

BRAILES VILLAGE HALL AND PLAYING FIELD

England & Wales · Charity number 522897

Details

Other names VILLAGE HALL AND PLAYING FIELD

Status Registered

Legal form Other

Registered 1963-11-07

Register [View on the Charity Commission register](#)

Contact

Address 1 Bakery Cottages
High Street
Lower Brailes
Banbury
OX15 5HW

Phone 07837085017

Email ness.boyce@btinternet.com

Activities

Objects: PURPOSES OF A VILLAGE HALL AND PLAYING FIELD.

Activities: To provide a meeting place for the local community and surrounding areas. Also to provide a site for sport and recreation for all in the local community.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Amateur Sport
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** PARISH OF BRAILES AND ITS IMMEDIATE VICINITY.
- Warwickshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-05	£64,832	£55,213	-	-
2024-04-05	£56,944	£60,741	-	-
2023-04-05	£68,321	£57,550	-	-
2022-04-05	£37,112	£25,924	-	-
2021-04-05	£34,333	£24,543	-	-

Trustees

Name	Role	Appointed
Sue Gilkes	Chair	2014-09-29
BARBARA MANLEY		
BRENDA FOSTER		
Barbara Shepherd		2019-05-21
CHRISTOPHER RIGHTON		
DEIRDRE CARNEY		
David Blower		2024-07-15
David George Ross Beeton		2021-09-13
Heather Childs		2021-09-13
Jonathan Boyce		2018-05-21
Katherine Haycock		2023-07-13
Lisa Bryan		2021-09-13
Maeve Jackson		2022-01-11
Mari Rimell		2023-11-13
Rosie Wyatt		2024-05-13
Vanessa Boyce		2018-05-21

BRAILES VILLAGE HALL AND PLAYING FIELD

England & Wales - Charity number 522897

Accounts

Brailes Village Hall
Bank Reconciliation Year ending 4th April 2025

Balances as at the 5th April 2024

Treasurers - Village Hall	£	3,815.93
Play Area	£	7,725.23
Picture House	£	1,893.45
Pavilion	£	2,734.35
Float	£	100.00
Add Income		
Treasurers - Village Hall	£	38,324.21
Play Area	£	4,652.81
Picture House	£	1,290.73
Pavilion	£	20,564.03
Add Savings Account - 100 Club	£	3,479.45
Add Savings Account - Emergency Hall	£	11,515.78
Add Savings Account - Pavilion	£	2,527.25
Add Savings Account - Maintenance	£	4,882.30
Add Savings Account - Website	£	341.77
Add Savings Account - W.I	£	3,381.19
Add Savings Account - Car Park	£	2,630.32
Add Savings Account - Friends of Brailes Village Hall	£	410.34
Less Expenditure		
Treasurers - Village Hall	-£	33,133.55
Play Area	-£	2,414.28
Picture House	-£	1,452.14
Pavilion	-£	18,212.64
Balance	£	55,056.53
Treasurers - Village Hall	£	4,823.85
Play Area	£	9,677.58
Picture House	£	591.00
Pavilion	£	6,079.01
Float	£	100.00
Savings Account - 100 Club	£	3,670.01
Savings Account - Emergency Hall	£	11,644.23
Savings Account - Pavilion	£	2,555.45
Savings Account - Maintenance	£	3,164.03
Savings Account - Website	£	3,442.74
Savings Account - Donations and Reserves	£	5,159.52
Savings Account - Car Park	£	3,734.19
Savings Account - Friends of Brailes Village Hall	£	414.92
Balance	£	55,056.53

