

Brookthorpe Village Hall

Chairman's Report 2021/2022

Comprehensive reports from Both Nigel and other committee members will cover numerous events and other matters concerning this past 12 months. Again It was hoped that we would be back to an active period from June onwards but that was not to be, with many of our regulars not returning to the Hall and new bookings few and far between. When we looked around this appeared to be the norm and still is at this point in 2022. There is clearly still a reluctance to venture out and attend group gatherings in particular.

You will not have missed the appearance in the car park of the Sales Office for Cotswold Homes who are building 19 homes along Wynstones Drive here in Brookthorpe. We have negotiated a rental agreement for use of a small part of our car park for a period of 6 to 9 months, bringing in some regular income which is welcome during this quiet period for us.

As Always my sincere thanks to all the Trustees who have regularly attended both Zoom and face to face meetings over the past year and waited patiently for our RETURN! We did however manage to put on several events in and around the Hall for the enjoyment of parishioners and passers by.

Again the Grounds of the Hall continue to be meticulously maintained by Paul Gaze, who takes great pride in our visual appearance, he is also involved in the maintenance of the Hall. Although not a Trustee, Paul attends all of the Village Hall meetings and does so as the representative for the Parish Council. ***So thank you as always Paul.***

We are as you are no doubt aware Trustees of the Hall's Charitable Trust, there are currently seven of us but there is always room for one or two more. Sadly, but not unexpectedly, Nigel Bone (our secretary) is stepping down from the committee as previously mentioned in last years report and in his own report for this meeting. A new secretary will be appointed should the current committee, less Nigel of course, be appointed to run the Hall for the next 12 months i.e. 2022/2023. That would mean we have only 6 members so if anyone is interested in joining us please let us know.

Nigel has been a resourceful and proactive member the Trust for many years, in fact since 2009 and has played a crucial role in our well-being, providing the booking contact, liaising with numerous organisations and authorities and promoting evening events as well as taking and producing the minutes. His wife, Margaret, has also been proactive over the years as a helper whenever called upon. They will both be missed but I know they will continue still to take an interest in our future. ***Thank you Nigel and Margaret, from all the Trustees, its been a pleasure working with you.***

The Newsletter continues to be produced, 6 times a year and the latest one is due out in the next week or so. Contributions are always welcome. hibberteric@gmail.com

Our New Website was launched in 2021 as promised www.bvhtrust.uk so keep an eye out for all the latest information from us including the past and latest Newsletters! There is a direct link from there to the official Parish Council Website so both Village Hall and Parish Council information is available to all! No excuses therefore, for not being up to date with what's happening in the Parish.

The Parish Council is of course a separate entity to the Village Hall Committee but it

continues to sponsor events held at the hall as well as help fund occasional improvements to the hall, which is always very much appreciated.

Although we have at our discretion permission to extend the hall, the effects of covid on peoples habits over the past two years has led us to consider re-thinking whether or not we proceed with that plan or alternatively revise our ambitions. The purpose of extending was to generate facilities for larger attendances for indoor events. As has already been stated use of the hall has diminished and the number of attendees reduced dramatically. However there is a less expensive option available to increase the internal capacity of the hall, so we are currently investigating this alternative option which would entail a much lower cost. We will keep you informed!

So Finally I'd like to thank everyone who has supported the Hall and events in the past and plead with those who have not supported in the past to make an effort to support us in the future. We are a Charitable Trust totally reliant normally on hirings and event support to remain a viable entity. Our profits are small but we exist to provide a service to the community around us. The trustees give of their time and expertise for free and go to great lengths to make things happen in and around this Village owned historical asset, **one we should all be proud of and make a special effort to support.**

Thank you everyone!

Eric Hibbert – chairman of the trustees (2015 - 2022)

23rd April 2022

**Brookthorpe Village Hall Committee
Annual Meeting 2022**

Secretary's Report

As stated in my report last year, this will be my last one as I am retiring from my role as secretary and stepping down from the committee.

Looking back over the 12 or so years I have been involved it has been interesting to participate in the many changes and developments during that time.

