

Broad Hinton Village Hall

England & Wales · Charity number 305475

Details

Other names	VILLAGE HALL, VILLAGE HALL -BROAD HINTON, BROAD HINTON VILLAGE HALL
Status	Registered
Legal form	Trust
Registered	1963-05-30
Register	View on the Charity Commission register

Contact

Address	Broad Hinton Village Hall Yew Tree Lane Broad Hinton Swindon SN4 9RH
Phone	01793296737
Email	hallbookings@broadhinton.org.uk
Website	www.broadhinton.org.uk

Activities

Objects: VILLAGE HALL.

Activities: The Village Hall provides a facility for the local community, which is used by clubs, child care groups, local theatrical group, senior citizens and many other organisations.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- **Area of benefit:** BROAD HINTON AND THE NEIGHBOURHOOD.
- Wiltshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-05-31	£42,383	£43,488	-	-
2024-05-31	£32,416	£51,971	-	-
2023-05-31	£45,084	£44,397	-	-
2022-05-31	£43,497	£33,622	-	-
2021-05-31	£23,681	£23,220	-	-

Trustees

Name	Role	Appointed
Adam Gilmore		2025-07-21
KATE MARSHALL		2013-06-05
Kathryn Nye		2025-03-01
Mark Richard Miller		2025-07-21
Nicholas David Moakes		2025-11-01
SUE ROBINSON		
Sarah Kromer		2021-11-01

Broad Hinton Village Hall

England & Wales - Charity number 305475

Accounts

Broad Hinton Village Hall

Annual Community Meeting

21st July 2025

Annual Report and Accounts

1st June 2024 – 31st May 2025

Registered Charity No. 305475

Report date: July 2025

**Broad Hinton Village Hall
Broad Hinton
Swindon
Wiltshire, SN4 9RH**

Broad Hinton Village Hall Trustees – 2024/2025

Name	Office	Duration of Post
*KATE MARSHALL	Committee Chair, BH & Uffcott Marketing & Comms Officer Finance sub-group	Full year
*JOHANNA SMITH	Committee Chair, WB Bookings sub-group/Lemon Administration Oversight Fire/Safety sub-group Finance sub-group	Full year
MARILYN MARTIN	Bookings sub-group Events	Full year (notice given to stand down wef 1/6/25)
GEOFF MARTIN	Maintenance Fire/Safety sub-group	Full year (notice given to stand down wef 1/6/25)
SUE ROBINSON	Secretary Licensing Officer Bookings sub-group/Lemon Administration Fire/Safety sub-group	Full year
SARAH KROMER	Internal Auditor Finance sub-group Charity Commission Contact	Full year
STEVE HANNAN	Treasurer Finance sub-group	Jun 2024 – March 2025 (gave notice January 2025)
KATE NYE	Treasurer Finance sub-group	March 2025 to date
CHRISTINE HORAN	Events	Jun 2024 –September 2024**

*Kate Marshall and Johanna Smith are primary points of contact and for the purposes of the Community Meeting can be regarded as joint Chair. They are responsible for the Chairperson's statement.

** CH is temporarily absent through ill health and treatment, may return towards the end of 2025.

The Trustees are governed in their duties by the original constitution dating from the Hall's inception and updated guidance notes since, those most recently issued in March/April 2025.

The main objectives of the Committee of Trustees appear below:

1. Mission

To maintain the current Broad Hinton Village Hall to a safe, acceptable and usable condition; to ensure that the Hall is available for use by the people of the Parish of Broad Hinton, Uffcott and Winterbourne Bassett; to provide premises for additional services and clubs for the local community and to secure the long-term future of the Village Hall.

2. Charter

To raise funds by:

- a. Charging hiring fees for use of the Hall by the Parishioners of Broad Hinton, Uffcott and Winterbourne Bassett, other community clubs, organisations and individuals, and for use of the hall to individuals who live outside the Parish, **to ensure the hall is used to its maximum potential.**
- b. Organising specific fund-raising events, which will also provide entertainment to as wide a section of the Parish as possible.

To use the funds to pay for regular running costs, maintenance work and such improvements as will enhance the enjoyment of using, ease of use and safety of the Village Hall.

3. Management Committee

The Management Committee currently includes seven elected members. These members are elected at the Community Meeting (CM) and hold Office from the CM at which they are elected until the following CM.

Other village organisations may provide Committee representatives, and their names shall be provided to the Committee Secretary. These representatives will hold Office from one CM until the following CM. The Committee shall use its discretion in appointing representatives from those organisations making most use of the Village Hall. See 'Personnel'.

Should any member resign from or cease to attend the Committee before the normal end of their Term of Office, then the Committee may appoint a new member. In the case of a representative from another organisation, the Committee may request that a new representative be nominated. Such new members will hold Office from the time of their appointment until the following CM. The proceedings of the Committee shall not be invalidated by any failure to appoint any members.

Members shall not take or hold any interest in any property belonging to the Village Hall Trust or receive any remuneration or be interested in the supply of work or goods at the cost of the Trust.

Chairpersons' Statement

During the financial year 2024/2025 regular hiring continued for local community clubs and classes. This has been a challenge for some groups as attendance numbers have dwindled and the Karate group ceased at Christmas. The pencil group now operates in the John Hutchings meeting room instead of the main hall. We have, however, seen an increase in provision of Pilates classes during the week and the new Farmers' Market event has been wonderfully received. Such that, it is already operating once a quarter for the rest of 2025.

This event has been especially helpful in showcasing local suppliers' wares as well as how the hall can be used to best effect.

The new year of 2025 was extremely quiet for big, one off events, and the hall stood empty nearly every weekend from January through to end of March.

Once spring finally emerged, a few weddings and special celebration requests came through, largely from Swindon families where there are no like facilities. In the last quarter to end of June, the hall has hosted wedding receptions and birthday parties – at about one per month.

As a community service provider, we have wanted to support the local school and their challenges with diminishing attendance numbers (and in turn government funding) and the need to raise funds. The school premises for internal events is limited and therefore hiring the hall gives the school scope to increase event capacity and financial return. Take up has been mixed for the school events so far, and we will continue to review our working together during the next financial year.

We have seen continued increases in hall running costs from 1st April. The Hall electricity contract has been renewed and revised to a better rate.

Just before Christmas, when the weather was most challenging, our heating system broke down. It is an Air Source Heat Pump heating system which is now 16 years old and service providers will not offer a service contract, so our call outs and repairs are 'as demanded'. The system recovered and then let us down again during Dec-January. Standalone heaters were useful to enable the hall to operate, and our hirers were very patient in the circumstances. The system is old and has been repaired several times now, but there will come a time when it is no longer possible or cost effective to make repairs.

Due to the October 2023 flash floods, our hall insurance premium has continued to rise significantly, and we can expect it to do so each year until at least 2028. We also continue to require ongoing general repairs and continue to struggle to break even.

A year ago, the committee took the view that we should focus on two large events per year instead of multiple small ones. Two events where our efforts could realise significant participation and yield some clear profit.

The Christmas Party and the Christmas Market are always popular. These are our staples. The party demand regularly outstrips supply and provided we keep the offering simple, we can repeat this event annually for the foreseeable future. The Christmas Party in December 2024 sold out within weeks of it being advertised and was very successful once again.

The Christmas market was equally popular and hosted new market vendors this time. This event requires little time and investment and is on the calendar again for Christmas 2025.

We were ambitious about our second big event and hosted an inaugural Beer and Gin Festival. Beer Festivals are extremely popular in Wiltshire and learning and guidance from other festivals

helped inform us on how to make this happen. It involved a huge amount of effort from the committee as well as a separate team of helpers to host this event, but on Saturday 31st August 2024, the Hackpen Beer and Gin Festival was launched.

Everyone who attended enjoyed it, asked us to repeat it and our costs were covered with a small return. We learned a lot from this event but agreed that if we could simplify it and use the feedback we received effectively, it would be worthwhile hosting it again.

Looking ahead, as we have concluded we must take positive action with the heating system, we have made detailed enquiries with relevant engineers and experts to help guide us on the best route to take. The hall structure and design presents heating efficiency challenges, so expert guidance on the best route to take has been crucial. As Trustees we are responsible for the long-term future of the Village Hall. A new system will incur purchase costs, reducing our valuable capital reserves.

We must also consider running and maintenance costs of the heating solution we opt for, given that year on year, we struggle to break even. Unless we can significantly increase hall usage and revenue, we will continue to supplement our running expenses from our financial reserve.

This reality also means that our fundraising efforts continue to be crucial. We have, and will, continue to enquire about grants to help us. Grants can be limited in supply and the criteria can be so specific that we are unable to meet them. A financial grant does not alter the vulnerability of our income stream and if we continue to supplement our running costs from our reserve, we will reach a point where we will have to question the viability of the hall.

With effect from the 1st April, we again increased the hire rates. Whilst this is not ideal for any hirer, our regulars all supported us in taking this action and have continue to participate. Zumba classes are at risk, however, as attendance is often low and a number of classes have been cancelled this past spring.

We have continued to utilise external people to assist with late night closing up of the hall and this has worked well without issue to date. This is an expense the hirers sign up to when they make their booking; we will continue with it into 2025/6.

Our risk management continues to improve, as we learn from hirings, particularly those from outside of our community and events we host. Hires from outside of our community taking place at the weekend (Friday through to end of Saturday) continue to challenge us, since these are often large parties of people who do not always treat the hall and surrounding neighbourhood with the respect it deserves, despite signing strict terms and conditions.

Therefore, we continue to regularly engage with our residential neighbours and take feedback after every weekend and late evening event. We discuss with them options for improvements and work together on helpful solutions and compromises. Where we need to, we will continue to make the terms and conditions for high-risk hires ever stricter and with greater financial consequences and, if necessary, decline external high-risk hires all together.

We have continued to review our procedures and the documents which record these, making changes to help ensure the hall's impact on the community is minimal. Last year we switched to an online booking system, called Lemon Booking, specifically designed for village hall use; we also use this system for event ticketing and equipment hire. This helps customers self-serve for hall hirings and buy event tickets. This has worked very well to date.

Lemon offers other facilities to help manage the hall including a module which works with the bookings calendar and can turn the heating on only when the hall is being hired and off when the hiring ends. Another piece of technology which can help the hall operate more effectively and efficiently.

As a team of volunteer Trustees we are learning all the time and since the difficult times of Covid 19, the hall has continued to offer the community a hall which is “safe, acceptable and in a usable condition”. Of that we can be very proud.

Personnel

We are grateful for the continued support of the members of the Village Hall committee. Their hard work ensures the hall continues to provide the local community with a well-maintained, clean, and tidy venue, which provides services to the local community. We are also aware of the time and effort committee members put into arranging events providing entertainment to the local community. We continue to receive compliments about how well the hall is maintained and how clean it is, from people in our community and hirers from outside. All of this is wonderful. What we are lacking though is those compliments from our community translating into physical help. We need the Community to step up to volunteer to keep the hall going and show it is cared about and valued as a community asset.

