

Annual General Meeting Of the Trustees Bray Village Hall

Thursday 5th September 2024

1. Attendance

Trustees Present:

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

Apologies:

- Amanda Proctor, Emma Carroll-Fraser
- BVH Auditor

Secretary – Sheena Jenkins

Members of the Public Present - Nil

2. Chairman's Report

This year has seen the Hall re-established as 'the centre for the community,' principally through the highly successful (if exhausting!) centenary event, regular bar opening, hosting the village's evening event for the King's Coronation, running two very successful markets for our local businesses and opening for Christmas Eve and Boxing Day. The Hall also opened on New Year's Day to run a 'Survivors' Brunch,' assisted by staff from the Hinds Head. The centenary embraced running five events in one day, embracing a children's play, drinks for friends of the Hall, the re-dedication of the Hall by the Rt Hon Theresa May MP and writer/artist Frieda Hughes, a senior citizens tea party, book reading by Frieda and evening fancy dress party/fund raiser.

That said, keeping that focus as the community's centre remains challenging, given the increasing costs of utilities, the need to upgrade more of the Hall's facilities and seeing more consistent and higher quality service and offering from the current bar team. We will need to seek corporate and more regular local sponsorship if we are to achieve our ambition within the next two years.

3. BVH's Treasurers report for the year ending 31/03/2024

The year has been a busy one for the hall with more fund-raising events held than usual, one reason being the celebration of our centenary in July, together with rental income being up 20%. The result being total income generated of £37256 against £29053 for the previous 12 months. Expenditure was down at £32115 against £46735 for the previous 12 months.

The end result being a surplus of £5411 against a deficit of £17682 the previous year.

The bank balance increased from £22476 to £27886 for the same period last year.

Letting revenue together with fundraising is still looking good for the current 12 months;; estimates of revenue and expenditure should be similar.

The financial auditor had reviewed our accounts and no major anomalies or findings were reported. The report and accounts were being submitted to the Charity Commission.

4. House Chair's Report

Main works up until end March comprised:

- Installation of much needed air conditioning in both the bar room and bar cellar.
- Refurbishment of main hall air conditioning.
- Temporary installation of Skynet superfast broadband as a trial.
- Installation of 8 x lines for the dispensing of lagers/ales.
- Refurbishment of courtyard fencing and gates, plus seeing new tarmacadam laid.
- Repair/repainting of window frames and external kitchen door on the Terrace facing exterior.
- Managing the bamboo infestation from the Terrace.
- Repainting the main hall interior and sanding/varnishing the dance floor.

Looking ahead, major maintenance will be required next year on the bar room electrical system, external security lighting, plus hall soffits, fascias and main doors. Currently, there are no major health & safety issues, pending work on the power supply (see below) though action was taken to deal with mice in the kitchen/main hall during the Winter/Spring.

Lastly, it was realised that the hall has a second mains power supply that surfaces in, and services, the bar room/bar, and that its meter comprised of old 1950's technology and has not been read for some time. We are in the process of trying to identify its ownership to both see it upgraded and correctly read and pay for power usage.

5. Fundraising Officer's Report

Two main fund raisers held were a wine tasting evening and silent auction on 2nd 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 and annual fire safety checks had been completed. We will be completing annual electricity and appliance testing as soon as the mains power issue has been rationalised and updated.

7. Election of Committee and Officers

Emma Carroll-Fraser was to take a year off for maternity and has stood-down, as had Clare Stuart-Adams (work pressures). All other existing Committee Members and Officers stood down and the following were then re-elected with roles as follows:

- Chairman – Ian Jenkins
- Dep Chairman/Treasurer – Mike Charleton
- Richard Bailey – Sponsorship/Fund Raising
- Melanie Gordon – Bar Team Management
- Suzanne Cross – Borough Council/PC Rep
- Joanna Filipczak-Korczak – PC Rep & Events Planner
- Amanda Proctor - Kitchen and Food Hygiene Management

Additionally, Sheena Jenkins was appointed as a Trustee with the role of Secretariat and Ops Support.

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	31/03/2024		31/03/2023
INCOME			
Casual	12941		8620
Permanent	11732		11696
Total Rental Income	24673		20316
Dances/Functions	7638		4876
Snooker Meter			138
Bar	2400		1220
Sundry	205		503
Grants	2610		2000
Total Income	37526		29053
EXPENDITURE			
Electricity	985		875
Gas	1900		1776
Water	1040		3751
Telephone	652		582
postage/stationery	170		132
Repairs/Maintenance	12913		26987
Cleaner	4030		3320
Rates/Insurance	1584		1678
Advertising			
Broadband	503		382
Fund Raising	3499		1742
Sundries	2439		3320
Letting officer	2400		2190
Total Expenditure	32115		46735
Surplus/(Deficit)	5411		-17682
Bank Balance	27886		22476

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 2024.

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-Lees

Glynis Crane-Lees

FCA BFP Chartered Accountant

Lavender House
Fishery Road
Bray
Berkshire
SL61UP

Date:

1 July 2024