I have worked with 2 Chairmen – Don Harris (to 2015), a very long-serving committee member and Eric Hibbert (2015 to the present)

There have been a number of major works carried out to the building including the following:-

- Installation of roof insulation both in the roof and below the main hall floor
- Replacement of overhead heaters and installation of additional lighting
- Sanding & Polishing of the main hall floor
- Repair to the Kitchen Area
- Re-decoration of the interior and exterior

Also a number of new items have been purchased to enhance the facilities including:-

- New fencing erected to the rear of the building
- A workshop which acts as a storage area
- Installation of Broadband

The Committee has also carried out work on behalf of and funded by the Parish Council such as the refurbishment of the phone box to house the defibrillator (a lengthy task for Eric Hibbert and Paul Gaze), the planning of the Christmas Tree and the publication of a monthly newsletter.

Since 2017 the hall and grounds have been "looked after" by Paul Gaze which has meant the lawns and other amenities have always been kept clean and tidy. Our cleaner Alison Phillips has also been working since that time ensuring the hall is spic and span.

Events

Within the last few years a number of events have become established as regular occasions – Summer Fayres, Halloween Parties and Christmas Celebrations (including the Draw which remains the major fundraising activity) – all enabling people from the parish to come together.

A number of evenings have been arranged through the Air in G Rural Touring Scheme which have attracted locals as well as friends and those from neighbouring villages. Some of the acts featured have been Cate Cody, Movies & Musicals, the Carrivick Sisters plus latterly Tears of Laughter and not forgetting B Flats – the ukulele group including our own Bill Ellis.

Hire of the Hall

Over time the hall has been hired by a variety of groups and individuals. Many have used it regularly such as Jazz Friday, Gloucester Brass and Crazy K9s together with others on a one-off basis for family parties. For many years Eileen Browne ran a Yoga Class before she sadly died a year or so ago. We are pleased to welcome Annet Richards-Binns who is now holding a weekly Yoga group on Tuesdays. There is currently a Tai-Chi class on Thursdays and also periodic hiring from NTT Solutions. We had a first earlier this year when our MP Siobhan Baillie held one of her surgeries in the hall.

The advent of Covid has meant that times are challenging for all Village Halls and it has become more difficult to attract hirers. Many like those referred to earlier have either been looking for bigger venues, been a little hesitant over continuing or been forced to modify their activities.

The Parish Council continues to hold monthly meetings in the hall and we are indeed grateful for all its financial support.

The Hall Extension

Planning permission was obtained during 2020 to build an extension to the hall which would increase the capacity and allow the building to be adapted to make better use of the existing space. At the present time the project is somewhat on hold but Eric Hibbert may wish to expand on this during the meeting.

Committee

During the year Amanda Hendry stepped down – she had been a member since 2017 – so we thank her for her contribution over that period. Carrie Cooke, who had been elected at the last Annual Meeting, was unable to join us because of changed circumstances. Can I thank the present committee of Lauren Amon, Lynda King, Vicki Smart and Gill Richards (co-opted during the year) and also Paul Gaze (attending as Parish Council representative) for all their efforts; Annie Gaze who has become a very competent Treasurer and finally Eric Hibbert who continues to lead the committee with great enthusiasm. I am grateful to him particularly for taking over some of my duties during my enforced absence in the past six months.

Nigel Bone
Secretary
April 2022

Brookthorpe Village Hall

Profit and Loss Report

01 January, 2021 - 31 December, 2021

Sales		
4001 - Voluntary Organisations - Sales - Hall Bookings	112.50	
4002 - Residents - Sales - Hall Bookings	350.00	
4003 - Businesses - Sales - Hall Bookings	200.00	
4004 - Private - Sales - Hall Bookings	417.50	
4005 - Sales - Raffle & Goods	186.62	
4006 - Sales - Event Tickets	345.50	
4007 - Council - Hall Bookings	300.00	
4011 - Hall Bookings - Refundable Deposits	400.00	
4900 - Other income	2,571.49	
4901 - Other Income - Donations	2,401.94	
7103 - Refund of Ticket Sales	-50.00	
7104 - Grants Received	19,170.21	
	Total Sales	£26,405.76
Direct Expenses		
5000 - Cost of Sales - Goods	61.64	
7102 - Refunds of Deposits & Cancellations - Hall Bookings	400.00	
7622 - Fundraising - Transfer to BIA	2,441.49	
	Total Direct Expenses	£2,903.13
GROSS PROFIT / LOSS		£23,502.63
Overheads		
6000 - Marketing	146.65	
7050 - Other Deductions	1,220.00	
7110 - Water Rates	204.73	
7130 - Premises Insurance	775.43	
7200 - Electricity	150.23	

