

BROWNES HALL

England & Wales · Charity number 304266

Details

| | |
|-------------|--|
| Other names | CARTERTON AND BLACK BOURTON VILLAGE HALL, CARTERTON & BB VILLAGE HALL MANAGEMENT COMMITTEE |
| Status | Registered |
| Legal form | Other |
| Registered | 1967-01-30 |
| Register | View on the Charity Commission register |

Contact

| | |
|---------|--|
| Address | Brownes Hall Alvescot Road Carterton OX18 3JH |
| Phone | 01993842489 |

Activities

Objects: A VILLAGE HALL

Activities: We operate and maintain the village hall buildings for the use of the public and organisations within the area of Carterton and surrounding villages.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Disability, Religious Activities, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF BLACK BOURTON AND THE NEIGHBOURHOOD
- Oxfordshire

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-03-31 | £75,088 | £68,226 | - | - |
| 2024-03-31 | £53,823 | £80,199 | - | - |
| 2023-03-31 | £43,000 | £62,000 | - | - |
| 2022-03-31 | £56,952 | £43,184 | - | - |
| 2021-03-31 | £55,025 | £32,776 | - | - |

Trustees

| Name | Role | Appointed |
|--------------------------------|-------|------------|
| Nicholas Peter Leverton | Chair | 2016-07-25 |
| Alison Jane Randall | | 2023-01-17 |
| David John Wesson | | 2023-09-25 |
| Dr ALWYN GRIFFITHS | | |
| Gary John Rowbotham | | 2024-05-20 |
| Kim Avril Wood | | 2021-09-27 |
| Sarah Louise Evans | | 2026-05-25 |
| Yona Lois Barrett | | 2026-05-25 |

BROWNES HALL

England & Wales - Charity number 304266

Accounts

BROWNES HALL

TRUSTEES **and** **MANAGEMENT COMMITTEE**

Registered Charity Number: 304266
VAT Registration Number: 270750607

MINUTES OF THE ANNUAL GENERAL MEETING OF
BROWNES HALL TRUSTEES AND MANAGEMENT COMMITTEE
HELD ON MONDAY 27th OCTOBER 2025 AT 7.30 PM
AT BROWNES HALL

Present

Elected Trustee Members

Mr N Leverton (Chair), Mr G Rowbotham (Treasurer),
Mrs S Leverton (Deputy Secretary), Mrs K Wood (Deputy Treasurer).

Bookings Secretary and Trustee Member

Mrs A Randall.

Co-opted Trustee Members

Mr D Wesson (Deputy Health & Safety).

Members of the Public.

Mr R Blackman.

1. Welcome and opening of the meeting by the Chair

Mr Leverton, opened the meeting at 7.30 pm and welcomed everyone to the Annual General Meeting of the Trustees and Management Committee of Brownes Hall.

2. Apologies for Absence

Apologies were received from Dr A Griffiths (Secretary).

3. Minutes of the Annual General Meeting held on Monday 23rd September 2024

The minutes were accepted as a true and accurate record of the meeting and approved without any amendments. Proposed by Mr Wesson, seconded by Mr Blackman.

4. Matters arising from the minutes not otherwise on the agenda

There were no matters arising from the minutes not otherwise on the agenda.

5. Correspondence

There was a very brief acknowledgement to an invoice received for some electrical work done in the Social Centre Club.

6. Annual Report from the Chair

Mr Leverton opened his report by saying that he would like to thank all the trustees who have supported the Brownes Hall Management team over the last year. Repeating what he said in his 2024 Annual Report he stressed the importance of having a team of people who by working together are delivering so much to so many people in our community. He went on to thank them all for their time, valuable input in discussions in meetings and the positive influence they had in the running of the Brownes Hall Management Committee.

The Chair then went on to record the collective thanks of the committee to Mr Andy Bennett for his time as Chair and a huge thank you goes to Dr Alwyn Griffiths our Secretary for 22 years. Alwyn has ensured that we have been compliant with "Trustee" legislation, all our many and varied correspondence and the management of our meetings. The Chair said that he had been reliably informed that Alwyn had never missed a meeting in those 22 years and that he was pleased to report that he had agreed to stay on as a trustee and member of the committee without portfolio for this coming year.

Mrs Leverton is standing down from the committee and not seeking re-election. She has offered to help with the minutes until a new secretary has been appointed. The Chair went on to thank Mrs Leverton for her time as a Trustee, particularly when she accompanied him on cleaning shifts to help maintain our standards for our users. Miss Tori Mead is also standing down as a co-opted Trustee member of the committee and as the Social Media Contact Person and our thanks go to her for her valuable input with our social media.

The Chair then said he could not close without acknowledging that the Management Committee continue to have a positive relationship with the Social Centre Club with meetings being cordial but professional.

In concluding his report the Chair said that it was no secret that staffing had been a bumpy road this year, poor health has had a negative impact on the amount of cleaning hours we have been able to deliver and this has led us to review our current working model. Our hope is that changes will produce positive outcomes for our customers and the Social Centre Club.

Following the conclusion of the Chair's report Mr R Blackman commented on the improvements in the housekeeping of Brownes Hall, particularly with regards to the toilet area.

7. Annual Report from the Treasurer and the Financial Statement for the Year ended March 31st 2025

The Treasurer opened his report by saying that last year was his first Treasurer's Report and came at the end of a tricky few years for the Charity with some large deficits including £30k for the Year to March 2024. He reported then that measures put into place by both the old Treasurer and the Committee were showing signs that we had turned a corner.

The Treasurer said that he was pleased to say that finances are better this year with a £7k surplus on activities and Reserves higher at around £35k. Reserves are vital for the Charity as we only spend money on the Hall and must have resources to be able to meet any future maintenance needs that may arise.

The upturn in performance comes mainly on the back of a rise in the rent charged to the Social Club but also on the basis of some new long term bookings and a significant amount of free time given by certain members of the committee on cleaning and maintenance. Our thanks goes out to these members.

We are 6 months through the next financial year now and the upturn is continuing and we hope to be able to post another surplus to March 2026 but are not resting on our laurels as they are always new challenges and cost pressures.

Mr Rowbotham went on to say that he felt that now may also be a good time to dispel some myths regarding the “rent” charged to the Social Club and what we do with the money. In terms of what we actually do it is very simple in that we are the custodians of the Hall and are charged with its upkeep – all of our spending goes on its upkeep and the associated costs.

The main misunderstanding seems to concern the level of the rent and what it includes. The amount charged includes all of the electric, gas and water bills (which are high) and all of the cleaning costs (staff and materials).

To put that in perspective, if we assumed that just 80% of these costs relate to the Social Club then the monthly charge for these during the last year would have been £2,018 per month for utilities and £1,938 for cleaning.

In concluding his report the Treasurer said that hence, ignoring these recharges, the actual “rent” charged last year was less than £800 per month which we are perfectly happy with as we feel that the Social Club provide an invaluable service for the community which we are more than happy to support.

Further to what the Treasurer mentioned in his report he then referred the meeting to the *Accountants’ Report to the Trustees for the Year Ending 31 March 2025* that explained in detail the Accountants Report, the Profit and Loss account statement of financial activities – general account, Profit and Loss account statement of financial activities – property account, the balance sheet, and Notes to the accounts for the year ending 31 March 2025.

In the absence of any questions it was then proposed by Mr Wesson, seconded by Mrs Woods and unanimously agreed by those present to accept both the Treasurer’s Report and the *Accountants’ Report to the Trustees*.

This concluded the business for the year 2024/2025 and the retirement of the current committee.

8. Committee of Management (Administering Trustees) for 2025/2026

i. Election of Six Trustee Members

In accordance with the Charity Commission Guidelines and Criteria to the six places available as the *Elected Members of the Committee of Management* until the next Annual General Meeting as stipulated in Clause 3 of the First Schedule of the Governing Document, six people put their names forward for election.

It was proposed by Mr Leverton, seconded Mr Rowbotham and unanimously agreed by those present that the following six people be duly elected:

Dr A Griffiths
Mr G Rowbotham
Mrs A Randall

Mr N Leverton
Mrs K Wood
Mr D Wesson

ii. Notification of Organisation Representative Trustee Members

There were no nominations received for organisation representative trustee members.

iii. Bookings Secretary

Mrs A Randall

Proposed by Mr Leverton, seconded by Mrs Wood.

iv. Notification of Co-opted Trustee Members

It was noted that currently we do not have a committee member in the position of Secretary. There was a brief discussion about a possible replacement. This will be discussed further at the first monthly meeting of the new committee.

9. Any Other Business

There were no items of Any Other Business.

Mrs Wood gave her thanks to the top table members of the committee for all their hard work during the past year.

In the absence of any other business the meeting closed at 8.15pm.

10. Date and Time of the Next Annual General Meeting

To be decided at a later date.

Signed..........Chair

Date 24.11.2025

BROWNES HALL

TREASURERS REPORT

TO THE MARCH 2025 FINANCIAL STATEMENTS

Last year was my first Treasurers Report and came at the end of a tricky few years for the Charity with some large deficits including £30k for the Year to March 2024. I reported then that measures put into place by both the old Treasurer and the Committee were showing signs that we had turned a corner.

I am pleased to say that finances are better this year with a £7k surplus on activities and Reserves higher at around £35k. Reserves are vital for the Charity as we only spend money on the Hall and must have resources to be able to meet any future maintenance needs that may arise.