VILLAGE HALL- INCOME	2023-24	2024-25	VILLAGE HALL - EXPENSES	2023-24	2024-2025
100 Club	£ 4,962.00	£ 5,203.00	100 Club Prizes	£ 2,202.00	£ 2,605.00
Bank Interest 100 Club	£ 38.12	£ 51.80	Accounts Package & Audit	£ 615.60	£ 692.98
Bank Interest Calendar	£ 9.78	£ -	Audit	£ 132.00	£ 104.40
Bank Interest Car Park	£ 19.72	£ 32.70	Bank Charges ~ - Sum Up	£ -	£ 1.67
Bank Interest Emergency Hall	£ 121.35	£ 128.45	Boiler Service	£ 400.56	£ 136.80
Bank Interest Emergency Pavilion	£ 26.61	£ 28.20	Caretaker	£ 7,200.00	£ 7,200.00
Bank Interest FOBVH	£ 3.59	£ 4.58	Claims Assistance	£ 130.00	£ -
Bank Interest Maintenance	£ 52.37	£ 38.70	Cleaning Items	£ 241.83	£ 454.15
Bank Interest Special Projects	£ 31.73	£ 49.21	Council Tax	£ 208.54	£ 221.89
Bank Interest - unspecified	£ -	£ -	Electricity	£ 4,928.14	£ 3,706.53
Bank Interest Website	£ 3.80	£ 6.25	Equipment Purchase - Sum up	£ -	£ 141.60
Car Park Donations	£ 1,100.66	£ 1,252.59	Fuel	£ 1,582.88	£ 678.87
Caravans	£ 5,357.00	£ 3,743.50	Fund Raising Expenses	£ -	£ 1,868.68
Compensation Payment	£ -	£ -	Grounds Maintenance / Trees	£ 2,007.00	£ 112.00
Donations	£ 2,515.00	£ 4,505.00	Grundon's	£ 1,597.25	£ 1,545.24
Electricity	£ 1,060.00	£ 667.50	Insurance	£ 3,559.41	£ 3,396.18
Fundraising - Hall	£ 1,175.75	£ 3,763.04	Insurance - Broker Fee	£ 75.00	£ 80.00
Car Boot		£ 692.55	Fascia & Front Door	£ -	£ 3,253.00
Grants	£ -	£ -	Maintenance - Electrical Work	£ 1,546.79	£ 359.59
Licence	£ 132.00	£ 132.00	Maintenance - Plumbing	£ 909.60	£ 236.40
Mowing Contribution for Play Area	£ 698.40	£ -	MCFF - Fire Checks	£ 185.12	£ 127.65
Pavilion - Contributions & Insurance	£ 3,599.44	£ 1,446.03	Mowing	£ 3,600.00	£ 3,175.00
Field use	£ -	£ 260.00	Pat Testing	£ 132.00	£ -
Rentals & Prep	£ 15,983.45	£ 16,127.35	PPL/PRS	£ 484.70	£ 233.05
Sound System and Projector	£ 148.00	£ 156.00	Premises License	£ 180.00	£ 180.00
Sundry - PayPal	£ 0.01	£ -	RecyclingSDC	£ 275.00	£ 295.00
Wayleave	£ 35.76	£ 35.76	Refund of Rental	£ 130.00	£ 179.50
			Sundry Payments (See below for full details)	£ 1,050.53	£ 392.66
			Water plus	£ 734.38	£ 785.43

VILLAGE HALL- INCOME	2023-24	2024-25
100 Club	£ 4,962.00	£ 5,203.00
Bank Interest 100 Club	£ 38.12	£ 51.80
Bank Interest Calendar	£ 9.78	£ -
Bank Interest Car Park	£ 19.72	£ 32.70
Bank Interest Emergency Hall	£ 121.35	£ 128.45
Bank Interest Emergency Pavilion	£ 26.61	£ 28.20
Bank Interest FOBVH	£ 3.59	£ 4.58
Bank Interest Maintenance	£ 52.37	£ 38.70
Bank Interest Special Projects	£ 31.73	£ 49.21
Bank Interest - unspecified	£ -	£ -
Bank Interest Website	£ 3.80	£ 6.25
Car Park Donations	£ 1,100.66	£ 1,252.59
Caravans	£ 5,357.00	£ 3,743.50
Compensation Payment	£ -	£ -
Donations	£ 2,515.00	£ 4,505.00
Electricity	£ 1,060.00	£ 667.50
Fundraising - Hall	£ 1,175.75	£ 3,763.04
Car Boot		£ 692.55
Grants	£ -	£ -
Licence	£ 132.00	£ 132.00
Mowing Contribution for Play Area	£ 698.40	£ -
Pavilion - Contributions & Insurance	£ 3,599.44	£ 1,446.03
Field use	£ -	£ 260.00
Rentals & Prep	£ 15,983.45	£ 16,127.35
Sound System and Projector	£ 148.00	£ 156.00
Sundry - PayPal	£ 0.01	£ -
Wayleave	£ 35.76	£ 35.76