The committee continues to be led by the two focal points, with no one Chairperson. Two years on this organisational structure continues to work well. We are delighted to welcome Kate Nye as our new Treasurer and another Winterbourne Bassett representative. Kate brings much valued business acumen and experience to the committee.

We have continued to use a model of smaller sub-groups to work on specific areas. Various combinations of committee members, using their unique skills, work together on three smaller sub-groups and our volunteer maintenance helpers continue to regularly assist in the general hall maintenance; leaving qualified tradespeople to specialist tasks and so far this works well too.

We are also grateful that we have a team of regular event helpers. We recognise though that this is the same group of people every time and there is only so much support this group can and will provide. We regularly reach out to the community seeking help, but the community is mostly silent.

Inevitably, our committee dynamic changes over time and this year has been no different. One committee member has stepped down due to ill health and another, our long-standing Treasurer, has resigned. Two other long-standing committee members have also just resigned from the end of this financial year.

This takes us down to just five active Trustees (who also play organiser and administrative roles) and this puts us in a vulnerable position. In seeking to address this we are reviewing our governance and management structures and activities to better balance the loads. As Lemon Bookings has shown us, we can rely more on technology and we will continue to do so to make our management of the hall more efficient.

We are also consulting the Parish Council as our constitution does allow committee representation from other organisations (see management committee above) and this may well be a helpful solution.

The Village Hall 300 Club 2023/2024

On the whole, the 300 Club continues to be supported but as the population in the community changes, the take up changes. We currently have vacant tickets.

Summary

Overall, with our financial reserve still intact, the Village Hall finances are just about holding up. Largely due to two significant donations from charities which recently closed following government budgetary changes. We are very grateful for these funds, but we cannot rely on them. Our reserve will be impacted by replacement heating, no matter what solution we choose. We have other expensive hall improvements on the horizon (patio doors) and we must set aside budget for regular maintenance items, plus, another year at least of increased insurance premiums.

In reality, the committee faces a number of challenges which have come to the forefront over the past 12 months are:

We must:

- Continue to keep the running costs of the hall below income
- Manage our finances tightly with the aid of new accounting software
- Increase the use of the hall whilst preserving good relationships with the community
- Increase profitable fundraising
- Expand our volunteer network of helpers and specialised people to run the hall on behalf of the Trustees
- Review the Trustee governance model to ensure those responsible for the BHVH Charity are suitably skilled and equipped.

Treasurer's statement

For the new financial year we have moved away from manual accounting on spreadsheets and are now using Xero software to do all accounting and raise invoices. Benefits of this are that it is quicker and easier to track income and outgoings and also significantly reduces the chances of human error so will reduce the amount of time spent on internal auditing of figures. The software also makes it very easy to run reports to monitor our performance against budget over the year.

We are very grateful to Damian Le Gresley for his ongoing advice and help with setting up the new system.

We are also taking this opportunity to rethink how we track and report on our financial performance. Going forward we will be splitting out routine operational income/outgoings, capital spending, and transient costs like refundable deposits. This will allow us to show clearly the profit or loss made by the hall itself each year and what we have spent our capital on (Asset Refurbishment and Improvements). Internally it will help us to make more informed decisions about how to manage the hall, and for the community our financial position will be easier to understand. Budget is set then separately reviewed on a monthly basis and annually validated by an External Auditor.

This year we are also targeting another source of income, in the form of gift aid. Once we're set up with HMRC we will be able to claim gift aid on donations from individuals and will be backdating our claim where it is possible to cover the past four years. We will offer people who donate and who are taxpayers, to complete a gift aid form, to increase the size of their donation by 25% at no cost to them.

2024-2025 End of Year Summary

	Target (Budget)	Actual
Annual Income	£63,900.00	£75,687.73
Annual Expenditure	£78,459.00	£76,792.27
Annual Profit	-£14,599.00	-£1,104.54

Actual Reportable Income:

Income before deductions: **£75,687.73**

Deductions (insurance, refunds, feed-in tariff) : **£34,949.29**

Income after deductions: **£40,738.44**

Comments:

- Again this year, our accounts and financial record-keeping were reviewed by an independent, qualified accountant and found to meet the requirements of the Charity Commission.
- We thought we would make a loss of nearly £15,000 in this financial year (2024-2025) but, in fact, have only made a loss of just over £1000. Donations of approximately £7,000 is the largest single contributing factor. Other major factors are a larger than anticipated fund-raising profit plus considerably less spent on hall improvements.
- When the heating broke down, we carried out repairs but tightened our belts and reduced our expenditure wherever possible (e.g. on hall improvements) because, next year, we will have to fund an expensive replacement heating system as the current one is inefficient and unreliable.
- We held two fundraising events last year: the Christmas Party and the Hackpen Festival. Both events require a large expenditure totalling £9,158.14 but generate a large income totalling £14,479.38. Therefore, the profit generated by these two successful fundraising events totalled £5,321.24. We plan to run the same two events in the next financial year.
- **Income categories higher than budgeted:**
 - Donations – we budgeted £0 and £ 7,001.10 was received. These donations were from BHADS and local charities which ceased operating.
 - Fundraising Event income – we budgeted £6,000 and £14,479.38 was received.
 - Feed in Tariff (Solar Panels Refunds) – we budgeted £1,600 and £2,231.64 was received.
- **Income categories lower than budgeted:**
 - Hall Hire – we budgeted £20,400 and £ 13,651.45 was received.
 - Community Activity Contributions - we budgeted £5,040 and £3,842.30 was received.

- **Expenditure items lower than budgeted:**

- Electricity – we budgeted £4,125 and £2,768.31 was paid in electricity bills.
- Water - we budgeted £1,260 and £308.80 was paid in water bills.
- Security - we budgeted £1,008 and £372 was paid. It is possible this figure will increase next year due to new measures to manage high-risk bookings, but this charge will be passed on to hirers.
- Advertising - we budgeted £720 and spent nothing in this category because the only advertising expenses were for the Hackpen Festival so categorised as Event Expenses.
- Hall Improvements - we budgeted £6,000 and £3,284.44 was paid. The notable improvements made this year were the completion of the kitchen upgrade that was started in the previous financial year, the purchase of two large tables and the recarpeting the stage.
- Hall Maintenance - we budgeted £3,300 and £ 2888.14 was paid. Most of this was spent repairing the hall's air source heat pump.

- **Expenditure items higher than budgeted:**

- Insurance - we budgeted £2,000 and £2,570.19 was paid. A significant factor in the increase was the flood insurance.
- Fundraising Event Expenses – we budgeted £3000 but event expenses totalled £9,158.14.
- Unforecast expenditure - We budgeted £0 but paid £300.42, mostly on the Lemon Booking System, which will be a new category in next year's budget.

2025-2026 Budget Summary

Target Annual Profit/Loss (Running Costs)	£10,420.00
Target Annual Profit/Loss (Transient)	£0.00
Target Annual Profit/Loss (Capital Spending)	-£12,000.00

Target Annual Profit/Loss (Total)	-£1,580.00
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Introduction

This year the hall's finances will be split into three areas:

1. Earned Income vs Running Costs
2. Transient Income vs Transient Expenditure
3. Additional Income vs Capital Spending.

The budget has therefore been presented in the same manner.

Most income and expenditure categories have been increased or decreased to reflect what was actually received/paid out last year plus a further increase in anticipation of inflationary price rises this year. The notes below explain any variations to this generalisation.

Earned Income vs Running Costs

- The Security budget has been greatly increased this year as more security may be required for high-risk external bookings. This cost will be passed on to the hirer.
- There are two new essential services income categories this year: Lemon Booking System and Xero Accounting System. The cost of these services is far outweighed by the benefits they provide.
- The TV license was cancelled in July, hence the reduction in this budget.
- No electrical testing is required this year so this budget has been set to £0.
- Unforecast income and expenditure are both set to £0 as, with so many categories, we anticipate all income and expenditure has been identified for this year.

Transient Income vs Transient Expenditure

- Transients are funds that only pass through the account and do not need to be declared as part of our annual income to the Charity Commission.

Additional Income vs Capital Spending

- The Donation Income category is set to £0 as donations can't be predicted/anticipated at this point.
- The Grants Income category is set to £10,000 because we are currently applying for grants towards a dual-ASHP solution to replace the hall's unreliable, inefficient heating system. It is difficult to predict how much we may ultimately receive in grants, but we are hoping to receive £10,000, which would reduce the final cost to be comparable to the price of an oil-boiler.
- Last year's 'Hall Improvements' category has been divided into two categories this year: Asset Refurbishment; and Improvements. 'Asset Refurbishment' refers to the process of restoring, renovating, or upgrading existing assets to improve their functionality, appearance, or performance. 'Improvements' refers to the procurement of new assets.
- The Asset Refurbishment budget has been set to £22,000; £20,000 of this is allocated to replacing the heating system with further £2,000 to cover any other refurbishment. (Currently unanticipated but necessary)
- The Improvements budget has been set to £0 in order to help fund the high refurbishment budget.

External Auditor's Report

BROAD HINTON VILLAGE HALL

INDEPENDENT EXAMINER'S REPORT

To the trustees of Broad Hinton Village Hall.

Respective responsibilities of Trustees and Examiner

The Trustees' responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

You consider that the audit requirement of Section 43(2) Charities Act 2011 (the 2011 Act) does not apply and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 14 (5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of 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, I do not express an audit opinion on the view given by the financial statements.

Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 41 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Christopher Vaughan F.C.A.
Chris Vaughan .
195 Ermin Street
Stratton St Margaret
Swindon
SN3 4NA

9th June 2025

2024-25 End of Year Summary

Income 2024-2025						
Financial year 1st June 2024 to 31st May 2025	Q1	Q2	Q3	Q4	2024-25 Budget	2024-25 Actual
Hall Revenue						
Hall Hiring Income	£4,099.55	£2,951.90	£3,718.10	£2,881.90	£20,400.00	£13,651.45
Community Activity Contributions	£910.00	£830.52	£981.00	£1,120.78	£5,040.00	£3,842.30
Interest	£91.31	£41.58	£81.55	£115.77	£240.00	£330.21
Feed in Tariff (Solar Panels Refunds)	£0.00	£1,594.53	£276.14	£360.97	£1,600.00	£2,231.64
Donations & Grants						
Donations	£20.00	£35.00	£0.00	£6,946.10	£0.00	£7,001.10
Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Fund Raising						
300 Club Tickets	£532.50	£1,180.00	£697.50	£530.00	£3,000.00	£2,940.00
Fund Raising Event Income	£1,765.00	£8,502.31	£3,102.94	£1,109.13	£6,000.00	£14,479.38
Other Fund Raising Income (Amazon/Easy Fundraising/PayPal)	£85.28	£0.00	£53.72	£0.00	£120.00	£139.00
Other						
Unforecast Income	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Transient Receipts						
Refundable Deposits	£4,750.00	£2,750.00	£2,250.00	£1,250.00	£9,000.00	£11,000.00
Other Refunds	£10.00	£179.00	£0.00	£81.00	£0.00	£270.00
Insurance Payout	£0.00	£19,802.65	£0.00	£0.00	£18,500.00	£19,802.65
Quarterly Income	£12,263.64	£37,867.49	£11,160.95	£14,395.65	£63,900.00	£75,687.73

Expenditure 2024-2025						
Financial year 1st June 2024 to 31st May 2025	Q1	Q2	Q3	Q4	2024-25 Budget	2024-25 Actual
Essential Services						
Electricity	£215.27	£389.98	£1,281.94	£881.12	£4,125.00	£2,768.31
Water	£41.50	£77.95	£106.86	£82.49	£1,260.00	£308.80
Broadband	£150.49	£146.53	£138.12	£149.78	£660.00	£584.92
Insurance	£0.00	£0.00	£0.00	£2,570.19	£2,000.00	£2,570.19
Waste Collection	£116.97	£129.75	£133.72	£120.41	£480.00	£500.85
Website	£148.08	£12.00	£0.00	£0.00	£151.00	£160.08
Security	£42.00	£210.00	£80.00	£40.00	£1,008.00	£372.00
Independent Examiner	£132.00	£0.00	£0.00	£0.00	£270.41	£132.00
Hall Advertising	£0.00	£0.00	£0.00	£0.00	£720.00	£0.00
Licenses						
PRS/PPL License	£0.00	£0.00	£282.60	£0.00	£180.00	£282.60
Wiltshire Council Premises/Alcohol License	£0.00	£0.00	£180.00	£0.00	£200.00	£180.00
TV License	£39.75	£39.75	£45.00	£45.00	£180.00	£169.50
Wiltshire Village Halls Membership	£0.00	£0.00	£0.00	£50.00	£50.00	£50.00
Cleaning						
Cleaning	£731.47	£1,225.14	£1,014.87	£672.30	£4,440.00	£3,643.78
Window Cleaner	£80.00	£190.00	£0.00	£48.00	£350.00	£318.00
Building Maintenance & Improvements						
Fire Extinguishers/Alarms	£0.00	£281.94	£0.00	£0.00	£465.00	£281.94
Heater Servicing	£0.00	£150.00	£0.00	£0.00	£440.00	£150.00
Electrical Testing	£0.00	£0.00	£0.00	£948.00	£1,000.00	£948.00
Hall Maintenance	£20.78	£466.98	£1,972.09	£428.29	£3,300.00	£2,888.14
Hall Improvements	£1,826.54	£357.90	£1,100.00	£0.00	£6,000.00	£3,284.44
Insurance Excess	£0.00	£990.00	£0.00	£0.00	£2,500.00	£990.00
Fund Raising Expenses						
300 club Prizes	£335.00	£345.00	£375.00	£375.00	£1,500.00	£1,430.00
Fund Raising Event Expenses	£1,940.95	£3,658.36	£3,242.81	£316.02	£3,000.00	£9,158.14
Christmas Hampers	£0.00	£0.00	£101.90	£0.00	£100.00	£101.90
Other						
Unforecast Expenditure	£281.42	£7.40	£11.60	£0.00	£0.00	£300.42
Transient Expenses						
Refundable deposits refunded	£2,792.00	£4,804.00	£3,909.00	£1,140.00	£13,200.00	£12,645.00
Other Refunds	£10.00	£179.00	£0.00	£81.00	£0.00	£270.00
Repairs covered by Insurance	£15,000.00	£17,303.26	£0.00	£0.00	£31,000.00	£32,303.26
(Estimated) Monthly Expenditure	£23,904.22	£30,964.94	£13,975.51	£7,947.60	£78,579.41	£76,792.27
(Estimated) Profit/Loss	£-11,640.58	£6,902.55	£-2,814.56	£6,448.05	£-14,679.41	£-1,104.54

Financial Figures for Charity Commission Annual Return 2024-2025

Income and spending section

	Annual Income	£75,687.73
minus	Refundable Deposits Received	£11,000.00
minus	Other Refunds	£270.00
minus	Feed in Tariff (Solar Panels Refunds)	£2,231.64
minus	Insurance Payout	£19,802.65
gives	Reportable Income	£42,383.44

	Annual Expenditure	£76,792.27
minus	Refundable Deposits Received	£11,000.00
minus	Other Refunds	£270.00
minus	Feed in Tariff (Solar Panels Refunds)	£2,231.64
minus	Insurance Payout	£19,802.65
gives	Reportable Spending	£43,487.98

	Annual Profit/Loss	-£1,104.54
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Income breakdown section

plus	Donations	£7,001.10
plus	Grants	£0.00
gives	Donations and legacies	£7,001.10

plus	Fundraising Event Income	£14,479.38
plus	Other Fundraising Income	£139.00
plus	300 Club Tickets	£2,940.00
plus	Community Activity Contributions	£3,842.30
gives	Charitable activities	£21,400.68

	Other trading activities	£0.00
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equals	Interest	£330.21
	Investments	£330.21

equals	Hall Hiring Income	£13,651.45
	Unforecast Income	£0.00
	Other	£13,651.45

	Total Annual Income	£42,383.44
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BROAD HINTON VILLAGE HALL

INDEPENDENT EXAMINER'S REPORT

To the trustees of Broad Hinton Village Hall.

Respective responsibilities of Trustees and Examiner

The trustees responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

You consider that the audit requirement of Section 43(2) Charities Act 2011 (the 2011 Act) does not apply and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 14 (5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of 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, I do not express an audit opinion on the view given by the financial statements.

Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 41 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Christopher Vaughan F.C.A.
Chris Vaughan .
195 Ermin Street
Stratton St Margaret
Swindon
SN3 4NA

9th June 2025

Broad Hinton Village Hall

England & Wales - Charity number 305475

Accounts

Broad Hinton Village Hall

Annual Community Meeting

8th October 2024

Annual Report and Accounts

1st June 2023 – 31st May 2024

Registered Charity No. 305475

Report date: August 2024TBC

**Broad Hinton Village Hall
Broad Hinton
Swindon
Wiltshire, SN4 9RH**

Broad Hinton Village Hall Trustees - 2023/2024

Name	Office	Duration of Post
*KATE MARSHALL	Committee Chair, Marketing & Comms Officer Bookings sub-group Finance sub-group	Jun 2023 - May 2024
*JOHANNA SMITH	Committee Chair Bookings sub-group Fire/Safety sub-group Finance sub-group	Jun 2023 - May 2024
MARILYN MARTIN	Bookings Officer Bookings sub-group	Jun 2023 - May 2024
GEOFF MARTIN	Maintenance Fire/Safety sub-group	Jun 2023 - May 2024
SUE ROBINSON	Secretary Licensing Officer Bookings sub-group Fire/Safety sub-group	Jun 2023 - May 2024
STEVE HANNAN	Treasurer Finance sub-group	Jun 2023 - May 2024
CHRISTINE HORAN	Events	Jun 2023 - May 2024
SARAH KROMER	Internal Auditor Finance sub-group Charity Commission Contact	Jun 2023 - May 2024
ANDY MCCOMBE	IT & System Storage	June 2023 - 28th April 2024

*Kate Marshall and Johanna Smith are primary points of contact and for the purposes of the Community Meeting can be regarded as joint Chair. They are responsible for the Chairperson's statement.

Appendices

- 1 End of Year Summary 2023-2024
- 2 Budget Summary 2024-2025

The Trustees are governed in their duties by two guiding documents: the original constitution dating from the Hall's inception and the updated guidance notes dated August 2001.

The main objectives of the Committee of Trustees appear below:

1. Mission

To maintain the current Broad Hinton Village Hall to a safe, acceptable and usable condition; to ensure that the Hall is available for use by the people of the Parish of Broad Hinton, Uffcott and Winterbourne Bassett; to provide additional services and clubs for the local community and to secure the long-term future of the Village Hall.

2. Charter

To raise funds by:

a. Charging booking fees for use of the Hall by the Parishioners of Broad Hinton, Uffcott and Winterbourne Bassett, other community clubs, organisations and individuals, and for use of the hall to individuals who live outside of the Parish, to ensure the hall is used to its maximum potential.

b. Organising specific fund-raising events, which will also provide entertainment to as wide a section of the Parish as possible.

To use the funds to pay for regular running costs, maintenance work and such improvements as will enhance the enjoyment of using, ease of use and safety of the Village Hall.

3. Management Committee

The Management Committee shall include 8 elected members. These members shall be elected at the Community Meeting (CM) and shall hold Office from the CM at which they are elected until the following CM.

Other village organisations may provide Committee representatives and their names shall be provided to the Committee Secretary. These representatives will hold Office from one CM until the following CM. The Committee shall use its discretion in appointing representatives from those organisations making most use of the Village Hall.

Should any member resign from or cease to attend the Committee before the normal end of their Term of Office, then the Committee may appoint a new member. In the case of a representative from another organisation, the Committee may request that a new representative be nominated. Such new members will hold Office from the time of their appointment until the following CM. The proceedings of the Committee shall not be invalidated by any failure to appoint any members.

Members shall not take or hold any interest in any property belonging to the Village Hall Trust or receive any remuneration or be interested in the supply of work or goods at the cost of the Trust.

Chairpersons' Statement

During the financial year 2023/2024 regular hiring has continued and big events, like weddings and special celebrations, have gradually returned and we have renewed interest in weekend bookings.

However, as we have seen continued increases in our utility expenses plus unplanned significant hall repairs, we are finding it increasingly difficult to break even.

In October 2023, the hall was flooded and this resulted in extensive floor damage, requiring a new floor to be fitted, as well as associated repairs. As it was the second time this has happened, the committee was no longer satisfied to assume this was a one off freak weather event and commissioned new drainage work to be undertaken on the patio facing the rear of the hall; this was completed in December 2023 and has proven extremely successful in preventing the subsequent deluges of storm water we have experienced since then, to drain away satisfactorily. Our hall insurance covers the majority of the floor replacement but the 'policy excess' expenses and the drainage work has meant that a good proportion of our hall improvement budget has been spent here. We have, however, been able to make several improvements, mentioned below in the income and expenditure summary.

We had already tasked ourselves with a very challenging fund raising budget in order to manage increased expenditure. We therefore set ourselves a goal of a Christmas Casino Event, the ever popular Christmas Market, a Horse Racing Event and an Afternoon Tea to celebrate the hall's 15 year anniversary. Sadly, no Watermill production, which was always great fun and extremely lucrative, as Watermill ceased their roving theatre offering in 2023, due to their own budget cuts.