The upturn in performance comes mainly on the back of a rise in the rent charged to the Social Club but also on the basis of some new long term bookings and a significant amount of free time given by certain members of the committee on cleaning and maintenance. Our thanks goes out to these members.

We are 6 months through the next financial year now and the upturn is continuing and we hope to be able to post another surplus to March 2026 but are not resting on our laurels as they are always new challenges and cost pressures.

I feel that now may also be a good time to dispel some myths regarding the “rent” charged to the Social Club and what we do with the money. In terms of what we actually do it is very simple in that we are the custodians of the Hall and are charged with its upkeep – all of our spending goes on its upkeep and the associated costs.

The main misunderstanding seems to concern the level of the rent and what it includes. The amount charged includes all of the electric, gas and water bills (which are high) and all of the cleaning costs (staff and materials).

To put that in perspective, if we assumed that just 80% of these costs relate to the Social Club then the monthly charge for these during the last year would have been £2018 per month for utilities and £1938 for cleaning.

Hence, ignoring these recharges, the actual “rent” charged last year was less than £800 per month which we are perfectly happy with as we feel that the Social Club provide an invaluable service for the community which we are more than happy to support.

**BROWNES HALL
ACCOUNTS
FOR
31 MARCH 2025**

SOLUTIONS IN ACCOUNTING LIMITED

Accountants
Ground Floor
2 Compton Way
Witney
Oxfordshire
OX28 3AB

BROWNES HALL
ACCOUNTS
YEAR ENDED 31 MARCH 2025

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BROWNES HALL
ACCOUNTANTS' REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2025

We report on the accounts of the Trust for the year ended 31 March 2025, which are set out on pages 2 to 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

2 Compton Way
Witney
Oxfordshire
OX28 3AB


SOLUTIONS IN ACCOUNTING LIMITED
Accountants

Date: 8 October 2025

BROWNES HALL - GENERAL ACCOUNT
PROFIT AND LOSS ACCOUNT STATEMENT OF FINANCIAL
ACTIVITIES

YEAR ENDED 31 MARCH 2025

| | 2025 | | 2024 | |
|--|---------|---------------------|--------|------------------------|
| | £ | £ | £ | £ |
| TURNOVER | | | | |
| INCOME | | | | |
| Hirings | | 18,457 | | 16,049 |
| Social Centre | | <u>56,631</u> | | <u>37,774</u> |
| | | 75,088 | | 53,823 |
| | | | | |
| EXPENSES | | | | |
| Wages and employers national insurance | 25,502 | | 25,136 | |
| Staff pensions | 51 | | 115 | |
| Postage and stationery | 10 | | 30 | |
| Hall equipment and supplies | 3,516 | | 3,336 | |
| Rates | 399 | | 390 | |
| Water rates | 3,469 | | 3,138 | |
| Electricity | 20,093 | | 34,884 | |
| Gas | 6,713 | | 2,892 | |
| Insurance | 2,682 | | 4,544 | |
| Repairs and maintenance | 3,183 | | 1,839 | |
| Window cleaning | 550 | | 300 | |
| Waste collection | 884 | | 832 | |
| Telephone | 376 | | 384 | |
| Sundry expenses | - | | 136 | |
| Performing rights | (2,486) | | 678 | |
| Legal and professional fees | 711 | | 600 | |
| Independant examination | 300 | | 930 | |
| Bank charges | 16 | | 28 | |
| Bank interest | - | | 7 | |
| | | <u>65,969</u> | | <u>80,199</u> |
| | | | | |
| NET PROFIT/(LOSS) FOR THE YEAR | | <u>9,119</u> | | <u>(26,376)</u> |

**BROWNES HALL - PROPERTY ACCOUNT
PROFIT AND LOSS ACCOUNT STATEMENT OF FINANCIAL
ACTIVITIES**

YEAR ENDED 31 MARCH 2025

| | 2025 | | 2024 | |
|------------------------------|------|----------------|------|----------------|
| | £ | £ | £ | £ |
| EXPENSES | | | | |
| Repairs and maintenance | | <u>2,257</u> | | <u>3,690</u> |
| NET LOSS FOR THE YEAR | | <u>(2,257)</u> | | <u>(3,690)</u> |

THE TRUSTEES OF BROWNES HALL
PROPERTY ACCOUNT


 Treasurer


 Chair

BROWNES HALL**BALANCE SHEET****31 MARCH 2025**

| | Note | 2025 £ | £ | 2024 £ | £ |
|----------------------------|------|---------------|---------------|---------------|---------------|
| CURRENT ASSETS | | | | | |
| Other debtors | | 639 | | — | |
| Prepayments | | 1,769 | | — | |
| Cash at bank | | <u>37,011</u> | | <u>29,661</u> | |
| | | <u>39,419</u> | | <u>29,661</u> | |
| CURRENT LIABILITIES | | | | | |
| PAYE and social security | | — | | 480 | |
| VAT | | 1,529 | | 331 | |
| Accrued expenses | | <u>2,858</u> | | <u>680</u> | |
| | | <u>4,387</u> | | <u>1,491</u> | |
| NET CURRENT ASSETS | | | <u>35,032</u> | | <u>28,170</u> |
| NET ASSETS | | | <u>35,032</u> | | <u>28,170</u> |
| FINANCED BY: | | | | | |
| Reserves | 2 | | <u>35,032</u> | | <u>28,170</u> |

TRUSTEE TRUSTEES' APPROVAL OF ACCOUNTS

We approve these accounts for the year ended 31 March 2025 set out on pages 2 to 5 and confirm that we have made available all relevant records and information for their preparation.



Signed for and on behalf of Brownes Hall

8 October 2025

G ROWBOTHAM
TREASURER

BROWNES HALL
NOTES TO THE ACCOUNTS
YEAR ENDED 31 MARCH 2025

1. SUMMARY OF PROFITS

| | 2025 | 2024 |
|-------------------------------------|----------------|-----------------|
| | £ | £ |
| Net Profit/(Loss) - General Account | 9,119 | (26,376) |
| Net Loss - Property Account | <u>(2,257)</u> | <u>(3,690)</u> |
| | <u>6,862</u> | <u>(30,066)</u> |

2. RESERVES

| | Brought forward 1 Apr 24 | Profit share | Carried forward 31 Mar 25 |
|------------------|--------------------------------|----------------|---------------------------------|
| | £ | £ | £ |
| General Account | 13,120 | 9,119 | 22,239 |
| Property Account | <u>15,050</u> | <u>(2,257)</u> | <u>12,793</u> |
| | <u>28,170</u> | <u>6,862</u> | <u>35,032</u> |

Reserves are starting to recover, after a few years of losses, as a result of actions taken by the Trustees. The intention is to build up the General Reserve to a level where it is sufficient to meet the ongoing running costs of the Hall for at least three months in the event of it being non-operational. The Property Reserve is in place for large capital projects that may be needed in future such as a new floor or roof or other substantial building or renovation works.

BROWNES HALL

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**BROWNES HALL
ACCOUNTS
FOR
31 MARCH 2025**

SOLUTIONS IN ACCOUNTING LIMITED

Accountants
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BROWNES HALL
ACCOUNTS
YEAR ENDED 31 MARCH 2025

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SOLUTIONS IN ACCOUNTING LIMITED
Accountants

Date: 8 October 2025

**BROWNES HALL - GENERAL ACCOUNT
PROFIT AND LOSS ACCOUNT STATEMENT OF FINANCIAL
ACTIVITIES**

YEAR ENDED 31 MARCH 2025

| | 2025 | | 2024 | |
|--|---------|---------------|--------|-----------------|
| | £ | £ | £ | £ |
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| INCOME | | | | |
| Hirings | | 18,457 | | 16,049 |
| Social Centre | | <u>56,631</u> | | <u>37,774</u> |
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| Bank charges | 16 | | 28 | |
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| | | | | |
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**BROWNES HALL - PROPERTY ACCOUNT
PROFIT AND LOSS ACCOUNT STATEMENT OF FINANCIAL
ACTIVITIES**

YEAR ENDED 31 MARCH 2025

| | 2025 | | 2024 | |
|------------------------------|------|----------------|------|----------------|
| | £ | £ | £ | £ |
| EXPENSES | | | | |
| Repairs and maintenance | | <u>2,257</u> | | <u>3,690</u> |
| NET LOSS FOR THE YEAR | | <u>(2,257)</u> | | <u>(3,690)</u> |


 Treasurer

 Chair

BROWNES HALL**BALANCE SHEET****31 MARCH 2025**

| | Note | 2025 | | 2024 | |
|----------------------------|------|---------------|----------------------|---------------|----------------------|
| | | £ | £ | £ | £ |
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| Other debtors | | 639 | | — | |
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| NET ASSETS | | | <u>35,032</u> | | <u>28,170</u> |
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| Reserves | 2 | | <u>35,032</u> | | <u>28,170</u> |

TRUSTEE TRUSTEES' APPROVAL OF ACCOUNTS

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Signed for and on behalf of Brownes Hall

8 October 2025

G ROWBOTHAM
TREASURER

BROWNES HALL
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BROWNES HALL

England & Wales - Charity number 304266

Accounts

BROWNES HALL

TRUSTEES **and** **MANAGEMENT COMMITTEE**

Registered Charity Number: 304266
VAT Registration Number: 270750607

MINUTES OF THE ANNUAL GENERAL MEETING OF
BROWNES HALL TRUSTEES AND MANAGEMENT COMMITTEE
HELD ON MONDAY 23rd SEPTEMBER 2024 AT 7.30 PM
AT BROWNES HALL

Present

Elected Trustee Members

Mr N Leverton (Vice Chair), Dr A Griffiths (Secretary),
Mrs S Leverton (Deputy Secretary), Mrs K Wood (Deputy Treasurer).