Website	£	14.39	£	905.28
Window Cleaning	£	60.00	£	65.00
Totals	£	34,182.72	£	33,133.55

Totals	£	37,074.54	£	38,324.21

PLAY AREA - EXPENSES		2023-24	2024-25	
Play Area Expenses	£	177.60	£	-
Equipment Purchase	£	10,782.00	£	455.88
Maintenance and Repairs	£	67.20	£	1,750.80
Play Inspection	£	-	£	207.60

PLAY AREA - INCOME		2023-24	2024-25	
Bank Interest	£	62.28	£	89.71
Brailes Show	£	-	£	2,000.00
Donations & Fundraising	£	1,630.12	£	1,987.55
Fund Raising	£	402.75	£	575.55
Grants	£	1,692.20		

Totals	£	11,026.80	£	2,414.28
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Totals	£	3,787.35	£	4,652.81
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PICTURE HOUSE - EXPENSES		2023-24	2024-25	
Film bank	£	939.60	£	730.80
Refreshments	£	265.40	£	721.34
Totals	£	1,205.00	£	1,452.14

PICTURE HOUSE - INCOME		2023-24	2024-25	
Tickets and Refreshments	£	2,066.14	£	1,277.35
Bank Interest	£	12.32	£	13.38
Totals	£	2,078.46	£	1,290.73

PAVILION - EXPENSES		2023-24	2024-25	
Caretaker	£	294.00	£	60.00
Cleaning Goods	£	29.36	£	379.16
Maintenance - Electrical Work	£	672.00	£	-
Electricity	£	3,944.47	£	3,609.51
Equipment Purchase - Furniture	£	-	£	588.28
Equipment Purchase - Electrical	£	-	£	139.99
Heating	£	-	£	979.24
Maintenance - Plumbing	£	-	£	-
Maintenance - Electrical	£	-	£	264.59
Door repair	£	-	£	135.00
Fundraising Expenses	£	-	£	160.00
Hedge removal and Fence (Insurance)	£	3,317.30	£	-
Insurance Excess Fee	£	1,000.00	£	-

PAVILION - INCOME		2023-24	2024-25	
Fund Raising Event	£	680.32	£	592.00
Rentals inc Archery	£	4,462.50	£	5,436.00
Field Use	£	853.00	£	389.00
Showers	£	56.00	£	30.00
Electricity	£	-	£	1,017.03
Licence	£	-	£	-
Electricity Refund from SSE	£	406.26	£	-
Donations	£	10.00	£	450.00
3 Hills Walk	£	-	£	800.00
Brailes Show	£	1,000.00	£	2,000.00
Share of 100 Club Profit	£	1,258.00	£	-
Insurance Subsidence Work Refund	£	3,317.30	£	9,850.00
Donation from Hall from Grants	£	-	£	-

Totals	£ 12,043.38	£ 20,564.03
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Note Sundry Payments - Hall	
100 club licence	£ 40.00
Property valuation	£ 182.50
Curtain tracks	£ 139.98
Stationary	£ 16.99
Reflectors	£ 13.19

Insurance Work to rectify subsidence	£	-	£	9,850.00
MCFP Fire Protections	£	142.08	£	35.50
Pat Testing	£	39.60	£	-
Pavilion - Contributions & Insurance	£	3,519.84	£	1,446.03
Sundry - Step Ladder	£	-	£	37.39
Sundry - Shelving, Pipe box etc	£	-	£	180.00
Sundry - electrical Check`	£	-	£	157.50
Sundry - Diffusers	£	-	£	159.99
Sundry - Padlocks	£	-	£	18.46
Window Cleaning	£	10.00	£	12.00
Totals	£	12,968.65	£	18,212.64

Trustees Annual Report - for the period 5th April 2024 to 4th April 2025

Charity Name: Brailes Village Hall and Playing Field

Registered Charity Number 522897

Charity's Principal Address:

