, sample paint lights for the Bar	£264.99
27/02/23	Fridge, Bar Camera, Toilet Rolls, bleach, battery's	£298.28
10/03/23	Bar floor lamps, tea lights large cushions	£245.81
20/03/23	Cushions + plastic container	£33.68
27/03/23	Keys + wi-fi booster	£44.49
28/03/23	Hand towels, toilet rolls, mouse trap	£100.13
		£3,319.81

## **Independent examiner's report to the trustees of the Village Hall at Bray**

I report to the trustees on my examination of the accounts of the Village Hall at Bray for the year ended 31 March 2023.

### **Responsibilities and basis of report**

As the charity trustees of the Trust, 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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:

**GlynisLCrane**

Glynis Crane

FCA BFP Chartered Accountant

Lavender House  
Fishery Road  
Bray  
Berkshire  
SL61UP

Date:

20 October 2023