Bookings Secretary and Trustee Member

Mrs A Randall.

Co-opted Trustee Members

Mr G Rowbotham (Treasurer), Miss T Mead (Social Media Contact),
Mr D Wesson (Deputy Health & Safety).

Members of the Public.

Mr R Blackman, Mr R Burke (Chair, Carterton Social Centre Club), Mr T Butler,
Mrs K Gibson, Miss M Stimpson.

- 1. Welcome and opening of the meeting by the Vice Chair**
In the absence of the Chair, Mr Leverton, as Vice Chair, opened the meeting at 7.30 pm and thanked all those present for attending.
- 2. Apologies for Absence**
Apologies were received from Mr A Bennett (Chair).
- 3. Minutes of the Annual General Meeting held on Monday 4th September 2023**
The minutes were accepted as a true and accurate record of the meeting and approved without any amendments. Proposed by Mr Wesson, seconded by Mrs Randall.
- 4. Matters arising from the minutes not otherwise on the agenda**
There were no matters arising from the minutes not otherwise on the agenda.
- 5. Correspondence**
The Secretary reported that no items of correspondence had been received.

6. **Annual Report from the Chair and Vice Chair**

Mr Leverton opened by saying with an acknowledgment that without the members of the Management Team there would be no Brownes Hall. Because of the commitment of the Management Team particularly during these difficult times we have managed to steady what was a fast sinking ship. The financial pressures upon us were mainly utilities based resulting from the war in Ukraine. Added to that were the costs of employing extra staff and the rising prices of cleaning materials. Thankfully through negotiations with the Social Centre Club Committee an agreement was reached for an enhanced rental payment during this difficult time. Mr Leverton said that he believed that this clearly showed our collective commitment to deliver on the wishes of our benefactor, Mr John Browne.

Mr Leverton then went on to say that it would be wrong not to mention certain individuals who were no longer Committee members. Mr Jason Mead, for many years, took on the role as Treasurer and with that the arduous task of staff wages, utilities contracts and best value from purchasing to ensure we were compliant and financially savvy. The present Committee would ask that our personal thanks are recorded for Jason's unwavering commitment to the Brownes Hall Trustees and Management Committee.

At this point in the report Mr Leverton said that he would like to remind members of the sad loss of a long-time supporter of the Management Committee, Mr Alec Wixey. Alec, he said, was the voice of common sense in the room and a staunch supporter of both the Committee, the Social Centre Club and his beloved Royal Naval Association. We would ask for a moment of reflection and for respect to remember Alec and those close to us who have passed in the last year. (A minute silence was held).

On a more upbeat note the Vice Chair said that the Committee would like to welcome Mr Gary Rowbotham to our team and to thank him for becoming the Treasurer. This job along with the position of Secretary have the heaviest workloads and involve a huge amount of legal compliance. Without their professionalism we quite literally could not function within the law. Our thanks to them both.

Mr Leverton said that he had started this report by acknowledging our thanks to all of the Management Team. As committee members he felt sure that they sometimes wondered why they come out on dark nights to discuss, dirty toilets, broken door locks and other mundane matters. However, if you took a moment to reflect on the 'end product' of our efforts, in that, amongst other things the Management Committee facilitate and assist in numerous charity events held on the recreation ground that in most part we don't levy a fee, we are able to provide Bingo in the Main Hall free of charge, and host weddings and wakes at affordable prices. In doing all of this we are allowing people to engage with other people, to laugh together, to cry together and to lend an ear to a friend or stranger. Supported by the Social Centre Club we collectively deliver our services to thousands of residents in an environment that is safe, warm and welcoming. Be proud that you are part of such a team that is Brownes Hall Management Committee.

In concluding his report Mr Leverton said that he felt sure that next year would have its challenges. However, he was confident that we continued to have a team of committee members that will deliver answers and solutions to any and all issues that might arise. Our thanks to you all for your continued support.

It was proposed by Mrs Wood, seconded by Mr Blackman and unanimously agreed by those present to accept the Annual Report from the Chair and Vice Chair.

7. Annual Report from the Treasurer and the Financial Statement for the Year ended March 31st 2024

The Treasurer opened his report by saying that it had been an unusual and challenging time for Brownes Hall over the last year and a bit and results for both March 2023 and 2024 reflect the cost pressures that are not unique to us.

To March 2023 there was an overall deficit of £19,000 and to March 2024 the deficit was £30,000 meaning that reserves were at the lowest level for quite some time at £28,000 coming into the New Year.

The main reason for these deficits is the increases in energy costs that were not unique to us. To be crystal clear, the costs were £11,000 to March 2022, £19,000 to March 2023 and £38,000 to March 2024.

Staff costs have also increased over the years from £18,000 in 2022 to £21,000 in 2023 and then £25,000 to March 2024. This is a mixture of large increases in the National Minimum Wage and issues with staffing / long term sickness.

Everyone was locked into power contracts over the above periods but the previous treasurer changed contracts as soon as it was possible to do so meaning that we are now back to the same sort of level as in March 2023.

The Management Committee and the Club have been communicating for some time over the cost pressures and changes to rent and a new higher rental has been agreed from around July of this year.

In concluding his report the Treasurer said that a series of cost savings and reclaims have also been put into place for other significant costs such as insurance and performing rights all of which means that the Management Committee are confident there will be no more deficits and surpluses are planned to build a contingency against future unexpected costs.

Further to what the Treasurer mentioned in his report he then referred the meeting to the *Accountants' Report to the Trustees for the Year Ending 31st March 2024* that explained in detail the expenses and income for the financial year 2023 – 2024.

In the absence of any questions it was then proposed by Mr Leverton, seconded by Miss Mead and unanimously agreed by those present to accept both the Treasurer's Report and the *Accountants' Report to the Trustees*.

This concluded the business for the year 2023/2024 and the retirement of the current committee.

8. Committee of Management (Administering Trustees) for 2024/2025

i. Election of Six Trustee Members

In accordance with the Charity Commission Guidelines and Criteria to the six places available as the *Elected Members of the Committee of Management* until the next Annual General Meeting as stipulated in Clause 3 of the First Schedule of the Governing Document, six people put their names forward for election.

It was proposed by Mr Wesson, seconded Mrs Randall and unanimously agreed by those present that the following six people be duly elected:

Mr A Bennett
Dr A Griffiths
Mr N Leverton

Mrs S Leverton
Mr G Rowbotham
Mrs K Wood

ii. Notification of Organisation Representative Trustee Members

There were no nominations received for organisation representative trustee members.

iii. Bookings Secretary and Trustee Member

Mrs A Randall

Proposed by Mrs Wood, seconded by Mrs Leverton and unanimously agreed by those present.

iv. Notification of Co-opted Trustee Members

Miss T Mead (Social Media Contact Person)

Mr D Wesson (Health & Safety)

Both were proposed by Mrs Wood, seconded Mrs Leverton and unanimously agreed by those present.

9. Any Other Business

There were no items of Any Other Business.

In the absence of any other business the meeting closed at 7.57 pm.

10. Date and Time of the Next Annual General Meeting

To be decided at a later date.

Signed.......... Vice Chair

Date.....28/10/24.....

**BROWNES HALL
ACCOUNTS
FOR
31 MARCH 2024**

SOLUTIONS IN ACCOUNTING LIMITED

Accountants
Ground Floor
2 Compton Way
Witney
Oxfordshire
OX28 3AB

BROWNES HALL
ACCOUNTS
YEAR ENDED 31 MARCH 2024

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BROWNES HALL
ACCOUNTANTS' REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2024

We report on the accounts of the Trust for the year ended 31 March 2024, which are set out on pages 2 to 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

2 Compton Way
Witney
Oxfordshire
OX28 3AB

SOLUTIONS IN ACCOUNTING LIMITED
Accountants



Date: 22 August 2024

BROWNES HALL - GENERAL ACCOUNT
PROFIT AND LOSS ACCOUNT STATEMENT OF FINANCIAL
ACTIVITIES

YEAR ENDED 31 MARCH 2024




| | 2024 | | 2023 | |
|--|----------|------------------------|----------|------------------------|
| | £ | £ | £ | £ |
| TURNOVER | | | | |
| INCOME | | | | |
| Hirings | | 16,049 | | 14,146 |
| Social Centre | | <u>37,774</u> | | <u>28,857</u> |
| | | 53,823 | | 43,003 |
| | | | | |
| EXPENSES | | | | |
| Wages and employers national insurance | 25,136 | | 21,090 | |
| Staff pensions | 115 | | 207 | |
| Postage and stationery | 30 | | - | |
| Hall equipment and supplies | 3,336 | | 4,519 | |
| Rates | 390 | | 742 | |
| Water rates | 3,138 | | 3,458 | |
| Electricity | 34,884 | | 16,609 | |
| Gas | 2,892 | | 2,786 | |
| Insurance | 4,544 | | 4,235 | |
| Repairs and maintenance | 1,839 | | 2,770 | |
| Window cleaning | 300 | | 360 | |
| Waste collection | 832 | | 759 | |
| Telephone | 384 | | 336 | |
| Sundry expenses | 136 | | - | |
| Performing rights | 678 | | 2,805 | |
| Legal and professional fees | 600 | | 600 | |
| Independent examination | 930 | | 865 | |
| Bank charges | 28 | | 62 | |
| Bank interest | <u>7</u> | | <u>-</u> | |
| | | 80,199 | | 62,203 |
| | | | | |
| NET LOSS FOR THE YEAR | | <u>(26,376)</u> | | <u>(19,200)</u> |

**BROWNES HALL - PROPERTY ACCOUNT
PROFIT AND LOSS ACCOUNT STATEMENT OF FINANCIAL
ACTIVITIES**

YEAR ENDED 31 MARCH 2024

| | 2024 | | 2023 | |
|------------------------------|------|-----------------------|------|----------|
| | £ | £ | £ | £ |
| EXPENSES | | | | |
| Repairs and maintenance | | 3,690 | | — |
| NET LOSS FOR THE YEAR | | <u>(3,690)</u> | | <u>—</u> |

THE TRUSTEES APPROVE OF THIS STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024 AND CONFIRM THAT THE ACCOUNTS ACCURATELY REPRESENT THE FINANCIAL POSITION OF THE TRUST AS AT THE BALANCE SHEET DATE AND FOR THE YEAR ENDED.