Castle Hill Lane, Upper Brailes, Banbury, Oxon OX15 5AS

Names of Trustee's who manage this Charity were

Susan Gilkes (Chair, Christopher Righton (Vice), Jonathan Boyce (Joint Treasurer), Vanessa Boyce (Joint Treasurer), Lisa Bryan (Secretary), Louise Appleton, David Beeton, Deidre Carney, Heather Childs, Brenda Foster, Barbara Manley, Barbara Shepherd, Katherine Haycock, Maeve Jackson, David Blower, Rosie Wyatt

Names of the Trustee's for the Charity, if any

Brailes Parish Council (Custodian Trustee)

Structure, Governance and Management

Type of Governing document: Constitution. How the charity is constituted:
Unincorporated association

Trustee's Selection methods:

Trustees are appointed or reappointed annually at the Annual General Meeting held in May.

Additional governance issues (optional information)

- The Village Hall and Playing Field (this includes the Play Area and Pavilion) are open for the use and enjoyment for all members of the Brailes Parish. Village Organizations that use the facilities include the Mechanical and Craft and Brownies & Gardening Group and for meetings for the Brailes Show & 3 Hills Walk who raise money that is donated for the upkeep of the building or for a specified project. The Hall, Playing Fields and the Pavilion is also used by local individuals to run exercise type classes such as Yoga and Zumba. The Hall and Pavilion is available to hire and is used for fundraising events, parties and we have regular groups of Caravaners who enjoy the local amenities. The Brailes Parish are offered subsidised hire rates.

- The large car park has now has two designated disabled parking areas and we hope to be able to raise funds in the future for resurfacing. We have a variety of mobile food vans who park on the car park on specified days to offer takeaway foods. The car park when not being used by hirers is used by parents of the Primary School to drop of their children. We also ask for donations to be left in the box from people using the parking for a short time such as walkers.
- The sports Pavilion continues to be used less for sports, and we have enlisted the help of 3 younger people to look at ways of encouraging people to use the facilities. We continue to hire the Pavilion and field to Shipston Archery Club and have been looking at other groups or individuals who might benefit from having a smaller venue.
- The Play area sub committee have continued to raise funds for the upkeep of the Play Area and purchase new style equipment for the youngsters to enjoy.
- Both Brailes Show and the 3 Hills Walk went ahead making donation to the Hall, Pavilion and Play Area.
- The committee hold events throughout the year for the Hall and Pavilion which include much loved Race Nights, Quiz nights and our popular 100 club.
- The subsidence in the Pavilion was repaired through our insurance company after extensive investigations.

OBJECTIVES AND ACTIVITES

Our main objective is to ensure that the Hall, Play Area, Pavilion, and Playing Fields follow the guidelines with the relevant policies and procedures are in place

Summary of the main activities undertaken for the public benefit in relation to these objectives:

- We regularly review our policies throughout the year
- We will take guidance from Acre and any relevant organisations
- Before undertaking any project, we will seek guidance from ACRE
- We refer to our Constitution to ensure that we are compliant.
- We carry out regular fire drill checks and health and safety checks
- We have an annual playground inspection and follow their recommendations

ACHIEVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity during the year

- We continue to monitor our financial performance each month. We have emergency funds in place.
- We update and review all “terms of reference” for our sub committees
- We review our policies and procedures
- We continue to run our 100 Club and have relevant licenses in place #

- We continue to hold our own fund-raising events
- We have continued to raise funds and obtain grants for the play area and the website.
- We have a new Village Hall Website
- Started to look at a Business Plan to support our grant applications

FINANCIAL REVIEW

Brief statement on the charities policy on reserves

We continue to try and maintain a healthy current balance allocating any surplus funds to separate savings accounts for special project or unforeseen expenses, in addition to our general funds we hold an emergency fund pot each for the Hall and Pavilion.