7430 - Entertainment - Event Purchases	834.32	
7520 - Office Stationery	20.78	
7530 - Telephone & Internet	298.00	
7550 - Computer & Software	144.00	
7641 - Equipment	59.00	
7810 - Cleaning	600.00	
7900 - Bank Charges and Interest	-2.38	
8200 - General Expenses	157.96	
8201 - Hall & Grounds Maintenance	620.07	
	Total Overheads	£5,228.79
	NET PROFIT / LOSS	£18,273.84

Review of Brookthorpe Village Hall Treasurer's Report

Review performed 04/07/22 by Chris Smart.

The below are notes made from the review of the Brookthorpe Village Hall Treasurer's Report and associated supporting paperwork.

As an unconnected third-party, these are my personal notes from my review and should not be taken as a substitute for a full audit from an external 3rd party qualified auditor.

These notes are not intended to criticise, nor question the processes regarding the management of the financial activities of Brookthorpe Village Hall. They are purely the factual findings from a review of the documents provided at the time.

I have however, included some items at the end of this report that the Committee may wish to consider.

Review of report dated 16/11/2021.

This review was limited to the information provided at the time, which was up to, and including 16th November 2021.

Treasurer's report declared the overall cash balance of Brookthorpe Village Hall to be £42,966.09 at 16/11/21, made-up of 4 separate holdings.

Balance Held In	Balance
Lloyds bank a/c 00078149	£17,437.82
Lloyds bank a/c 05088088	£25,280.42
Float held by Eric	£200.00
Float held by Vicki	£47.85
Total	£42,966.09

General Findings

The movement in the cash balance from the previous report on 15/09/21 of £42,921.05 to £42,966.09 is a net increase of £45.05.

The transactions that make-up this net movement all tie-back to the bank statement.

The paper files appear to be comprehensive, well organised and contain copies of supporting documents that tie-back to the majority of these transactions.

I have noted that there was no backup in the file to the £25.50 monthly payment to Talk Talk Limited.

Detailed Findings

- **Lloyds bank a/c 00078149**
 - The balance per the bank statement on 16/11/21 was actually £17,179.60.
 - The treasurer's report showed £17,437.82, therefore the treasurer's report was over-stating the balance by £258.22.
 - I did however, note the comment on the covering e-mail that transactions that went through the bank on 16/11/21 were not included in the treasurer's report, and the sum of these transactions were £258.22, but the balance of these transactions were not highlighted in the report or covering e-mail.
 - I did not have any subsequent treasurer's reports to check that these transactions were picked-up in the following month, but from review of older reports, as long as process was followed as in these prior periods, I would envisage no reason for there to these transactions to have been missed.
- **Lloyds bank a/c 05088088**
 - Unfortunately, the hard-copy, original bank statement appears to be provided annually and as such, I could only confirm that the statement date of 10/05/21 showed a balance of £22,837.71.
 - The treasurer's report showed a balance at 16/11/21 of £25,280.42.
 - Therefore I can not check the accuracy or completeness on the increase in the balance of £2,442.71 from 10/05/21 to 16/11/21.
- **Eric Float & Vicki Float**
 - I can not check the accuracy or completeness of the combined £247.85 in cash held as float on 16/11/21.

Suggestions

General Payment Process:

Review of the documents in the folders that I had access to, there did not appear to be any additional payment authorisation / confirmation steps in the process. It appeared that all requests were sent to the Treasurer who then actioned them.

The Committee may wish to consider if they feel the need to strengthen the controls around the payment process, perhaps by adding a requirement for a second Committee member to authorise any spend over an agreed level.

Bank Statements:

There appears to be regular bank statements for account 00078149 in the folder, but not for account 05088088.

If the Treasurer has access to on-line banking, perhaps a print-out of the current balance to support the Treasurer's report might be something the Committee may wish to consider being included.

Cash Floats:

The Committee may also wish to consider if they require any additional checks and controls over the two cash floats that are reported. Perhaps a monthly process where the float-holders confirm in writing, what the current balance of the cash is, with a summary of what the cash movements from one month to the other were.

The Committee may also wish to consider if a regular (quarterly / 6-monthly) double-check of these balances are necessary, perhaps a count performed by the Treasurer.