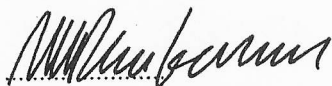

 Trustee

 Trustee

 Trustee

BROWNES HALL**BALANCE SHEET****31 MARCH 2024**

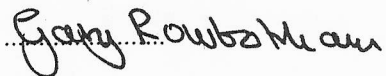
| | Note | 2024 | | 2023 | |
|----------------------------|------|---------------|---------------|---------------|---------------|
| | | £ | £ | £ | £ |
| CURRENT ASSETS | | | | | |
| VAT | | - | | 1,977 | |
| Cash at bank | | 29,661 | | 57,486 | |
| Cash in hand | | - | | 89 | |
| | | <u>29,661</u> | | <u>59,552</u> | |
| CURRENT LIABILITIES | | | | | |
| PAYE and social security | | 480 | | 716 | |
| VAT | | 331 | | - | |
| Accrued expenses | | 680 | | 600 | |
| | | <u>1,491</u> | | <u>1,316</u> | |
| NET CURRENT ASSETS | | | <u>28,170</u> | | <u>58,236</u> |
| NET ASSETS | | | <u>28,170</u> | | <u>58,236</u> |
| FINANCED BY: | | | | | |
| Reserves | 2 | | <u>28,170</u> | | <u>58,236</u> |

TRUSTEE TRUSTEES' APPROVAL OF ACCOUNTS

We approve these accounts for the year ended 31 March 2024 set out on pages 2 to 5 and confirm that we have made available all relevant records and information for their preparation.



Signed for and on behalf of Brownes Hall



Treasurer

BROWNES HALL
NOTES TO THE ACCOUNTS
YEAR ENDED 31 MARCH 2024

1. SUMMARY OF PROFITS

| | 2024 | 2023 |
|-----------------------------|------------------------|------------------------|
| | £ | £ |
| Net Loss - General Account | (26,376) | (19,200) |
| Net Loss - Property Account | <u>(3,690)</u> | <u>-</u> |
| | <u><u>(30,066)</u></u> | <u><u>(19,200)</u></u> |

2. RESERVES

| | Brought forward 1 Apr 23 | Profit share | Carried forward 31 Mar 24 |
|------------------|--------------------------------|------------------------|---------------------------------|
| | £ | £ | £ |
| General Account | 39,496 | (26,376) | 13,120 |
| Property Account | <u>18,740</u> | <u>(3,690)</u> | <u>15,050</u> |
| | <u><u>58,236</u></u> | <u><u>(30,066)</u></u> | <u><u>28,170</u></u> |

BROWNES HALL
ACCOUNTANTS' REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2024

We report on the accounts of the Trust for the year ended 31 March 2024, which are set out on pages 2 to 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

2 Compton Way
Witney
Oxfordshire
OX28 3AB

SOLUTIONS IN ACCOUNTING LIMITED
Accountants



Date: 22 August 2024

BROWNES HALL

England & Wales - Charity number 304266

Accounts

BROWNES HALL

TRUSTEES **and** **MANAGEMENT COMMITTEE**

Registered Charity Number: 304266
VAT Registration Number: 270750607

MINUTES OF THE ANNUAL GENERAL MEETING OF
BROWNES HALL TRUSTEES AND MANAGEMENT COMMITTEE
HELD ON MONDAY 4th SEPTEMBER 2023 AT 7.30 PM
AT BROWNES HALL.

Present

Elected Trustee Members

Mr A Bennett (Chair), Mr N Leverton (Vice Chair), Mr J Mead (Treasurer),
Dr A Griffiths (Secretary), Mrs S Leverton.

Bookings Secretary

Mrs A Randall

Ex Officio Members

Mr D Wesson (The Royal British Legion).

Members of the Public.

Mr B Barrett, Mrs Y Barrett, Mrs F Bennett, Mr R Blackman, Mrs M Mead,
Miss T Mead.

Before the opening of the meeting the Secretary paid tribute to Mr Ben Bennett who recently had passed away. Mr Bennett had been Chair of the Management Committee from 2008 until 2012 and had never missed attending the Annual General Meeting of the Trustees and Management Committee since 2008.

1. Welcome and opening of the meeting by the Chair

The Chair opened the meeting at 7.30 pm and thanked all those present for attending.

2. Apologies for Absence

Apologies were received from Mr N Robey, Mrs K Wood (Elected Trustee),
Mr A Wixey (Royal Naval Association).

3. Minutes of the Annual General Meeting held on Monday 22nd August 2022

The minutes were accepted as a true and accurate record of the meeting and approved without any amendments. Proposed by Mr D Wesson, seconded by Mrs Randall.

4. Matters arising from the minutes not otherwise on the agenda

There were no matters arising.

5. Correspondence

The Secretary reported that no items of correspondence had been received.

6. Annual Report from the Chair

The Chair opened his report by saying that another year had passed, and the challenges faced during and straight after the pandemic seemed so long ago now. Unfortunately, these have been replaced with a new set of challenges in the form of the energy and cost of living increases, that has affected us all in some way or another, but he would leave this up to the Treasurer, Mr Jason Mead to go through this in his Treasurer's report.

We have had our regular hirers continue to use the facilities and other bookings are still happening but not the extent we have been used to and is a cause for some concern.

The relationship between Carterton Social Centre Club and the committee continues to grow and we are always looking at ways to support each other, this is needed more than ever at this time with costs increasing.

The Secretary, he said, continues to make sure that we are all aware of what is happening and keeping us all in check. The Treasurer has had the not so glamorous job of watching the finances and has done a great job in very difficult times. The rest of the committee bring their varied strengths to the table, and this is essential to the continued running of Brownes Hall. The Trustees and Management Committee are continually working to improve the facilities and maintain a high standard; this is only possible by the hard work of our three caretakers and committee working as a team. The Chair went on to express his sincere thanks to them all.

The Chair concluded his report by saying that looking forward for the 2023/2024 committee wasn't going to be easy, but the future committee would, he felt sure, continue the good work so that Brownes Hall and its facilities are here for all for many years to come and that with the committee's strengths any obstacles will be managed and overcome where possible.

7. Annual Report from the Treasurer and the Financial Statement for the Year ended March 31st 2023

The Treasurer opened his report by thanking everyone for attending the Annual General Meeting of the Trustees and Management Committee of Brownes Hall and to say that just as a reminder that this financial report is for April 1st 2022 up to March 31st 2023.

The Treasurer then went on to say that in preparing his report, it had become clear as we are all aware the cost of energy primarily and most other costs have increased markedly over the past 12 months. The financial report is based on April to end of March and as such, it should be noted that things have moved on another five months since these figures were considered and compiled by our accountants.

Looking at expenses first, it can be seen that wages and employers costs have risen 19%. This relates to an increase in the living wage and some additional costs relating to long-term sick pay and the cost of covering with an additional employee.

Hall and equipment supplies relate to cleaning and general janitorial supplies and this gives us an idea of the increased costs facing everyone in the cost of living increases of approximately 50%. The small rate increase relates to post Covid resumption of the rates although it must be said that we still get a charity discount and some post Covid support on this.

The horrifying increase in electrical, gas and water rates can be clearly seen. Recently the cost of electricity has dropped slightly, water has increased slightly and gas figures are a little skewed as our gas supplier went out of business in January and so these figures catch up later in the year when taking this into consideration. This also, however, showed a substantial increase.

The Treasurer then went on to say that Performing Rights are normally £1,400 per annum, the figure of £2,805 relates to 2 years as they simply took no account of the Covid crisis and back charged regardless of the fact that the venue was closed for much of the year. This is discussed by many forums and the general feeling discussed by many halls, community buildings and charities and may hit them eventually.

The bottom line shows an increase of close to 50% in overall costs.

Income during the past year has dropped from £26,997 to £14,146 relating to hirings other than the rent from the Carterton Social Centre Club, which we have kept the same or close to as existing. This represents a 45% drop in hirings at the same time as a 50% increase in costs and have led to a £20,000 drop in Capital at the bank which can be seen on the page 5 of the Accountants Report as a loss of approximately £20,000 annually.

In concluding his report Mr Mead said that clearly this is something that can't be sustained going forward.

Further to what the Treasurer mentioned in his report he then referred the meeting to the *Accountants' Report to the Trustees for the Year Ending 31st March 2023* when he then explained in detail the expenses and income for the financial year 2022 – 2023.