Details of any funds in deficit Not applicable

Further financial review details:

- Our focus continues to keep the present rentals at the same level increasing when possible.
- To increase the rentals of the pavilion especially with sporting type events
- Now we have our new website keep this updated and add additional pages and to grow our social media presence to encourage new bookings

DECLARATION:

The trustees declare that they have approved the trustees' report above

Signed on behalf of the charity's trustees

Signature

Susan Gilkes

Full Name:

Susan Gilkes

Position e.g. Secretary, Chair etc

Chairman

Date:

February 3rd 2026

Signature

Lisa Bryan

Full Name:

Lisa Bryan

LISA BRYAN

Position e.g. Secretary, Chair etc

Secretary

Date:

February 3rd 2026



Brailes Village Hall
Castle Hill Lane
Upper Brailes
Banbury
OX15 5AS

3rd February 2026

Dear Vanessa,

Subject: Review Summary for the Year Ended 2025

Below is a summary of our recent review of the Brailes Village Hall accounts for the financial year ending March 2025.

Financial statements

Your financial records look accurate and continue to reflect the organisation's financial position appropriately for the year ended 2025. Internal controls are working very well, helping to keep records organised and preventing errors. I am delighted to confirm that not a single discrepancy has been encountered during this year's audit. This is a real credit to the treasurers.

Improvements noted this year

It is clear that the improvements made in previous years have continued and have become even more embedded in the day-to-day record keeping. In particular:

- All software is fully reconciled.
- Receipts are attached where required.
- Transactions are consistently referenced and include accurate descriptions of what they relate to.
- There were no balance discrepancies to resolve.
- Spot checks across all accounts confirmed transactions were accurate.

Recommendations

Overall organisation and record keeping is excellent. The only recommendation remains broadly the same as last year, although it is noted that transfers between the Treasurer account and the independent savings pots are now referenced clearly.



Each project/sub-committee having its own savings account is a strong approach. However, these savings accounts continue to not be reconciled within the period transactions are made (ideally monthly). In particular, the 100 Club winnings (lottery account) were not reconciled for approximately 9 months, which then led to bulk transactions between accounts.

That said, all balances were correct at the year end and the documentation for sub payments and winnings were very well maintained and easy to cross-check. This is therefore a minor recommendation focused on timing and process rather than accuracy.

Conclusion

Overall, the review went very smoothly, and we're pleased to confirm that the financial statements are reliable and that the organisation continues to do an excellent job in terms of compliance and internal controls.

If you have any questions or would like any further detail on the review, please feel free to contact me at kate@paperworkteam.com.

Kind regards

Kate Clifton

Director

The Paperwork Team

BRAILES VILLAGE HALL AND PLAYING FIELD

England & Wales - Charity number 522897

Accounts

Trustees' Annual Report - for the period 5th April 2023 to 4th April 2024

Charity Name: Brailes Village Hall and Playing Field

Other Names Charity Known by n/a

Registered Charity: 522897

Charity's principal address: Castle Hill Lane, Upper Brailes, Banbury, Oxfordshire, OX15 5AS

Names of Trustees who manage this charity:-

<u>Family Name</u>	<u>Christian Name</u>	
Gilkes	Susan	
Righton	Christopher	
Boyce	Jonathan	
Boyce	Vanessa	
Bryan	Lisa	
Appleton	Louise	
Beeton	David	
Carney	Deirdre	
Childs	Heather	
Edmunds	Michael	
Foster	Brenda	
Manley	Barbara	
Pendrey	Malcolm	
Shepherd	Barbara	
Woods	Michael	
Jackson	Maeve	

Names of the Trustees for the charity, if any, (for example, any custodian

<u>Name</u>	<u>Dates acted if not whole year</u>	
Brailes Parish Council		Custodian Trustee

STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of governing document: Constitution

How the charity is

constituted: Unincorporated association

Trustees' selection methods: Trustees are appointed or reappointed annually at the Annual General Meeting held in May.