The Horse Racing Event and the Tea Party did not proceed as we had very little interest. We were also let down by the Casino host at the very last minute in December. Although we did well to engage a DJ and run an dinner/dance event instead, we lost money on this event as the Casino host has reneged on his promise to repay his fee. We are still pursuing this matter through the courts. We also found that the Casino theme was not as popular as a traditional dinner/dance and ticket sales were not as high as we had hoped. We have taken this learning on board such that the December 2024 event (of a simple dinner/dance) is now sold out and we have a waitlist!

Overall, this has meant we have not met the forecast fund raising income for the year.

Looking ahead we anticipate the impact of high inflation will maintain the level of the Village Hall's expenditure, particularly the utility and maintenance costs. With effect from the 1st April, we increased the regular hirer rates and this has presented no issues. We also increased the one off event rates and again, this has proven satisfactory.

Fundraising is absolutely key for us to survive, so we have also decided to host two large annual events, one summer, one Christmas, and we hope we can continue these forwards for years to come. Our first summer event will take place at the end of August, a beer festival, and we have good take up so far. We hope this will become a regular August feature.

We have introduced new parking lines at the hall to assist with sensible and efficient use of the parking area and this has been successful. To assist with late night closing up of the hall, for everyone's safety, we have engaged a security firm to lock up after the one off events. This is an expense the hirers sign up to when they make their booking; we will continue with it into 2024/5.

We have made improvements to storage. The dressing room is now completely clear, so it can be used fully by hirers using the stage, as well as a dressing room for weddings and parties. This has been made possible by re-organisation of the storeroom, with help from regular hiring groups, such as Youth Club and Badminton Club. Our risk management continues to improve, as we learn from hirings, particularly those from outside our community. We have upgraded our computer record storage system utilising a bespoke shared drive and we have renewed our internet provision to encompass a hall telephone with answering service easing the dependence on the bookings officer.

We have continued to review our procedures and the documents which record these, making changes to help ensure the hall's impact on the community is minimal. We have switched to an online booking system, called Lemon Booking, specifically designed for village hall use; we will also use this system for event ticketing and equipment hire. This helps customers self serve for hall hirings and buying event tickets.

We are grateful for the continued support of the members of the Village Hall committee. Their hard work ensures the hall continues to provide the local community with a well-maintained, clean, and tidy venue, which provides services to the local community. We are also aware of the time and effort committee members put in to arranging events providing entertainment to the local community. We continue to receive many compliments about how well the hall is maintained and how clean it is, from people in our community and hirers from outside.

Personnel

The committee continues to be led by the two focal points, with no one Chairperson. A year on this organisational structure has worked very well. We have lost one committee member and as yet have not replaced them so we are now a committee of eight. We also recognise that as a committee with an average age of circa 65, we do need to attract new people with diverse skills and experience.

We continue to use a model of smaller sub-groups to work on specific areas. Various combinations of committee members, using their unique skills, work together on three smaller sub-groups:

- Finance
- Bookings
- Fire/Safety

Our volunteer maintenance helpers continue to regularly assist in the general hall maintenance; leaving qualified tradespeople to specialist tasks and so far this works well too.

We are also grateful that we have a healthy response to request for help at our big events and long may that continue to be the case.

The Village Hall 300 Club 2023/2024

The 300 Club continues to be well supported.

Financial

A full detailed explanation of the accounts can be found in the Internal Auditor's statement. The focus this year has been to continue to improve the hall's finances.

Summary

The Village Hall finances continue to hold up well; we had set aside expenditure to improve the hall, which we have used instead on hall repairs following the flood, but our fundraising has been down, so we have to work extra hard next year on fund raising events, to enable us to retain funds for improvement actions, such as a new patio door.

Treasurer's Statement

Looking ahead we now have a very clear view of the hall's income and expenditure. We have set annual budgets to reflect the current and future needs of the hall. The accounts are managed, then separately reviewed on a quarterly basis by the Internal Auditor and annually validated now by an External Auditor.

We are confident that the hall's finances remain in good shape with this strong infrastructure.

Steve Hannan, BHVH Treasurer

2022-2023 Annual Income and Expenditure Summary

Targets:

Income: £26,340.00

Expenditure: £23,767.04

Profit/loss: £2,572.96

Actual:

Income: £45,083.96

Expenditure: £44,397.09

Profit/loss: £686.87

Comments:

~~Our large increase in income and expenditure helped the committee decide that it was appropriate for the BHVH accounts to be externally examined by an independent, qualified accountant.~~

~~Income categories that were much larger than budgeted:~~

~~Fundraising income – this category created the highest increase in income (compared to what was budgeted). We took £11,049 in ticket sales for events but only budgeted £1,500 for fund raising events.~~

~~Coffee Morning and Table tennis – we budgeted £1,500 and £3,040 was received.~~

~~Hall Hire – we budgeted £12,600 and £13,470 was received.~~

~~Unforecast income – we received £6,488.29 in categories that weren't on our budget, for example an electricity bill refund, other refunds, bank interest and donations. The electricity bill refund was a very large item at £3,319.36. Another large item of over £4,000 was the ticket income and bar takings that were deposited into our account for the BHADs panto (which was later deposited into their account). This was done as a one-off favour to BHADs because they didn't have an online bank account.~~

~~Note that we have several new categories in next year's budget to help reduce the unforecast income and expenditure figures.~~

~~Expenditure items that were much larger than budgeted:~~

~~Electricity – we budgeted £2,800 and £6,768 was paid in electricity bills. However, we did receive a large refund and compensation for being overcharged, so when that was deducted, we actually only ended up paying £3,448.45.~~

~~Maintenance – we budgeted £2,400.00 and paid £3,608.54. Our hall is aging and we try hard to keep it as lovely as the day it opened. As a result, we have increased the maintenance budget for next year.~~

~~Fundraising – we budgeted £600.00 and paid £6,887.13. However, we did several events that were costly to put on, but ended up by raising a lot of money for the hall. For example, the Christmas party made a profit of over £2,160.~~

~~Miscellaneous – this is the category that was used last year for our unforecast expenditure. We paid £8,554.52 in this category, including money spent on a large screen TV and TV license, two Zettle terminals, stage curtains and new hall carpet. As this money was spent mostly on improvements to the hall, we have added ‘Hall Improvements’ as a category to next year’s budget, which will have a budget of £15,000. As mentioned, our hall is aging and updates/improvements are becoming increasingly necessary. Another large item of over £4,000 was the ticket income and bar sales that we received but later deposited into the BHADs account for the BHADs panto.~~

Notes on 2023-2024 Budget

Summary

	2022-2023 Budget	2023-2024 Budget
Target Annual Income	£26,340.00	£50,820.00
Actual Annual Income	£45,083.96	
Target Annual Expenditure	£23,767.04	£54,793.61
Actual Annual Expenditure	£44,397.09	
Target Annual Profit	£2,572.96	-£3,973.61
Actual Annual Profit	£686.87	

Internal Auditor's Statement

2023-2024 Annual Income and Expenditure Summary

Targets:

Income: **£50,820.00**
Expenditure: **£54,793.61**
Profit/loss: **-£3,973.61**

Actual:

Income: **£57,493.43**
Expenditure: **£51,971.16**
Profit/loss: **£5,522.27**

Effective:

Profit/loss: **-£6977.73**

- A Insurance payment of £12,500 towards repairing the hall's flood damaged floor was received this year but those bills will be paid next year. Therefore the £12,500 must be deducted from the actual profit/loss to give an accurate picture of this year's finances.

Actual Reportable Income after deductions:

Income before deductions: **£57,493.43**

Deductions (Refundable deposits refunded, other refunds and insurance payout):
£25,077

Income after deductions: **£32,416.43**

Comments:

- **Again this year, our accounts and financial record-keeping were reviewed by an independent, qualified accountant and found to be 'Extremely well kept' and to meet the requirements of the Charity Commission.**
- **We created a new group of categories this year 'Transient Receipts' to help identify those receipts that do not need to be included in the hall annual income figure submitted to the Charity Commission (as confirmed by the hall's independent examiner of our accounts). This is because of their transient nature: Refundable Deposits, Other Refunds and Insurance Payouts.**
- **Income categories that were much larger than budgeted:**
 - **Hall Hire - we budgeted £13,200 and £18,131 was received.**
 - **Feed in Tariff - we budgeted £1,600 and £2,418 was received.**

- **Donations - we budgeted £0 and £2,030 was received - mostly from BHADS (the profit from last year's panto).**
- **Community Activity Contributions - we budgeted £3,000 and £4,921 was received.**
- **Insurance Payout - we received £12,500 this year towards replacing the hall's flood-damaged floor, but the work will actually be done in the next financial year.**
- **Income categories that were much smaller than budgeted:**
 - **Fundraising income - this category created the highest decrease in income (compared to the budget). We budgeted £20,000 but only raised £4,965.21 - this was due to cancellation of several planned events (Race Night, Fashion Show and Tea Party) because of lack of support for these events. Additionally, sales were poorer for the Christmas Casino night than anticipated and £10 compensatory vouchers were given to all event attendees when the casino company folded before the event.**
 - **Unforecast income - We budgeted £1,200 but received £0 due to the fact that we created several new categories last year leaving nothing unforecast.**
- **Expenditure items that were much larger than budgeted:**
 - **Electricity - we budgeted £3,078 and £4,775.62 was paid in electricity bills. Electricity bills were higher for everyone this year and, additionally, we had higher bills when attempting to find the most efficient way to manage the hall's heating system.**
 - **Water - we budgeted £420 and £944.15 was paid in water bills.**
 - **Insurance - we budgeted £ 1,300 and £1896.29 was paid to renew our insurance. The increase was due to the flooding of the hall, but at least we were able to get flood damage protection again after the drainage improvements were made.**
 - **Refundable deposits refunded - We budgeted 8,400 but paid £12,539. This is linked to receiving more hall income than anticipated.**
- **Expenditure items that were much smaller than budgeted:**
 - **PRS/PPL License - This license cost only £150.02 (budget was £500) as it is now calculated differently.**
 - **Fundraising - we budgeted £12,000.00 and paid £5296.54. This was related to the number of events that we had to cancel due to lack of ticket sales.**
 - **Unforecast expenditure - We budgeted £1,200 but only paid £241.55 due to the fact that we created several new categories last year leaving very little unforecast.**
- **Hall maintenance expenditure was £3,065.1, close to the budget of £3,000. Large items spent on maintenance this year include the following: EICR electrical testing; repairs to the Velux windows; essential work in the toilets; and replacement of the brick lights.**
- **Hall improvements expenditure was £14,684.91, close to the budget of £15,000. Large items spent on hall improvements this year include the following: new stage curtains; improved patio drainage; kitchen upgrade; car park line marking; heat loss consultation; fire door closers; new window & blind controllers; and new projector.**

Sarah Kromer, BHVH Internal Auditor

2024-2025 Budget Summary

Summary

	2023-2024 Budget	2024-2025 Budget
Target Annual Income	£50,820.00	£63,900.00
Actual Annual Income	£57,493.43	
Target Annual Expenditure	£54,793.61	£78,459.00
Actual Annual Expenditure	£51,971.16	
Target Annual Profit	-£3,973.61	-£14,599.00
Actual Annual Profit	£5,522.27	

- **The insurance payout of £12,500 made in the last financial year (before floor repairs were paid for) covers most of our predicted loss this year.**

Income/Expenditure Categories

- **A new group of Income categories has been created - Transient Receipts- to show funds that only pass through the account and do not need to be declared as part of our annual income to the Charity Commission. (This was confirmed by our independent auditor.) This group includes refundable deposits and other refunds, plus insurance payouts. There is a corresponding group for Expenditure, named Transient Expenses.**
- **There is one new Income category: Insurance Payout.**
- **There are some new Expenditure categories: Security, Wiltshire Village Halls Membership, Electrical Testing, Christmas Hampers, Repairs covered by Insurance, Insurance Excess.**
- **Some Expenditure categories have been deleted as they are no longer useful: Data Storage, Cleaning Machine Maintenance, Bar Stock.**

Large increases/decreases to this year's budget

Most categories have been increased or decreased to reflect what was actually paid last year, but with a further increase in anticipation of inflationary price rises this year.