In response to a question asked by Mr Leverton as to why bookings had declined so sharply during this last year the Treasurer suggested that could possibly be due to an after effect of Covid. This phenomenon would be needed to be discussed in further detail by the committee. Other suggestions to increase hirings included promotion of Brownes Hall through Social Media.

In the absence of any further questions it was then proposed by Mr N Leverton, seconded by Mr Wesson and unanimously agreed by those present to accept the *Independent Examiner's Report*.

This concluded the business for the year 2022/2023 and the retirement of the current committee.

8. Committee of Management (Administering Trustees) for 2023/2024

i. Election of Six Trustee Members

In accordance with the Charity Commission Guidelines and Criteria to the six places available as the *Elected Members of the Committee of Management* until the next Annual General Meeting as stipulated in Clause 3 of the First Schedule of the Governing Document, six people put their names forward for election.

It was proposed by Mrs Randall, seconded Mrs Mead and unanimously agreed by those present that the following six people be duly elected:

| | |
|----------------|----------------|
| Mr A Bennett | Mrs S Leverton |
| Dr A Griffiths | Mr J Mead |
| Mr N Leverton | Mrs K Wood |

ii. Notification of Organisation Representative Trustee Members

Mrs Y Barrett (The Royal British Legion)
Mrs J Gibson (Over 60s Club)
Mr A Wixey (Royal Naval Association)

iii. Bookings Secretary and Trustee Member

Mrs A Randall

iv. Notification of Co-opted Trustee Members

Miss T Mead (Social Media Coordinator)
Proposed Mrs F Bennett, Seconded Mrs S Leverton

Mr D Wesson (Health & Safety)
Proposed Mr N Leverton, Seconded Mrs S Leverton

9. Any Other Business

Mr Blackman said that about eighteen months ago as he was leaving the club in the evening during a bad storm he fell and hurt his hand after tripping on one of the potholes in the south roadway. He noticed today that the potholes were still there and wondered when any remedial work would be undertaken to fill in the potholes. Mr Leverton replied by saying that remedial work was due to be undertaken within the next few days.

In the absence of any other business the meeting closed at 8.02pm.

10. Date and Time of the Next Annual General Meeting

To be decided at a later date.

Signed..........Chair

Date.....16th Jan 2024.....

**BROWNES HALL
ACCOUNTS
FOR
31 MARCH 2023**

SOLUTIONS IN ACCOUNTING LIMITED

Accountants
Ground Floor
2 Compton Way
Witney
Oxfordshire
OX28 3AB

BROWNES HALL
ACCOUNTS
YEAR ENDED 31 MARCH 2023

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BROWNES HALL
ACCOUNTANTS' REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2023

We report on the accounts of the Trust for the year ended 31 March 2023, which are set out on pages 2 to 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

2 Compton Way
Witney
Oxfordshire
OX28 3AB

SOLUTIONS IN ACCOUNTING LIMITED
Accountants

Date: 17 August 2023

**BROWNES HALL - GENERAL ACCOUNT
PROFIT AND LOSS ACCOUNT STATEMENT OF FINANCIAL
ACTIVITIES**

YEAR ENDED 31 MARCH 2023

| | 2023 | | 2022 | |
|---|--------|-----------------|--------|---------------|
| | £ | £ | £ | £ |
| TURNOVER | | | | |
| INCOME | | | | |
| Hirings | | 14,146 | | 26,977 |
| Social Centre | | 28,857 | | 28,611 |
| JRS Grants | | - | | 934 |
| | | <u>43,003</u> | | <u>56,522</u> |
| OTHER INCOME | | | | |
| Other operating income | | - | | 430 |
| | | <u>43,003</u> | | <u>56,952</u> |
| EXPENSES | | | | |
| Wages and employers national insurance | 21,090 | | 17,693 | |
| Staff pensions | 207 | | 361 | |
| Training | - | | 15 | |
| Postage and stationery | - | | 21 | |
| Hall equipment and supplies | 4,519 | | 2,889 | |
| Rates | 742 | | 379 | |
| Water rates | 3,458 | | 2,326 | |
| Electricity | 16,609 | | 8,494 | |
| Gas | 2,786 | | 2,373 | |
| Insurance | 4,235 | | 3,514 | |
| Repairs and maintenance | 3,529 | | 3,520 | |
| Window cleaning | 360 | | 45 | |
| Telephone | 336 | | 224 | |
| Administration | - | | 30 | |
| Sundry expenses | - | | 100 | |
| Performing rights | 2,805 | | - | |
| Legal and professional fees | 600 | | 550 | |
| Independent examination | 865 | | 650 | |
| Bank charges | 62 | | - | |
| | | <u>62,203</u> | | <u>43,184</u> |
| NET (LOSS)/PROFIT FOR THE YEAR | | <u>(19,200)</u> | | <u>13,768</u> |

BROWNES HALL - PROPERTY ACCOUNT
PROFIT AND LOSS ACCOUNT STATEMENT OF FINANCIAL
ACTIVITIES

YEAR ENDED 31 MARCH 2023

| | 2023 | | 2022 | |
|------------------------------|------|----------|------|--------------|
| | £ | £ | £ | £ |
| EXPENSES | | | | |
| Repairs and maintenance | | — | | <u>790</u> |
| NET LOSS FOR THE YEAR | | <u>—</u> | | <u>(790)</u> |

BROWNES HALL**BALANCE SHEET****31 MARCH 2023**

| | Note | 2023 £ | £ | 2022 £ | £ |
|----------------------------|------|---------------|---------------|---------------|---------------|
| CURRENT ASSETS | | | | | |
| VAT | | 1,977 | | - | |
| Cash at bank | | 57,486 | | 80,086 | |
| Cash in hand | | 89 | | 89 | |
| | | <u>59,552</u> | | <u>80,175</u> | |
| CURRENT LIABILITIES | | | | | |
| PAYE and social security | | 716 | | 117 | |
| VAT | | - | | 2,022 | |
| Accrued expenses | | 600 | | 600 | |
| | | <u>1,316</u> | | <u>2,739</u> | |
| NET CURRENT ASSETS | | | 58,236 | | 77,436 |
| NET ASSETS | | | 58,236 | | 77,436 |
| FINANCED BY: | | | | | |
| Reserves | 2 | | <u>58,236</u> | | <u>77,436</u> |

TRUSTEE TRUSTEES' APPROVAL OF ACCOUNTS

We approve these accounts for the year ended 31 March 2023 set out on pages 2 to 5 and confirm that we have made available all relevant records and information for their preparation.



J MEAD TREASURER

Signed for and on behalf of Brownes Hall

17 August 2023

BROWNES HALL
NOTES TO THE ACCOUNTS
YEAR ENDED 31 MARCH 2023

1. SUMMARY OF PROFITS

| | 2023 | 2022 |
|-------------------------------------|-----------------|---------------|
| | £ | £ |
| Net (Loss)/Profit - General Account | (19,200) | 13,768 |
| Net Loss - Property Account | - | (790) |
| | <u>(19,200)</u> | <u>12,978</u> |

2. RESERVES

| | Brought forward 1 Apr 22 | Profit share | Carried forward 31 Mar 23 |
|------------------|--------------------------------|-----------------|---------------------------------|
| | £ | £ | £ |
| General Account | 58,699 | (19,200) | 39,499 |
| Property Account | 18,737 | - | 18,737 |
| | <u>77,436</u> | <u>(19,200)</u> | <u>58,236</u> |

**BROWNES HALL
ACCOUNTS
FOR
31 MARCH 2023**

SOLUTIONS IN ACCOUNTING LIMITED

Accountants
Ground Floor
2 Compton Way
Witney
Oxfordshire
OX28 3AB

BROWNES HALL
ACCOUNTANTS' REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2023

We report on the accounts of the Trust for the year ended 31 March 2023, which are set out on pages 2 to 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

2 Compton Way
Witney
Oxfordshire
OX28 3AB

SOLUTIONS IN ACCOUNTING LIMITED
Accountants

Date: 17 August 2023

BROWNES HALL

England & Wales - Charity number 304266

Accounts

BROWNES HALL

TRUSTEES **and** **MANAGEMENT COMMITTEE**

Registered Charity Number: 304266
VAT Registration Number: 270750607

MINUTES OF THE ANNUAL GENERAL MEETING OF
BROWNES HALL TRUSTEES AND MANAGEMENT COMMITTEE
HELD ON MONDAY 22nd AUGUST 2022 AT 7.30 PM
AT BROWNES HALL.

Present

Elected Trustee Members

Mr A Bennett (Chair), Mr N Leverton (Vice Chair), Mr J Mead (Treasurer),
Dr A Griffiths (Secretary), Mrs S Leverton, Mr D Mayfield.

Organisation Trustee Members

Clr (Mrs) K Wood (Carterton Town Council).

Ex Officio Members

Mrs A Randall (Bookings Secretary), Mr D Wesson (The Royal British Legion).

Members of the Public.

Mr B Bennett, Mrs M Mead, Miss T Mead.

- 1. The Chair opened the meeting at 7.30 pm and thanked all those present for attending.**
- 2. Apologies for Absence**
Apologies were received from Mr R Blackman, Mrs G Trevelyan (Over 60s Club), Mr A Wixey (Royal Naval Association).
- 3. Minutes of the Annual General Meeting held on Monday 22nd August 2021**
The minutes were accepted as a true and accurate record of the meeting and approved without any amendments. Proposed by Mr D Wesson, seconded by Mr N Leverton.
- 4. Matters arising from the minutes not otherwise on the agenda**
There were no matters arising.
- 5. Correspondence**
The Secretary reported that no items of correspondence had been received.
- 6. Annual Report from the Chair**
Mr Bennett opened by saying that another year had passed and it has been nice to see things returning back to how they were before Covid came along.