Additional governance issues (optional information)

- The Village Hall and Playing fields (this includes the Play Area & Pavilion) are open for the use and enjoyment for all members of the Brailes Parish. Village organisations that use the facilities include for example the Mechanical and Craft Society, Brownies, WI, Gardening Club, Badminton Group and for meetings for example Brailes Show & 3 Hills Walk who raise funds and donate to the Hall and Pavilion. The hall is also used by local individuals to run exercise type classes such as Yoga, Keep Fit and Zumba. The Hall, Playing Fields and Pavilion are also available for hire and is used for parties, weddings, fundraising events and band practises. The playing fields is used by visiting caravan clubs this an asset to not only the Hall but local businesses.
- The Hall has a large car park and is used by parents to park safely and use the path that sits at the bottom of the playing fields to gain access the school. We also if not being used by hirers of the Hall allow use of the car park for a donation to the Village Hall.
- We also have a sports pavilion; however, the sporting side of the village life has become less but Shipston Archery Club use the Pavilion and field on a weekly basis. We now use the Pavilion for smaller meetings and parties and local bands use to hold their practise sessions. A subcommittee deal with the day to day running of the Pavilion, bookings are dealt with by the caretaker who is in an ideal place to guide would be hirers to perhaps a more suitable venue than the large hall.
- The Play Area and its equipment is maintained by the Management Committee and this like the Hall was subject to Government requirements. We have a separate fundraising subcommittee who have been actively raising funds by events and grants which have been renovating existing equipment and purchasing new equipment.
- Brailes Show which mainly supports the Village Hall went ahead in 2023.
- The Brailes Picture House is organised by a subcommittee and donated to the Hall when funds available
- In November 2022 we noticed subsidence in the Sports Pavilion and throughout this year the insurance company have been

OBJECTIVES AND ACTIVITES

Summary of the objects of the charity set out in its governing document:

- The main objective was to ensure that the Hall, Play Area, Playing Fields and Pavilion follow all the guidelines with the relevant policies and procedures in place.

Summary of the main activities undertaken for the public benefit in relation to these objectives:

Additional details of objectives and activities:

ACHEIVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity during the year:

- We continued to monitor our financial situation each month and have emergency funds in place
- All sub committees have a “term of references” which are updated as needed
- We researched and sort quotes for a Designated Disabled parking space, although funds are not available to carry out the work we now have marked out designated parking areas with the appropriate signs.
- We have reviewed our policies in that were in place.
- We also in the process of looking to able to offer gift aid.
- The 100 Club was successful, and we are now continuing each year to raise money for the Hall and Pavilion.
- We held a very successful fundraising events for the Hall and Pavilion.
- Our sub-committee have raised funds and obtained grants for the purchase of some new additional equipment and repaired and maintained some of the older equipment following the recommendations of the annual play inspection report

FINANCIAL REVIEW

Brief Statement on the charities policy on reserves:

- We have always tried to maintain a healthy balance however Covid has highlighted how vulnerable we could be so we as a committee agreed that we should set aside an amount of £10,000 minimum and when possible, we would add any money not being used for upgrading the hall will be transferred to this account. This has been put into a savings account.

Details of any funds materially in deficit: not applicable

Further financial review details:

- Our focus for this next financial year is to increase our number of rentals.
- To grow our social media presence and build our website and facebook pages . We have started investigations into a new website and actively looking for funding.
- The Treasurer has implemented a financial appraisal to be completed each year to confirm that all procedures are in place and reviewed annually. This has been updated as appropriate

OTHER OPTIONAL INFORMATION

DECLARATION:

**The trustees declare that they have approved the trustees' report above.
Signed on behalf of the charity's trustees.**

Signature(s)

Susan Gilkes

Full Name:

Susan Gilkes

Position e.g. Secretary, Chair etc

Chair

Date:

March 6th 2025

Signature(s)

Lisa Bryan

Full Name:

Lisa Bryan

Position e.g. Secretary, Chair etc

Secretary

Date:

March 6th 2025

Bank Reconciliation Year ending 4th April 2024

Balances as at the 5th April 2023

Treasurers - Village Hall	3,391.45
Play Area	12,989.68
Picture House	933.99
Treasurers - Pavilion	3,659.62

Savings Account - Emergency Hall	11,394.43
Savings Account - Emergency Pavilion	2,500.64
Savings Account - Maintenance	5,226.78
Savings Account - Website	352.36
Savings Account - W.I	2,764.46
Savings Account - Calendar	1,796.65
Savings Account - 100 Club	2,797.30
Savings Account - Car Park	1,327.44

Add

Income

Treasurers - Village Hall	37,034.54
Play Area	5,787.35
Picture House	2,078.46
Treasurers - Pavilion	12,043.38