However, the budgets for the following categories require further explanation and /or have significantly increased or decreased.

Income

- **Donation and Grant Income categories are both £0. Donations and grants can't be predicted/anticipated at this point.**
- **Fund Raising Event Income has decreased from £20,000 last year to only £6,000 this year. Last year, several events were canceled resulting in an income of £4965.21 in this category - so we're focusing on just two big events planned this year, The Hackpen Beer and Gin Festival and The Christmas Party.**
- **Unforecast Income has been reduced from £1,200 last year to £0 this year. With the increased number of categories identified, very little if anything should be in this category this year.**
- **The Insurance Payout income is expected to be £18,500. With last year's payout of £12,500, this gives a total of 31,000 towards the flood-damaged floor and lost revenue (minus an excess of £2,500).**

Expenditure

- **Electricity - We anticipate spending less on electricity this year than we did last year, now that we are running our heating system more efficiently.**
- **Broadband - Broadband cost has increased because of the new hall phone so a significantly larger budget has been set this year.**
- **Security - This is a new category. Hall event hiring income will be higher to cover the expenditure on Security as this cost is passed on to hirers.**

- **Hall Advertising - Budget increased from £380 to £720 because this category will now include event-related advertising as well as whole hall advertising. (It was often impossible to separate the two.)**
- **PRS/PPL Licence - License cost reduced last year as now calculated differently so this year's budget for this has decreased.**
- **Wiltshire Village Halls Membership - New category. Previously included in advertising budget**
- **Electrical Testing - New category. This was included within Maintenance last year.**
- **Hall Improvements - Reduced from £15,000 to £6,000 as most of the costly hall improvements planned were carried out last year.**
- **Fund Raising Expenses - Reduced from £12,000 to £3,000 to reflect the reduced number of fundraising events planned this year.**
- **Christmas Hampers - New category. This was unforecast expenditure last year.**
- **Unforecast Expenditure has been reduced from £1,200 last year to £0 this year. With the increased number of categories identified, very little if anything should be in this category this year.**

Sarah Kromer, BHVH Internal Auditor

BROAD HINTON VILLAGE HALL

INDEPENDENT EXAMINER'S REPORT

To the trustees of Broad Hinton Village Hall.

Respective responsibilities of Trustees and Examiner

The trustees responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

You consider that the audit requirement of Section 43(2) Charities Act 2011 (the 2011 Act) does not apply and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 14 (5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of 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, I do not express an audit opinion on the view given by the financial statements.

Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 41 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Christopher Vaughan F.C.A.
Chris Vaughan .
195 Ermin Street
Stratton St Margaret
Swindon
SN3 4NA

15th July 2024

2023-2024 End of Year Summary

Income 2023-2024						
Financial year 1st June 2023 to 31st May 2024	Q1	Q2	Q3	Q4	2023-24 Budget	2023-24 Actual
Hall Revenue						
Hall Hiring Income	£5,710.00	£5,653.00	£3,656.20	£3,111.50	£13,200.00	£18,130.70
Community Activity Contributions	£985	£1,373.47	£980.00	£1,583.00	£3,000.00	£4,921.47
Interest	£74.29	£107.15	£119.03	£116.81	£180.00	£417.28
Feed in Tariff (Solar Panels Refunds)	£912.58	£0.00	£50.00	£1,455.39	£1,600.00	£2,417.97
Donations & Grants						
Donations	£1,904.64	£39.32	£86.06	£0.00	£0.00	£2,030.02
Grants	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Fund Raising						
300 Club Tickets	£555.00	£555.00	£1,315.00	£550.00	£3,000.00	£2,975.00
Fund Raising Event Income	£639.00	£2,060.00	£1,756.21	£510.00	£20,000.00	£4,965.21
Other Fund Raising Income (inc Amazon/Easy Fundraiser)	£0.00	£0.00	£0.00	£47.78	£240.00	£47.78
Other						
Unforecast Income (including refunded items)	£0.00	£0.00	£0.00	£0.00	£1,200.00	£0.00
Transient Receipts						
Refundable Deposits	£1,750.00	£2,300.00	£3,250.00	£1,750.00	£8,400.00	£9,050.00
Other Refunds	£0.00	£0.00	£18.00	£20.00	£0.00	£38.00
Insurance Payout	£0.00	£0.00	£0.00	###	£0.00	£12,500.00
Quarterly Income	£12,530.51	###	###	###	£50,820.00	£57,493.43

Expenditure 2023-2024						
Financial year 1st June 2023 to 31st May 2024	Q1	Q2	Q3	Q4	2023-24 Budget	2023-24 Actual
Essential Services						
Electricity	£1,965.36	£454.09	£1,709.65	£646.52	£3,078.00	£4,775.62
Water	£310.61	£15.00	£309.27	£309.27	£420.00	£944.15
Broadband	£86.61	£210.50	£119.59	£149.79	£454.61	£566.49
Insurance	£0.00	£0.00	£0.00	£1,896.29	£1,300.00	£1,896.29
Waste Collection	£104.88	£109.87	£109.87	£96.87	£420.00	£421.49
Website	£148.08	£0.00	£0.00	£0.00	£151.00	£148.08
Data Storage	£0.00	£0.00	£0.00	£0.00	£350.00	£0.00
Independent Examiner	£0.00	£126.00	£0.00	£0.00	£150.00	£126.00
Hall Advertising (not event-related)	£0.00	£0.00	£0.00	£385.38	£380.00	£385.38
Licenses						
PRS/PPL License	£0.00	£0.00	£150.02	£0.00	£500.00	£150.02
Wiltshire Council Premises/Alcohol License	£0.00	£0.00	£180.00	£0.00	£200.00	£180.00
TV License	£0.00	£0.00	£79.50	£79.50	£180.00	£159.00
Cleaning						
Cleaning	£674.99	£870.80	£1,330.34	£1,009.07	£4,440.00	£3,885.20
Window Cleaner	£35.00	£75.00	£80.00	£40.00	£340.00	£230.00
Cleaning Machine Maintenance	£0.00	£88.80	£0.00	£0.00	£330.00	£88.80
Building Maintenance & Improvements						
Fire Extinguishers/Alarms	£0.00	£263.94	£0.00	£186.00	£440.00	£449.94
Heater Servicing	£0.00	£0.00	£279.60	£0.00	£440.00	£279.60
Hall Maintenance	£1,198.46	£673.06	£1,193.58	£0.00	£3,000.00	£3,065.10
Hall Improvements	£4,077.40	£875.09	£5,608.04	£4,124.38	£15,000.00	£14,684.91
Fund Raising Expenses						
300 club Prizes	£355.00	£355.00	£355.00	£355.00	£1,500.00	£1,420.00
Fund Raising Event Expenses	£1,409.00	£322.02	£2,153.23	£1,412.29	£12,000.00	£5,296.54
Bar Stock (not event-related)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other						
Unforecast Expenditure	£0.00	£0.00	£135.15	£106.40	£1,200.00	£241.55
Transient Expenses						
Refundable deposits refunded	£2,525.00	£2,560.00	£5,465.00	£1,989.00	£8,400.00	£12,539.00
Other Refunds	£0.00	£0.00	£0.00	£38.00	£0.00	£38.00
Repairs covered by Insurance	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Monthly Expenditure	£12,890.39	£6,999.17	###	###	£54,793.61	£51,971.16

Profit/Loss	-£359.88	£5,088.77	###	£8,820.72	-£3,973.61	£5,522.27
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Target (Estimated) Annual Profit/Loss	-£3,973.61
Actual Annual Profit/Loss	£5,522.27

Insurance Payment received this year	###	Insurance payment of £12,500 to repair flood damaged floor received this year but those bills will be paid next year. This must be deducted to give an accurate picture of this year's finances.
Effective Annual Profit/Loss	-£6,977.73	

Income 2023-2024	£57,493.43
Actual Refundable deposits refunded	£12,539.00
Actual Other Refunds	£38.00
Actual Insurance Payout	£12,500.00
Annual Reportable Income	£32,416.43

CBROAD HINTON VILLAGE HALL

INDEPENDENT EXAMINER'S REPORT

To the trustees of Broad Hinton Village Hall.

Respective responsibilities of Trustees and Examiner

The trustees responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

You consider that the audit requirement of Section 43(2) Charities Act 2011 (the 2011 Act) does not apply and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 14 (5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and the seeking of 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, I do not express an audit opinion on the view given by the financial statements.

Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 41 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Christopher Vaughan F.C.A.
Chris Vaughan .
195 Ermin Street
Stratton St Margaret
Swindon
SN3 4NA

15th July 2024

Broad Hinton Village Hall

England & Wales - Charity number 305475

Accounts

Broad Hinton Village Hall

Annual Community Meeting

19th October 2023

Annual Report and Accounts

1st June 2022 – 31st May 2023

Registered Charity No. 305475

Report date: 19 October 2023

Broad Hinton Village Hall

**Broad Hinton
Swindon
Wiltshire, SN4 9RH**

Registered Charity No. 305475

Broad Hinton Village Hall Trustees - 2022/2023

Name	Office	Duration of Post
*KATE MARSHALL 2023	Committee Chair, Marketing & Comms Officer & Finance Sub Committee	Jun 2022 - May
*JOHANNA SMITH 2023	Committee Chair & Finance Sub Committee	Jun 2022 - May
MARILYN MARTIN	Bookings Officer	Jun 2022 - May 2023
GEOFF MARTIN 2023	Maintenance	Jun 2022 - May
SUE ROBINSON - May 2023	Secretary/Licensing Officer	Jun 2022
STEVE HANNAN 2023	Treasurer	Jun 2022 - May
CHRISTINE HORAN 2023	Events	Jun 2022 - May
SARAH KROMER 2023	Internal Auditor & Charity Commission Contact	Jun 2022 - May
ANDY MCCOMBE 2023	IT & System Storage	16 th - 31 st May
JUANITA POULTON 2023	Events	Jun 2022 - Mar
WENDY REARDON SMITH 2022	Events	June 2022 - Nov

* Kate Marshall and Johanna Smith are primary points of contact and for the purposes of the Community Meeting can be regarded as joint Chair and are responsible for the Chairperson's statement.