The hall, he said, had seen our regular hirers return, lots of new bookings for parties and other events which is what the hall is there for, so the empty quietness of the past 2 years is hopefully a distant memory.

He then went on to say that we had worked hard to continue the work of the previous few years to improve the facilities; this is an ongoing project and it never ends. The commitment from all the committee is what enables us to keep moving forward to enhance the venue and to meet new regulations that continually change.

The relationship between Carterton Social Centre Club (CSCC) and the committee is strong and both parties continue to support each other. We are benefiting from new members joining CSCC as this gives more footfall into the building and we are seeing enquiries for bookings of the hall. Recently the committee and CSCC agreed to the Lounge Bar (back bar) being taken on by the club; this is testament to the vision they have and the committee being able to support.

The daily welfare of the building is the job of our 2 caretakers, Mr Peter Charlton and Mr Neil Robey, who strive to do all they can to maintain the standards we want, not always the easiest job with short time frames between bookings. The Chair extended the committee's thanks to the caretakers.

Now that we are enjoying this "*back to normality*" it has been nice to see our income returning to near pre-Covid levels, this allowed us to start looking at other projects. However, with the various situations with energy and the war in Ukraine we have all seen costs increasing at a rapid rate, so this is on the radar for coming year. Our secretary has been his usual organised self and has kept us all updated with all the administration; his attention to detail is second to none. The rest of the committee continue to bring different strengths and knowledge, this being essential for us to function in the best interests of the hall. The Chair then expressed his thanks to the committee.

Mr Bennett then concluded his report by saying that overall we have had a very positive 12 months and this is good for the community and for Brownes Hall. Looking forward for the 2022/ 2023 committee, there are possibly some tough times ahead with the reports of energy costs increasing multiple times over the next 12 months. We do not have a crystal ball so what is ahead of us is unknown, but he personally would like to think that with the committee's strengths that any obstacles will be managed and overcome where possible.

7. Annual Report from the Treasurer and the Financial Statement for the Year ended March 31st 2022

The Treasurer opened his report by thanking everyone for attending the Annual General Meeting of the Trustees and Management Committee of Brownes Hall and to say that just as a reminder that this financial report is for April 1st 2021 up to March 31st 2022.

Mr Mead then went on to say that just 2 years ago we were all stunned by the worldwide pandemic and many thought life would never return to normal again. We were forecast so much doom that it is a wonder that we have managed to carry on pretty much as before, and he thought this a testament to the human spirit that if at all possible people have the fortitude to not give up and try to always look forward with optimism.

As our AGM has been delayed by a few months it will seem a like a long time ago and a lot of things have moved on and further works have been carried out that are not included in the report but it hints at what we are achieving and working towards.

For the 2021-2022 year the Treasurer gave a brief explanation of our expenses as detailed by himself and as audited by our accountants.

Expenses

Mr Mead went on to say that it had been a busy year with changes again on the utilities, caretaker's hours and hirings.

Electricity is still by far the largest regular expense at around £700 - £800 per month although all of us are aware that these costs are rapidly increasing in what is now called *the cost of living crisis*. We have seen our water rates rise throughout the year costing us £2,326.00 per annum.

Gas prices have risen sharply as can be seen from the accounts; we have also had our previous supplier go bust, a temporary new supplier thrust upon us and we have now changed again. Our gas bill for the period is £2,373.00.

Both employees have seen their rate of pay increase during the year to the living wage and both are currently working 5 hours per day on a 4 on 4 off rotation.

Hall equipment and supplies as detailed on the accounts include all cleaning materials as well as purchases of paper towel dispensers, hand sanitisers and other such small items and have been consistent and as can be seen we used the pandemic closure period to carry out a very rigorous deep clean of the building partly as opportunity and partly because there was a genuine fear that the building may have to be used as emergency drop in or back up medical / local authority building.

Buildings and liability insurance have remained generally in line with the 5 year deal that was negotiated previously, however since the end of this year we have reviewed the policy again since the small changes in use of the building.

Performing rights payments covers the performing and playing of music within the whole building to which you need a licence, which is turnover based. This also covers any licence needs the social club would need. After not charging us for the pandemic year or for 2021 they have recently been chasing for the whole lot as if we were fully open and playing music constantly. I am in robust communication with them over this appalling strategy and will of course keep all informed.

Repairs and maintenance relates to boiler and air conditioning services, additional energy efficient LED lighting, additional cupboards, and painting mostly by committee members in their own time.

The Treasurer said that the small training fee related to legionella training by himself in order to facilitate a temperature monitoring process as required under Health & Safety regulations.

In the property account you will see the purchase of a new gas fired water heater in the kitchen, after the removal of the large and aged cooker on health and safety grounds.

Income

The social club rent remains the largest single contributor to regular income, during this period contributing 50% of our total income, the club have since also taken on the Lounge Bar (back bar area) which hopefully will provide them with a second income stream from non-members.

In early May the building was then rented out to West Oxfordshire District Council (WODC) to be used as a COVID testing centre for 12 weeks; the rental from WODC has helped enormously with our fragile finances during these times, contributing nearly £19,000 in rental income out of the £27,000 total rents.

We have also received grants totalling £934.00 in this financial year.

The accounts show a net profit of £13,768.00 for the year when adjusted with the property account loss that then reduces to £12,978.00 as a profit.

Other operating income is stated as £430.00. This related to the total fiasco of HSBC effectively closing our accounts early in March 2021. The Treasurer said that for an 8 week period Brownes Hall operated out of his personal bank account whilst our funds were frozen by HSBC. We opened a new charity account with Nat West and after some very heated conversations in HSBC (Witney branch) the frozen account was released to our new Nat West account and the HSBC account closed forever. That should really have been the end of a very sorry tale with HSBC, however they then continued to allow monies to be removed from a very closed account and wrote to the Treasurer in May to say that we owed £430.00 as the closed account had gone overdrawn, the irony of the situation was lost on them and again after several heated debates in the Bank they wrote off the amount which needs to be shown as a credit on our books.

We have and still are moving the hall forward into the 21st century, considering we are all volunteers and carry out all these improvements without reward or favour and just because we want to keep this community asset thriving and here for generations to come. We do get complainers who seem to just want to run down the facility without offering to help in any way but these are few. I think all involved including our 2 employees need a hearty slap on the back and a thank you for all your efforts.

In concluding his report Mr Mead said that there are as always lots of little improvements which we are constantly being made of aware of from card payments to reduced energy lighting and we are always keen to keep up to date with one eye to finances as always. The coming year will once again throw us some curved balls and present us with problems that are hopefully not insurmountable and we can continue to provide the social club, the residents of Carterton and users of the hall with a clean, hospitable environment in which to enjoy the company of others in their chosen past times.

Further to what the Treasurer mentioned above in his report he then referred the meeting to the *Accountants' Report to the Trustees for the Year Ending 31st March 2022* when he then explained in detail the expenses and income for the financial year 2021 – 2022. It was then proposed by Mr N Leverton, seconded by Mr B Bennett and unanimously agreed by those present to accept the *Independent Examiner's Report*.

This concluded the business for the year 2021/2022 and the retirement of the current committee.

8. Committee of Management (Administering Trustees) for 2022/2023

i. Election of Six Trustee Members

Seven people put their names forward for election in accordance with Charity Commission Guidelines and Criteria to the six places as the *Elected Members of the Committee of Management* until the next Annual General Meeting as stipulated in Clause 3 of the First Schedule of the Governing Document.

After voting the following results were obtained:

| | |
|---------------------------|---------------------------|
| Mr A Bennett (12 votes) | Mrs S Leverton (12 votes) |
| Dr A Griffiths (12 votes) | Mr D Mayfield (4 votes) |
| Mr N Leverton (12 votes) | Mr J Mead (11 votes) |
| Mrs K Wood (9 votes) | |

Duly elected were:

Mr A Bennett, Dr A Griffiths, Mr N Leverton, Mrs S Leverton, Mr J Mead, Mrs K Wood.

ii. Notification of Organisation Representative Trustee Members

Mrs G Trevelyan (Over 60s Club)
Mr A Wixey (Royal Naval Association)
Cllr (Mrs) K Wood (Carterton Town Council)

(It has been noted that there is no conflict of interest to Mrs Wood also being the representative of the Carterton Town Council on the Committee of Management until a new representative has been nominated by the Town Council).

iii. Bookings Secretary

Mrs A Randall

iv. Notification of Ex Officio Committee Members

Mrs A Randall
Mr D Wesson (The Royal British Legion)

9. Any Other Business

There was no further business to discuss.

In the absence of any other business the meeting closed at 7.59 pm.

10. Date and Time of the Next Annual General Meeting

To be decided at a later date.

Signed..........Chair

Date.....*26th September 2022*.....