Appendices

- 1 Budget Summary 2023-2024
- 2 End of Year Summary 2022-2023
- 3 External Auditor's Report

The Trustees are governed in their duties by two guiding documents: the original constitution dating from the Hall's inception and the updated guidance notes dated August 2001.

The main objectives of the Committee of Trustees appear below:

1. Mission

To maintain the current Broad Hinton Village Hall to a safe, acceptable and usable condition; to ensure that the Hall is available for use by the people of the Parish of Broad Hinton, Uffcott and Winterbourne Bassett; to provide additional services and clubs for the local community and to secure the long-term future of the Village Hall.

2. Charter

To raise funds by:

a. Charging booking fees for use of the Hall by the Parishioners of Broad Hinton, Uffcott and Winterbourne Bassett, other community clubs, organisations and individuals, and for use of the hall to individuals who live outside of the Parish, to ensure the hall is used to its maximum potential.

b. Organising specific fund-raising events, which will also provide entertainment to as wide a section of the Parish as possible.

To use the funds to pay for regular running costs, maintenance work and such improvements as will enhance the enjoyment of using, ease of use and safety of the Village Hall.

3. Management Committee

The Management Committee shall include 9 elected members. These members shall be elected at the Community Meeting (CM) and shall hold Office from the CM at which they are elected until the following CM.

Other village organisations may provide Committee representatives and their names shall be provided to the Committee Secretary. These representatives will hold Office from one CM until the following CM. The Committee shall use its discretion in appointing representatives from those organisations making most use of the Village Hall.

Should any member resign from or cease to attend the Committee before the normal end of their Term of Office, then the Committee may appoint a new member. In the case of a representative from another organisation, the Committee may request that a new representative be nominated. Such new members will hold Office from the time of their appointment until the following CM. The proceedings of the Committee shall not be invalidated by any failure to appoint any members.

Members shall not take or hold any interest in any property belonging to the Village Hall Trust or receive any remuneration or be interested in the supply of work or goods at the cost of the Trust.

Chairpersons' Statement

The financial year 2022/2023 has seen a slow, but continued recovery of the Village Hall's income, following the first full year without any Coronavirus restrictions. Regular hiring has continued, however, big events, like weddings, special celebrations, have been slow to recover. It is only now as we approach the end of this financial year that we see renewed interest in weekend bookings.

We are seeing continued increases in the hall's expenditure due to rising inflation and increased maintenance costs. As a 15 year old building, we are faced with making repairs and updates over and above the general maintenance items, to ensure the hall is maintained at its high level of quality.

The committee tasked itself with a bumper fund raising year in order to manage this increased expenditure and set itself of goal of 4 events; a super Christmas Dinner/dance, the ever popular Christmas Market, a Fashion Show, and a Watermill production. Overall, this has meant we exceeded the forecast fund raising income for the year. We have established sub groups to manage each event and this has worked extremely well and a budget has been created for each event to give us a record of income/expenditure which allows us to be more financially discerning when considering future events for our community to enjoy.

Looking ahead we anticipate that the impact of high inflation will maintain the level of the Village Hall's expenditure, particularly the utility and maintenance costs. Although, as special event hires resume, we will look to use these events to help us avoid increasing hiring fees again. We are conscious to keep hiring fees at a reasonable level, to continue to attract appropriate hirers.

The overall figures for the financial year 2022/2023 are still positive with hiring income above the targets we set for the year. Our 300 club sales have also been maintained.

Income from rebates for excess power produced by the solar panels continues to support our revenue. We have also seen the return of income from Coffee Mornings and Table Tennis club which has helped strengthen the hall's overall income.

We have established a Finance sub group which is made up of the Committee Chairs, the Treasurer and the Internal Auditor. This sub group has helped us review our accounts more effectively so that as we identify financial challenges at Committee, we can bring faster solutions back to the wider committee to make review and decide on. This has also worked very well.

There was no longer regular expenditure for advertising, We make very good use of the social media available and this has proven successful. We continue to advertise and publish updates in the digital and print Local News and have a planned campaign to inform and advertise using our

Facebook page profile. We utilise various groups, depending on the content:

- Broad Hinton & Uffcott
- Winterbourne Bassett
- Marlborough Noticeboard
- Wroughton
- Royal Wotton Bassett

We made the decision half way through the year to discontinue our monthly digital newsletter, since it duplicated the content of the Local News. We continue to maintain our website www.broadhinton.org.uk, although it is used less for community purposes, since the Parish Council (PC) have a new and effective website which deals with this content. We are in discussions with the PC about further developments in this area, the plan would be to maintain the village hall website as an “electronic leaflet” only.

All of this excellent work has allowed us to be successful without the need for regular advertising expenditure. Any actual advertising expenditure is now incorporated into each event budget.

Our risk management has improved, as we learn from hirings, particularly those from outside our community. We have reviewed our procedures and the documents which record these, making changes to help ensure the hall’s impact on the community is minimal. In addition we have reviewed hiring deposits, to ensure any damage or loss is recovered from hirers.

We have successfully used expert help when needed, the Charity Commission has been helpful in clarifying the ownership position of the hall and its land. Helen Akiyama Community First has also been particularly helpful, as has Alison Bucknell our local Wiltshire Councillor.

We report to the Charity Commission on an annual basis and our Internal Auditor manages this activity, with no cause for concern raised to date.

In light of our continued desire to improve how we operate and manage the hall, we decided that we would now engage an independent External Auditor (and a qualified accountant) to examine our accounts and our accounting practices to ensure we (as volunteers) were doing everything possible to operate and manage the hall in an effective and safe way.

Our Internal Auditor facilitated this examination and we are delighted to report that that we passed this inspection at the first attempt and the report is attached to these papers. We also received some very useful feedback which we have incorporated into our accounts management. We will repeat this exercise in a year’s time.

We are grateful for the continued support of the members of the Village Hall committee whose hard work ensures the hall continues to provide the local community with a well-maintained, clean, and tidy venue, which provides services to the local community. We are also aware of the time and effort committee members put in to arranging events that provide entertainment to the local community. We continue to receive many

compliments about how well the hall is maintained and how clean it is, from people in our community and hirers from outside.

Personnel

The previous Chairman stood down at the end of May 2022, this reduced the number of committee members to 9. The committee agreed that instead of appointing one Chair, two of the existing elected committee would step up and act as focal points. That the committee collectively would run itself and in the absence of a volunteer for the role of Chair, we would continue in this way.

A year on, this organisational structure has worked very well. We have lost one committee member, but replaced with another, so our numbers remain at 9. We have also recruited a team of volunteer maintenance helpers who regularly assist in the general hall maintenance; leaving qualified tradespeople to specialist tasks.

We remain open to further individuals who may have some free time and would like to help with the running of the hall, in particular from the Uffcott village so that all three villages are represented.

Village Hall Committee Events

The Village Hall Committee held four fund raising events this year, The Watermill Theatre production returned with a modern adaptation of Mansfield Park, The Travelling Trends Fashion Show, the Christmas Market and a super special Christmas Dinner Dance. All these events were well attended and contributed to the hall's fund raising income.

We also held an Open Day for the community to come and see what the hall offered and to learn about the hobby groups which exist as regular hires. We also made provision for people who were interested in starting new activities, to contact others with similar interests. This was regardless if such activities were to be held in the hall or not. Several new groups have emerged from this, including a Photography Group, a History Society and a Pétanque Group. We believe facilitating in this way serves our community and keeps the hall at the heart of it.

The Village Hall 300 Club 2022/2023

The 300 Club continues to be well supported.

Donations from the Local Community

Two donations were made to the hall from within the parish, both of which were extremely welcome and helped us replace the stage curtains.

Financial

A full detailed explanation of the accounts can be found in the Internal Auditor's statement. The focus this year has been to continue to improve the hall's finances after the slow return of external party hires following the Covid restrictions.

Summary

The Village Hall finances continue to hold up extremely well; we recognise we have some larger expenses to incur as the hall ages and we may have to replace critical items (heating for example) so we continue to plan ahead, working hard on fund raising events to help pay for these additional expenses and retain some funds for emergency actions. The committee increased hiring charges for the financial year 2022/2023. Hiring rates will continue to be judged on market rates (i.e. what other halls are charging) and ensuring we offer the best value for the Parish community.

Treasurer's Statement

Looking ahead we now have a very clear view of the hall's income and expenditure. We have set annual budgets to reflect the current and future needs of the hall. The accounts are managed, then separately reviewed on a quarterly basis by the Internal Auditor and annually validated now by an External Auditor.

We are confident that the hall's finances remain in good shape with this strong infrastructure.

Steve Hannan ,BHVH Treasurer,

2022-2023 Annual Income and Expenditure Summary

Targets:

Income: £26,340.00
Expenditure: **£23,767.04**
Profit/loss: **£2,572.96**

Actual:

Income: **£45,083.96**
Expenditure: **44,397.09**
Profit/loss: **£686.87**

Comments:

- Our large increase in income and expenditure helped the committee decide that it was appropriate for the BHVH accounts to be externally examined by an independent, qualified accountant.
- Income categories that were much larger than budgeted:
 - o Fundraising income – this category created the highest increase in income (compared to what was budgeted). We took £11,049 in ticket sales for events but only budgeted £1,500 for fund raising events.
 - o Coffee Morning and Table tennis – we budgeted £1,500 and £3,040 was received.
 - o Hall Hire – we budgeted £12,600 and £13,470 was received.
 - o Unforecast income – we received £6,488.29 in categories that weren't on our budget, for example an electricity bill refund, other refunds, bank interest and donations. The electricity bill refund was a very large item at £3,319.36. Another large item of over £4,000 was the ticket income and bar takings that were deposited into our account for the BHADs panto (which was later deposited into their account). This was done as a one-off favour to BHADs because they didn't have an online bank account.
 - o Note that we have several new categories in next year's budget to help reduce the unforecast income and expenditure figures.
- Expenditure items that were much larger than budgeted:
 - o Electricity – we budgeted £2,800 and £6,768 was paid in electricity bills. However, we did receive a large refund and compensation for being overcharged, so when that was deducted, we actually only ended up paying £3,448.45.
 - o Maintenance – we budgeted £2,400.00 and paid £3,608.54. Our hall is aging and we try hard to keep it as lovely as the day it opened. As a result, we have increased the maintenance budget for next year.
 - o Fundraising – we budgeted £600.00 and paid £6,887.13. However, we did several events that were costly to put on,

- but ended up by raising a lot of money for the hall. For example, the Christmas party made a profit of over £2,160.
- o Miscellaneous - this is the category that was used last year for our unforecast expenditure. We paid £8,554.52 in this category, including money spent on a large screen TV and TV license, two Zettle terminals, stage curtains and new hall carpet. As this money was spent mostly on improvements to the hall, we have added 'Hall Improvements' as a category to next year's budget, which will have a budget of £15,000. As mentioned, our hall is aging and updates/improvements are becoming increasingly necessary. Another large item of over £4,000 was the ticket income and bar sales that we received but later deposited into the BHADs account for the BHADs panto.

Notes on 2023-2024 Budget

Summary

	2022-2023 Budget	2023-2024 Budget
Target Annual Income	£26,340.00	£50,820.00
Actual Annual Income	£45,083.96	
Target Annual Expenditure	£23,767.04	£54,793.61
Actual Annual Expenditure	£44,397.09	
Target Annual Profit	£2,572.96	-£3,973.61
Actual Annual Profit	£686.87	

- **The annual loss of nearly £4,000 is what we anticipate withdrawing from the financial ‘cushion’ in the hall’s high interest bank account. As we have budgeted for £15,000 for hall improvements this year, it means that most of this amount (£11,000) should, hopefully, be covered by hall income.**

Income/Expenditure Categories

- New grouped Income categories are under the following headings: Hall Revenue, Donations & Grants, Fund Raising and Other.
- New grouped Expenditure categories are under the following headings: Essential Services, Licenses, Cleaning, Building Maintenance & Improvements, Fund Raising Expenses & Other.
-
- Some of last year’s expenditure categories have been deleted because we don’t pay for them anymore: Mail Chimp, Hand Dryers. Wiltshire Village Hall Association Membership has also been deleted as a separate category because it is now included within the ‘Hall Advertising’ budget.
- Other income and expenditure categories have been renamed to better reflect what they actually are.
- There are also some new categories so that, hopefully, we will have less unforecast (unbudgeted) income and expenditure next year. The new income categories are: Other Fund Raising Income (such as Amazon/Easy Fundraising), Interest, Donations, Grants, Film Club Contributions and Book Café Contributions. The new expenditure categories that are budgeted for are: Data Storage, Independent Examiner, TV License, Hall Improvements and Bar Stock.
- Unforecast (unbudgeted) Income will be categorised as either Unforecast Refunds or Unforecast Income. Unbudgeted outgoings, which used to be categorised as ‘Miscellaneous, will now be categorised as Unforecast Expenditure.
- **These categories must be used by everyone: treasurer, auditor and committee members claiming expenses.**

Large increases/decreases to this year's budget

Most categories have been increased or decreased to reflect what was actually paid last year, but with a further increase in anticipation of inflationary price rises this year.

However, the budgets for the following categories require further explanation and /or have significantly increased.

Income

- Community Activity Contributions budget (Coffee Morning, Tennis Club, Film Club, Book Café) - increased from £1,500 to £3,000 because we received slightly over £3,000 from community activities last year.
- Interest - this is a new category with a budget of £180, based on the bank interest received towards the end of last year.
- Donations & Grants - these are new categories with budgets of £0, as it is virtually impossible to make realistic predictions here!
- Fund Raising Event income - now has an increased budget of £20,000, compared to £3,000 last year. Again, this is based on last year's actual figures and the events that we have already started planning for this year: Race Night, Christmas Casino and a theatre event (possibly Watermill).

Expenditure

- Electricity - not significantly increased after all, as the new tariff agreed is a fair deal.
- Fund Raising Expenses - increased to £12,000.00, from £600 last year. With the Fund Raising Income budget set at £20,000, overall we hope to make an annual profit of £8,000 from fund raising events.
- Maintenance - to reflect the increasing maintenance costs needed to keep our hall 'as good as the day it opened', the maintenance budget has been increased to £3,000.00, from £2,400 last year.
- Hall Improvements - this is a new category with a budget of £15,000, as mentioned previously.

Sarah Kromer, BHVH Internal Auditor

Broad Hinton Village Hall

England & Wales - Charity number 305475

Accounts

Broad Hinton Village Hall

Annual General Meeting

Sept 2022

Annual Report and Accounts
1st June 2021 – 31st May 2022

Registered Charity No. 305475

**Broad Hinton Village Hall
Broad Hinton
Swindon
Wiltshire, SN4 9RH**

Registered Charity No. 305475

Broad Hinton Village Hall Trustees – 2021/2022

Name	Office	Duration of Post
JAMES GATES	Chairman	Jun 2021 - May 2022
MARILYN MARTIN	Bookings Officer	Jun 2021 - May 2022
GEOFF MARTIN	Maintenance	Jun 2021 - May 2022
SUE ROBINSON	Secretary/Licensing Officer	Jun 2021 - May 2022
JUANITA POULTON		Jun 2021 – May 2022
STEVE HANNAN	Treasurer	Jun 2021 – May 2022
KATE MARSHALL	Marketing & Comms Officer	Jun 2021 – May 2022
CHRISTINE HORAN		Jun 2021 – May 2022
JO SMITH		Jun 2021 – May 2022
WENDY REARDON SMITH		Jun 2021 – May 2022
SARAH KROMER		Jun 2021 – May 2022

The Trustees are governed in their duties by two guiding documents: the original constitution dating from the Hall's inception and the updated guidance notes dated August 2001.

The main objectives of the Committee of Trustees appear below:

1. Mission

To maintain the current Broad Hinton Village Hall to a safe, acceptable and usable condition; to ensure that the Hall is available for use by the people of the Parish of Broad Hinton, Uffcott and Winterbourne Bassett; to provide additional services and clubs for the local community and to secure the long-term future of the Village Hall.

2. Charter

To raise funds by:

- a. Charging booking fees for use of the Hall by the Parishioners of Broad Hinton, Uffcott and Winterbourne Bassett, other community clubs, organisations and individuals, and for use of the hall to individuals who live outside of the Parish, to ensure the hall is used to its maximum potential.
- b. Organising specific fund-raising events, which will also provide entertainment to as wide a section of the Parish as possible.

To use the funds to pay for regular running costs, maintenance work and such improvements as will enhance the enjoyment of using, ease of use and safety of the Village Hall.

3. Management Committee

The Management Committee shall include 5 elected members. These members shall be elected at the Annual General Meeting (AGM) and shall hold Office from the AGM at which they are elected until the following AGM.

Other village organisations may provide Committee representatives and their names shall be provided to the Committee Secretary. These representatives will hold Office from one AGM until the following AGM. The Committee shall use its discretion in appointing representatives from those organisations making most use of the Village Hall.

Should any member resign from or cease to attend the Committee before the normal end of their Term of Office, then the Committee may appoint a new member. In the case of a representative from another organisation, the Committee may request that a new representative be nominated. Such new members will hold Office from the time of their appointment until the following AGM.

The proceedings of the Committee shall not be invalidated by any failure to appoint any members.

Members shall not take or hold any interest in any property belonging to the Village Hall Trust or receive any remuneration or be interested in the supply of work or goods at the cost of the Trust.

CHAIRMAN'S REPORT

Chairman's Statement

The financial year 2021/2022 has seen a substantial recovery of the Village Hall's income, due to the lifting of Coronavirus restrictions, however we are now seeing significant increases in the hall's expenditure due to rising inflation, resulting in increased energy and maintenance costs. The hall's cleaning costs have also increased significantly because a new cleaner was employed, however the increased costs are in line with the forecast set in the 2021/2022 budget.

The committee managed to hold four fund raising events when we had only allowed for one event, which meant we greatly exceeded the forecast fund raising income for 2021/2022

We have received a grant of, £8,000 from Wiltshire Council, which was used to replace the front doors of the Village Hall. The doors woodwork was deteriorating and has now been replaced with doors with metal frames.

Looking ahead I anticipate that the impact of rising inflation will continue to increase the Village Hall's expenditure, particularly utility and maintenance costs. It could potentially impact hiring incomes as well due to potential hirers cutting back on spending, or it could also be an opportunity as people look for cheaper venues to hire. We have increased hiring fees as of June 2022 to try and compensate for the increased running costs. This is the first-time hiring fees have been increased in over five years.

The overall figures for the financial year 2021/2022 are still positive with hiring income above the targets we set for the year. Our 300 club sales are also at the highest they have been since the club was set up with all 300 numbers sold for 2022. Income from rebates for excess power produced by the solar panels is above the target set for 2021/2022. We have also seen the return of income from Coffee Mornings and Table Tennis club which has helped strengthen the hall's overall income.

In terms of expenditure, there were major issues with the hall's fire alarm systems which meant that service and repair costs were much greater than had been forecast. Maintenance costs were also up significantly due to a number of issues with the Velux windows, the sliding doors and the replacement of the coping at the rear of the hall.

There was no expenditure for advertising, however bookings for the hall remain healthy without additional advertising.

Each year the committee agrees a budget for the hall's income and expenditure, which is reviewed on a quarterly basis. For the year 2021/2022 the total income from forecast items was forecast to be £18,700, actual income from forecast items was £26,566. This means income was £7,865 better than forecast.

Our expenditure for the year was forecast to be £16,261 but we spent £18,835 if you exclude payments made for non-forecast expenditure such as the replacement of the Hall

front doors. This means we spent £2,573 more than forecast, this was due mainly to the much higher maintenance, fire alarm service and Electricity charges.

Total actual income from forecast items and income from non-forecast items was £43,497.14. Total expenditure including forecast items and non-forecast items was £33,621.50, giving an overall profit for the year of £9,875.64.

I am grateful for the continued support of the members of the Village Hall committee whose hard work ensures the hall continues to provide the local community with a well-maintained, clean, and tidy venue, which provides services to the local community. I am also aware of the time and effort committee members put in to arranging events that provide entertainment to the local community.

As this will be the last Annual report I will write, I would like to thank all members of the Village Hall committee, current and past, for their incredible support and hard work.

Personnel

As Chairman I will be standing down at the end of May 2022, this will reduce the number of committee members to 10, and we are continually looking for individuals who may have some free time and would like to help with the running of the hall.

Village Hall Committee Fund Raising Events

The Village Hall Committee held four events this year, there were two Watermill Theatre productions Camp Albion and the Hound of the Baskervilles, a Fashion Show, and the Christmas Market. All these events were well attended and contributed to the hall's fund raising income.