**BROWNES HALL
ACCOUNTS
FOR
31 MARCH 2022**

SOLUTIONS IN ACCOUNTING LIMITED

Accountants
Ground Floor
2 Compton Way
Witney
Oxfordshire
OX28 3AB

BROWNES HALL
ACCOUNTS
YEAR ENDED 31 MARCH 2022

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| Profit and loss account - general account | 2 |
| Profit and loss account - property account | 3 |
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| Notes to the accounts | 5 |

BROWNES HALL
ACCOUNTANTS' REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2022

We report on the accounts of the Trust for the year ended 31 March 2022, which are set out on pages 2 to 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

2 Compton Way
Witney
Oxfordshire
OX28 3AB

SOLUTIONS IN ACCOUNTING LIMITED
Accountants

12 August 2022

**BROWNES HALL - GENERAL ACCOUNT
PROFIT AND LOSS ACCOUNT**

YEAR ENDED 31 MARCH 2022

| | 2022 | | 2021 | |
|--|--------|---------------|--------|---------------|
| | £ | £ | £ | £ |
| TURNOVER | | | | |
| INCOME | | | | |
| Hirings | | 26,977 | | 1,188 |
| Social Centre | | 28,611 | | 27,081 |
| Grants - Covid | | - | | 20,198 |
| JRS Grants | | 934 | | 6,558 |
| | | <u>56,522</u> | | <u>55,025</u> |
| OTHER INCOME | | | | |
| Other operating income | | 430 | | - |
| | | <u>56,952</u> | | <u>55,025</u> |
| EXPENSES | | | | |
| Wages and employers national insurance | 17,693 | | 16,285 | |
| Staff pensions | 361 | | 114 | |
| Training | 15 | | - | |
| Postage and stationery | 21 | | - | |
| Hall equipment and supplies | 2,889 | | 1,836 | |
| Rates | 379 | | - | |
| Water rates | 2,326 | | 1,502 | |
| Electricity | 8,494 | | 5,852 | |
| Gas | 2,373 | | 602 | |
| Insurance | 3,514 | | 3,302 | |
| Repairs and maintenance | 3,520 | | 1,448 | |
| Window cleaning | 45 | | 78 | |
| Telephone | 224 | | 168 | |
| Photocopying costs | - | | 234 | |
| Administration | 30 | | 30 | |
| Sundry expenses | 100 | | - | |
| Legal and professional fees | 550 | | 600 | |
| Independent examination | 650 | | 725 | |
| | | <u>43,184</u> | | <u>32,776</u> |
| NET PROFIT FOR THE YEAR | | <u>13,768</u> | | <u>22,249</u> |

**BROWNES HALL - PROPERTY ACCOUNT
PROFIT AND LOSS ACCOUNT****YEAR ENDED 31 MARCH 2022**

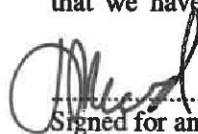
| | 2022 | | 2021 | |
|------------------------------|------|--------------|------|----------------|
| | £ | £ | £ | £ |
| EXPENSES | | | | |
| Repairs and maintenance | | <u>790</u> | | <u>1,457</u> |
| NET LOSS FOR THE YEAR | | <u>(790)</u> | | <u>(1,457)</u> |

BROWNES HALL**BALANCE SHEET****31 MARCH 2022**

| | Note | 2022 £ | £ | 2021 £ | £ |
|----------------------------|------|---------------|---------------|---------------|---------------|
| CURRENT ASSETS | | | | | |
| Bank deposits | | — | | 100 | |
| Cash at bank | | 80,086 | | 69,431 | |
| Cash in hand | | 89 | | 127 | |
| | | <u>80,175</u> | | <u>69,658</u> | |
| CURRENT LIABILITIES | | | | | |
| PAYE and social security | | 117 | | 253 | |
| VAT | | 2,022 | | 382 | |
| Other creditors | | — | | 3,526 | |
| Accrued expenses | | 600 | | 1,040 | |
| | | <u>2,739</u> | | <u>5,201</u> | |
| NET CURRENT ASSETS | | | 77,436 | | 64,457 |
| NET ASSETS | | | 77,436 | | 64,457 |
| FINANCED BY: | | | | | |
| Reserves | 2 | | 77,436 | | 64,457 |

TRUSTEES' APPROVAL OF ACCOUNTS

We approve these accounts for the year ended 31 March 2022 set out on page 2 to 5 and confirm that we have made available all relevant records and information for their preparation.

 **TREASURER J. MEAD.**
Signed for and on behalf of Brownes Hall

12 August 2022

BROWNES HALL
NOTES TO THE ACCOUNTS
YEAR ENDED 31 MARCH 2022

1. SUMMARY OF PROFITS

| | 2022 | 2021 |
|------------------------------|---------------|---------------|
| | £ | £ |
| Net Profit - General Account | 13,768 | 22,249 |
| Net Loss - Property Account | (790) | (1,457) |
| | <u>12,978</u> | <u>20,792</u> |

2. RESERVES

| | Brought forward 1 Apr 21 | Profit share | Carried forward 31 Mar 22 |
|------------------|--------------------------------|---------------|---------------------------------|
| | £ | £ | £ |
| General Account | 44,931 | 13,768 | 58,699 |
| Property Account | 19,527 | (790) | 18,737 |
| | <u>64,458</u> | <u>12,978</u> | <u>77,436</u> |

BROWNES HALL
ACCOUNTANTS' REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2022

We report on the accounts of the Trust for the year ended 31 March 2022, which are set out on pages 2 to 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

2 Compton Way
Witney
Oxfordshire
OX28 3AB

SOLUTIONS IN ACCOUNTING LIMITED
Accountants

12 August 2022

BROWNES HALL

England & Wales - Charity number 304266

Accounts

BROWNES HALL

TRUSTEES

and

MANAGEMENT COMMITTEE

Registered Charity Number: 304266

VAT Registration Number: 270750607

MINUTES OF THE ANNUAL GENERAL MEETING OF
BROWNES HALL TRUSTEES AND MANAGEMENT COMMITTEE
HELD ON MONDAY 3rd AUGUST 2021 AT 7.40 PM
AT BROWNES HALL.

Present

Elected Trustee Members

Mr A Bennett (Chair), Mr N Leverton (Vice Chair), Mr J Mead (Treasurer),
Dr A Griffiths (Secretary), Mrs S Leverton.

Organisation Trustee Members

Mr A Wixey (Royal Naval Association)

Ex Officio Members

Mrs A Randall (Bookings Secretary), Mr D Wesson (The Royal British Legion).

Members of the Public.

Mr B Bennett, Mr R Blackman, Mr D Mayfield, Miss J Thompson,
Miss M Thompson, Mrs K Wood.

1. Mr A Bennett opened the meeting at 7.40 pm and thanked all those present for attending.

2. **Apologies for Absence**

Apologies were received from Mrs G Trevelyan (Over 60s Club).

3. **Minutes of the Annual General Meeting held on Monday 23rd September 2019**

Due to Covid lockdown there was no Annual General Meeting in 2019. The minutes of the meeting were therefore held over until this meeting for approval and signing. The minutes were accepted as a true and accurate record of the meeting and approved without any amendments. Proposed by Mr B Bennett, seconded by Mr D Wesson.

Annual Report of the Trustees and Management Committee 2019/2020 and the Financial Statements for March 31st 2020

The minutes were accepted as a true and accurate record of the meeting and approved without any amendments. Proposed by Mr B Bennett, seconded by Mr D Wesson and acceptance of the financial statements was proposed by Mr Wixey and seconded Mr Leverton.

4. **Matters Arising from the Annual General Meeting minutes 2019 and the Annual Report 2019/2020 Not Otherwise on the Agenda**

There were no matters arising from either.

5. Correspondence

The Secretary reported that no items of correspondence had been received.

6. Annual Report from the Chair

Mr Bennett opened his report by saying that it was a long time since he had to give Chair's report, but it was good to be back at last and hopefully some sort of normality was on the horizon.

Due to the restrictions imposed due to the Covid pandemic the Main Hall had not seen a great deal of action in the last eighteen months, but this did not mean that the committee had been standing still. We continued to use the time to update and maintain the building where possible, continuing the work started back in 2019. The whole building has been deep cleaned and redecoration has been ongoing, this means the hall is ready for all the hirers that have been enquiring over the past few months, all good news for going forwards.

The Chair went on to say that we had recently supported the West Oxfordshire District Council by allowing the Main Hall and other rooms in the premises to be used as a drop in test site for lateral flow tests. This was successful and showed that Brownes Hall was there to support the community when the need arises. Following on from when the test site left we have welcomed back Jazzercise and the RAOB, which is another step to life moving on and living with Covid.

Peter and Neil, our caretakers, have continued their dedicated hard work, where allowed, and they are looking forward to welcoming back hirers to keep them busy.

Carterton Social Centre Club and the Management Committee have worked together over the past eighteen months to implement a safe set up when they were allowed to open. This was done with great success and shows the relationship continues to grow in strength, something that is essential for both parties.

The Management Committee, as always, has worked to keep things going, albeit remotely, with Alwyn taking the lead most of the time; Jason continuing to watch the finances and keep us under control with spending, it is very easy to think that we can do this and that; with Sue and Nick continuing to put in their own time to help maintain the high standards for which we are continually striving.

Mr Bennett concluded by saying that personally he would like to say a big thank you to all the committee, it had been tough but we have got through it so far, hopefully the worst was over. He was keeping everything crossed that this is the case and we can continue to provide a fantastic facility for the people of Carterton and the surrounding area.

7. Annual Report from the Treasurer and the Financial Statement for the Year for March 31st 2021

The Treasurer opened his report by thanking everyone for attending the Annual General Meeting of the Trustees and Management Committee of Brownes Hall. He went on to say that in reality this was a report for two years as we could not have the Annual General Meeting in 2020 due to coronavirus. Looking at the previous twelve months, he said, was very different for the prior twelve months.