The Village Hall 300 Club 2021/2022

The 300 Club continues to be well supported and we have again increased the number of people who now pay by monthly direct debit. The profit for the 300 Club is about £1,500 per year depending on how many numbers we sell. For 2021 and 2022 we have sold all 300 numbers.

Local Community Donations

Two donations were made by the Village Hall to the two local churches.

Financial

A full detailed explanation of the accounts can be found in the Treasurer's Statement. The focus this year has been to improve the hall's finances after the impact of the Covid restrictions. Now that the restrictions have been lifted, we are seeing a strong return of hirers with hiring income returning to levels experienced before the impact of Covid.

For the financial year 2021/2022 we set a target for hiring income of £11,700 We achieved income of £14,396.

Our fund-raising events income target for 2021/2022 was £1,200. When we set the budget, only one event had been planned at the time, however four events eventually took place with fund raising income achieving £4,195 for the year.

We continue to receive rebates from the solar panels. We set a target of £1,600 for rebates this year and achieved £2,388. This was due to the May rebate being received in June 2021, which meant the figure was higher than forecast.

The utility charges for 2021/2022 totalled £3,167 compared to £3,176 for 2020/2021, which was a small decrease compared with the previous year. This was due mainly to a large reduction in our annual water charges.

The hall cleaning costs are now back to normal as the number of bookings return to pre-Covid levels. Going forward we expect cleaning costs to exceed £3,000 per year because of taking on a new cleaner and being unable to find a lower cost alternative.

Summary

The Village Hall finances have held up extremely well considering the impact of the Coronavirus Pandemic, and we are now looking forward to a return to normality in the next financial year.

For 2021/2022 the hall made a profit of £9,875, if we exclude non-forecast items the hall profit came in at £7,283. Looking ahead to 2022/2023 the hall is predicted to continue to be profitable assuming all forecasts are met.

Treasurer's Statement

The committee has increased hiring charges for the financial year 2022/2023. We decided that due to increasing inflation, and the fact that hiring fees have not been increased for at least five years, it was time to increase the hiring fees to help mitigate the pressures of inflation. Hiring rates will continue to be judged on market rates (i.e. what other halls are charging) and ensuring we offer the best value for the Parish community.

The following notes provide further information about the profit and loss statement:

Note 1: Includes 300 Club payments made by monthly direct debit and numbers purchased but paid in cash. The 300 Club income paid by direct debit is split between two financial years because the draws run from 1st January 2022 to 31st December 2022.

Note 2: Other Donations are for retiring chairman & £25 from the Crown

Note 3: Other income is made up of refunds received not related to refundable deposits.

Note 4: We receive regular quarterly payments through Easy Fund Raising. This is where products and services purchased on-line receive a small donation from the retailer. We also received a £5 payment from Amazon.

Note 5: With the installation of the solar panels, we receive refunds from the electricity supplier for excess power produced by the solar panels.

Note 6: Refundable deposits are payments taken from hirers of the hall in advance of the booking, which are refunded after the hiring is complete assuming there are no issues with the hall after the event.

Note 7: Other expenditure of £531.57 is made up of a number of one-off payments, such as the fire risk assessment.

Note 8: PRS means Performing Rights Society and PPL means Public Performance Licence; this is the annual licence fee we must pay these organisations each year for the right to play music in the Village Hall.

Note 9: Maintenance costs of £12,886 include the replacement of the new front doors of £9,000 and various other maintenance work carried out.

Note 10: These are deposit repayments made after the booking; full repayments are made if there are no issues.

Note 11: A payment made for the retiring Chairman, the gift was raised through donations made by members of the local community. There were also two donations made to the two churches in the Parish.

Total income for the year is £43,497.41, which is higher than the target we set of £18,700. The difference is due to the un-forecast one-off grant we received of £8,000 and £7,850 in refundable deposits. We also exceeded our forecasts by £7,865.00. We are estimating Hall income for 2022/2023 will be much higher at £26,340 based on the lessening effects of the Covid-19 epidemic. This figure does not take into account any other income we may receive, which cannot be forecast.

Our target expenditure for the year was £16,261 the actual expenditure figure was £33,621. The difference is due to higher maintenance costs, the replacement of the front doors, the cost of additional fund-raising events and the higher-than-expected Fire Alarm service fees. The estimated Hall expenditure for 2022/2023 has been set at £23,768, based on the targets the committee has agreed.

The overall cash balance currently stands at £41,410 as at the 31st May 2022. Total liquid assets are £41,410.

We have set targets for income and expenditure for 2021/2022, which will be reviewed on a quarterly basis.

Looking ahead we now have a very clear view of the hall's income and expenditure. We have set annual budgets and the accounts are reviewed on a quarterly basis. We are confident that the hall's finances are in very good shape.

Steve Hannan
Village Hall Treasurer

Profit and Loss Statement
1st June 2021 – 31st May 2022

INCOME

	£
Fund Raising Events	4,195.00
Grants	8,000.00
Table Tennis Club	1,095.00
Book Café Donations	125.00
Hall Letting	14,396.04
Electricity Refund Solar Panels – Note 5	2,388.60
Other Income – Note 3	466.57
Other Donations – Note 2	490.00
Easy Fund Raising – Note 4	130.51
300 club – Note 1	3,170.00
Coffee Morning	1,190.42
Refundable Deposits – Note 6	7,850.00

TOTAL INCOME **43,497.14**

EXPENSES

	£
Bar Stock	274.75
300 Club prizes	1445.00
Maintenance – Note 9	12,886.83
Floor Cleaner Service	300.00
Cleaning	3,345.00
Cleaning Products	138.13
Fund Raising Events	1,199.00
Refunds – Note 12	608.75
Fire Alarm Service	1,374.00
Zoom	86.34
Refundable Deposits – Note 10	3,989.00
Window Cleaner	40.00
Bar License	180.00
Other Expenses – Note 7	531.57
PRS Music License – Note 8	146.52
Heating Annual Service	360.00
Web Site Fees	133.94
Waste Collection	273.36
Hall Building Insurance	1,124.06
Broadband	494.97
Donations and Gifts – Note 11	864.49
Utilities	
Electricity	3,345.00
Water	35.00
Total Utilities	3,380.00
Advertising	0.00
Hand Dryers	502.80
Wiltshire Village Hall Subscription	50.00
Mail Chimp	105.13

TOTAL EXPENSES**£33,621.50****TOTAL INCOME - TOTAL EXPENSES****£9,875.64****Profit & Loss Statement – 5 year Comparison**

	2021/2022	2020/2021	2019/2020	2018/2019	2017/2018
INCOME	£	£	£	£	£
Refundable Deposits	7,850	1,300.00	3,250.00	750.00	850.00
Sale of unused Alcohol	0.00	37.00	161.50	0.00	0.00
Grants	8,000.00	0.00	0.00	0.00	0.00
Fund-Raising Events	4,195.00	0.00	4,402.10	4,510.00	8,963.85
Other Donations	490.00	4.00	36.00	585.00	0.00
BHADS Donations	0.00	0.00	0.00	0.00	0.00
Book Café	125.00	0.00	126.00	385.60	132.50
Tennis Tournament Donation	0.00	0.00	415.00	0.00	330.00
Monthly Standing Orders	0.00	0.00	0.00	0.00	60.00
Hall Letting	14,396.04	3,838.00	11,781.00	11,647.50	13,729.91
Electricity Refund Solar Panels	2,388.60	1,264.48	1,803.63	1,794.32	1,545.55
Other Income	466.57	14,278.00	0.51	27,011.41	327.79
Gift Aid	0.00	0.00	0.00	0.00	1,795.75
Easy Fund Raising	130.51	87.44	186.69	381.92	121.64
300 club	3,170.00	2872.50	2,755.00	2,620.00	2,595.00
Coffee Club & Table Tennis	2,285.42	0.00	2,890.00	2,626.00	2,524.30
Total Income	43,497.14	23,681.42	27,807.43	52,311.75	32,976.29

	2021/2022	2020/2021	2019/2020	2018/2019	2017/2018
Expenses		£	£	£	£
Hand Dryers	502.80	502.80	502.80	502.80	681.79
Floor Cleaner Service	300.00	300.00	379.40	300.00	596.08
Bar Stock	274.75	0.00	886.69	898.37	2,063.45
300 Club prizes	1,445.00	1,590.00	1,370.00	1,375.00	1,525.00
Maintenance	12,886.83	13,168.08	2,519.84	1,334.55	8,766.02
Other Refunds	608.75	42.00	1,811.50	0.00	0.00
Cleaning	3,345.00	443.75	1,653.69	1,445.00	1,521.50
Cleaning Products	138.13	202.21	320.88	235.66	464.18
Fund-Raising Events	1,199.08	0.00	4,031.80	632.43	3,913.56
1963 Club Christmas Hampers	0.00	0.00	0.00	108.00	117.00

Fire Alarm Servicing	1,374.00	494.40	428.40	357.60	346.79
Refundable Deposits	3,989.00	70.00	2,079.00	273.00	1,045.50
WCC Waste Removal	273.36	24.86	296.70	230.16	0.00
Window Cleaner	40.00	0.00	100.00	81.00	32.00
Bar License	180.00	360.00	180.00	180.00	180.00
Other Expenses	531.57	591.41	332.72	26,732.16	1,282.71
PRS Music License	146.52	388.40	387.80	544.66	525.65
Heating Annual Service	360.00	0.00	360.00	360.00	360.00
Subscriptions	50.00	50.00	50.00	0.00	90.00
Web Site Fees	133.94	50.33	100.66	100.66	126.50
Insurance	1,124.06	842.43	1137.89	1,972.71	0.00
Utilities	3,380.00	3,176.96	2,494.20	2,181.13	1,711.57
Advertising	0.00	0.00	357.80	874.15	1,006.00
Broad Band	494.97	626.40	608.40	417.60	455.40
Mail Chimp	105.13	109.02	48.73	0.00	0.00
Zoom	86.34	187.07	28.78	0.00	0.00
Total Expenses	33,621.50	23,220.12	22,467.68	41,685.44	26,810.70
TOTAL INCOME – TOTAL EXPENSES	9,875.64	461.30	5,339.75	10,626.31	6,165.59

Account Balances

As of:	31/05/2022	31/05/2021	31/05/2020	31/05/2019	31/05/2018
	£	£	£	£	£
Bank Accounts:					
VH account	41,410.61	31,534.97	31,073.67	25,733.92	14,993.01
Total	41,410.61	31,534.97	31,073.67	25,733.92	14,993.01
Other Assets:					
Petty Cash	0	0	0	0	114.60
Total	41,410.61	31,534.97	31,073.67	25,733.92	114.60
Total Assets	41,410.61	31,534.97	31,073.67	25,733.92	15,107.61