In March 2020 the global death toll was a massive 100,000 people and we were all directed by the government to stay at home and limit our trips out for essential reasons only. This put a damper on our hiring and the club's trade.

Mr Mead went on to say that our first concerns were how we were going to continue employing our caretaker team, how the club would survive and how our community would fare. We deep cleaned the Main Hall in readiness for many possibilities, some of which only a few months earlier were unthinkable.

A £10,000 rate based grant from the District Council gave us a small injection of hope during increasingly difficult times. The Job Retention Scheme (JRS) was announced and this changed the outlook of many businesses and organisations. With a bit more hope we continued to clean, paint and replace lights for energy efficient updates.

The Carterton Social Centre Club continued to pay an agreed reduced rent and we both applied for business interruption grants and any other help that we could obtain from the District Council. We came back to a new kind of normal for a while before lockdown again and the second wave of the virus.

In total we had claimed and received grants totalling £20,198, the caretaker team were paid 80% of their wages by the JRS for five months, with wages paid by us, on and off, as they shielded or returned to work part time and ultimately, recently back to full time.

Mr Mead said that "*to coin a military phrase*" the building was essentially moth-balled and as a result our electricity and gas consumption drastically reduced as would be expected, however, all the other costs remained consistent with previous years. In all, with the grants we have ended the year to April 2021 up by £11,000 in income and £22,000 on balance.

As Mr Mead mentioned earlier this was a very different outcome to how it initially looked in March 2020 where the global death toll from coronavirus went from 100,000 up to 3 million by April 2021 and our national total at 130,000 deaths.

Many pubs and clubs and organisations are no longer trading due to this difficult time. The Carterton Social Centre Club has managed to trade on and off throughout the year as regulations changed and the Management Committee helped with converting the Main Hall to allow one way flow and with the extra sanitation where we could.

In concluding his report Mr Mead said that looking forward things have started to look brighter, most of our regular hirings are starting to return or at least show an interest but this may be a difficult year ahead but financially at least we are in a position to support our community.

Further to what the Treasurer mentioned above in his report he then referred the meeting to the *Accountants' Report to the Trustees for the Year Ending 31st March 2021* when he then explained in detail the expenses and income for the financial year 2020 – 2021. It was then proposed by Mr B Bennett, seconded by Mr Leverton and unanimously agreed by those present to accept the *Independent Examiner's Report*. This concluded the business for the year 2020/2021 and the retirement of the current committee.

8. Committee of Management (Administering Trustees) for 2021/2022

i. Election of Six Trustee Members

Six people put their names forward to stand as Elected Members of the Management Committee in accordance with Charity Commission Guidelines and Criteria until the next Annual General Meeting in July 2022
This was unanimously agreed by those present.

Mr A Bennett
Dr A Griffiths
Mr N Leverton

Mrs S Leverton
Mr D Mayfield
Mr J Mead

ii. Notification of Organisation Representative Trustee Members

Mrs G Trevelyan (Over 60s Club)
Mr A Wixey (Royal Naval Association)
Cllr K Wood (Carterton Town Council)

iii. Bookings Secretary

Mrs A Randall

iv. Ex Officio Members

Mrs A Randall
Mr D Wesson (The Royal British Legion)

9. Any Other Business

Mr Leverton expressed his sincere thanks and deep appreciation to everyone involved in moving the club and Brownes Hall forward.

In the absence of any other business the meeting closed at 8.03 pm.

10. Provisional Date and Time of the Next Annual General Meeting

Monday 25th July 2022 7.30 pm.

Signed  Chair

Date *16th November 2021*

**BROWNES HALL
FINANCIAL STATEMENTS
FOR
31 MARCH 2021**

SOLUTIONS IN ACCOUNTING LIMITED

Accountants
Ground Floor
2 Compton Way
Witney
Oxfordshire
OX28 3AB

BROWNES HALL
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

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BROWNES HALL

Independent examiner's report to the trustees of Brownes Hall

YEAR ENDED 31 MARCH 2021

We report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 2 to 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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SOLUTIONS IN ACCOUNTING LIMITED
Accountants

26th July 2021

**BROWNES HALL - GENERAL ACCOUNT
PROFIT AND LOSS ACCOUNT**

YEAR ENDED 31 MARCH 2021

| | 2021 | | 2020 | |
|--|--------|----------------------|--------|-------------------|
| | £ | £ | £ | £ |
| INCOME | | | | |
| Hirings | | 1,188 | | 15,572 |
| Social Centre | | 27,081 | | 30,599 |
| Grants - Covid | | 20,198 | | - |
| JRS Grants | | 6,558 | | - |
| | | <u>55,025</u> | | <u>46,171</u> |
| EXPENSES | | | | |
| Wages and employers national insurance | 16,285 | | 17,947 | |
| Staff pensions | 114 | | 175 | |
| Training | - | | 200 | |
| Hall equipment and supplies | 1,836 | | 2,748 | |
| Rates | - | | 1,462 | |
| Water rates | 1,502 | | 1,588 | |
| Electricity | 5,852 | | 10,532 | |
| Gas | 602 | | 2,346 | |
| Insurance | 3,302 | | 3,486 | |
| Repairs and maintenance | 1,448 | | 1,188 | |
| Window cleaning | 78 | | 312 | |
| Telephone | 168 | | 181 | |
| Photocopying costs | 234 | | 213 | |
| Administration | 30 | | 52 | |
| Performing rights | - | | 1,365 | |
| Legal and professional fees | 600 | | 600 | |
| Independant examination | 725 | | 795 | |
| | | <u>32,776</u> | | <u>45,190</u> |
| NET PROFIT FOR THE YEAR | | <u><u>22,249</u></u> | | <u><u>981</u></u> |

**BROWNES HALL - PROPERTY ACCOUNT
PROFIT AND LOSS ACCOUNT****YEAR ENDED 31 MARCH 2021**

| | 2021 | | 2020 | |
|------------------------------|------|-----------------------|------|---------------------|
| | £ | £ | £ | £ |
| INCOME | | | | |
| Grants | | – | | 2,676 |
| EXPENSES | | | | |
| Repairs and maintenance | | <u>1,457</u> | | <u>3,222</u> |
| NET LOSS FOR THE YEAR | | <u><u>(1,457)</u></u> | | <u><u>(546)</u></u> |

BROWNES HALL**BALANCE SHEET****31 MARCH 2021**

| | 2021 | | 2020 | |
|----------------------------|----------------------|----------------------|---------------|---------------|
| Note | £ | £ | £ | £ |
| CURRENT ASSETS | | | | |
| Other debtors | – | | 82 | |
| Bank deposits | 100 | | 100 | |
| Cash at bank | 69,431 | | 45,362 | |
| Cash in hand | 127 | | 127 | |
| | <u>69,658</u> | | <u>45,671</u> | |
| CURRENT LIABILITIES | | | | |
| PAYE and social security | 253 | | – | |
| VAT | 382 | | 1,176 | |
| Other creditors | 3,526 | | – | |
| Accrued expenses | 1,040 | | 830 | |
| | <u>5,201</u> | | <u>2,006</u> | |
| NET CURRENT ASSETS | | <u>64,457</u> | | <u>43,665</u> |
| NET ASSETS | | <u>64,457</u> | | <u>43,665</u> |
| FINANCED BY: | | | | |
| Reserves | 2 | <u>64,457</u> | | <u>43,665</u> |

TRUSTEES APPROVAL OF FINANCIAL STATEMENTS

We approve these financial statements for the year ended 31 March 2021 set out on pages 2 to 5 and confirm that we have made available all relevant records and information for their preparation.

Signed for and on behalf of Brownes Hall

26 July 2021

BROWNES HALL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

1. SUMMARY OF PROFITS

| | 2021 | 2020 |
|------------------------------|----------------|--------------|
| | £ | £ |
| Net Profit - General Account | 22,249 | 981 |
| Net Loss - Property Account | <u>(1,457)</u> | <u>(546)</u> |
| | <u>20,792</u> | <u>435</u> |

2. RESERVES

| | Brought forward 1 Apr 20 | Profit share | Carried forward 31 Mar 21 |
|------------------|--------------------------------|----------------|---------------------------------|
| | £ | £ | £ |
| General Account | 22,682 | 22,249 | 44,931 |
| Property Account | <u>20,983</u> | <u>(1,457)</u> | <u>19,526</u> |
| | <u>43,665</u> | <u>20,792</u> | <u>64,457</u> |

**BROWNES HALL
FINANCIAL STATEMENTS
FOR
31 MARCH 2021**

SOLUTIONS IN ACCOUNTING LIMITED

Accountants
Ground Floor
2 Compton Way
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Oxfordshire
OX28 3AB

BROWNES HALL
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

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BROWNES HALL

Independent examiner's report to the trustees of Brownes Hall

YEAR ENDED 31 MARCH 2021

We report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 2 to 5.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

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Accountants

26th July 2021

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PROFIT AND LOSS ACCOUNT**

YEAR ENDED 31 MARCH 2021

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**BROWNES HALL - PROPERTY ACCOUNT
PROFIT AND LOSS ACCOUNT****YEAR ENDED 31 MARCH 2021**

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|------------------------------|------|----------------|------|--------------|
| | £ | £ | £ | £ |
| INCOME | | | | |
| Grants | | – | | 2,676 |
| EXPENSES | | | | |
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26 July 2021

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