Less

Expenditure

Treasurers - Village Hall	-35,540.72
Play Area	-1,205.00
Picture House	-11,026.80
Pavilion	-12,968.65

Balance

45,337.36

Current Assets

Bank Account April 5th 2024

Treasurers - Village Hall	3,815.93
Play Area	7,725.23
Picture House	1,893.45
Treasurers - Pavilion	2,734.35

Savings Account

100 Club	3,479.45
Car Park	2,630.32
Emergency Fund Hall	11,515.78
Maintenance	4,882.30
Pavilion Emergency Fund	2,527.25
W.I Special Project	3,381.19
Website	341.77
Friends of Brailes Village Hall	410.34

45,337.36

Previous	PLAY AREA - INCOME	Current
£20.60	Bank Interest	£62.28
£0.00	Brailles Show	£2,000.00
£1,223.42	Donations - Coronation Tea`	£1,630.12
£938.00	Fund Raising Car Boot	£402.75
£23,500.00	Grants	£1,692.20
£25,682.02	Totals	£5,787.35

Previous	PICTURE HOUSE - INCOME	Current
£2,111.90	Tickets and Refreshments	£2,066.14
£1.65	Bank Interest	£12.32
£2,113.55	Totals	£2,078.46

Previous	PAVILION - INCOME	Current
£110.00	Fund Raising Event	£680.32
£4,097.00	Rentals inc Archery	£4,462.50
£70.00	Field Use	£853.00
£11.50	Showers	£56.00
£24.00	Electricity	£0.00
£20.00	Licence	£0.00
£0.00	Electricity Refund from SSE	£406.26
£0.00	Donations	£10.00
£2,200.00	3 Hills Walk	£0.00
£0.00	Brailles Show	£1,000.00
£0.00	Share of 100 Club Profit	£1,258.00
	Insurance Subsidence Work Refund	£3,317.30
£6,532.50	Totals	£12,043.38

Previous	PLAY AREA - EXPENSES	Current
£0.00	Play Area Expenses	£177.60
£1,878.60	Equipment Purchase	£10,782.00
£23,134.80	Maintenance and Repairs	£67.20
£25,013.40	Totals	11,026.80

Previous	PICTURE HOUSE - EXPENSES	Current
£706.80	Filmbank	£939.60
£9.59	Refreshments	£265.40
£157.29	Misc	£0.00
£873.68	Totals	£1,205.00

Previous	PAVILION - EXPENSES	Current
£739.00	Caretaker	£294.00
£70.50	Cleaning Goods	£29.36
£141.60	Maintenance - Electrical Work	£672.00
£2,668.56	Electricity	£3,944.47
£114.00	Maintenance - Plumbing	0.00
£0.00	Insurance Excess Fee	£1,000.00
£108.06	MCFP Fire Protections	£142.08
£0.00	Pat Testing	£39.60
£0.00	Pavilion - contributions o/s	£2,214.72
£0.00	Pavilion Contribution- Insurance	£1,305.12
£10.00	Window Cleaning	£10.00
£102.00	Maintenance - Feldon Flooring	£0.00
	Hedge removal and Fence (Insurance)	£3,317.30
£3,953.72	Totals	12,968.65



Brailes Village Hall
Castle Hill Lane
Upper Brailes
Banbury
OX15 5AS

10th March 2025

Dear Vanessa,

Subject: Review Summary for the Year Ended 2024

Below is a summary of our recent review of Brailes Village Hall accounts for the financial year ending March 2024.

Financial statements

Your financial records, all look accurate and reflect the organisation's financial position for the year ending 2024.

Compliance Check

We checked that your organisation is following the rules and regulations that apply to it, it appears that everything seems to be in order.

Internal controls

We also looked at how you manage your finances internally. Your internal controls are doing their job well, helping to keep everything organised and preventing any significant errors.

Improvements

The improved date recording recommendation made last year has clearly been instigated and this has made a positive improvement to the auditing process. Every transaction across bank statements, cashbook, clerk notes can all be cross checked easily.



Recommendations

The overall organisation and record keeping for the charity is very good. However, we would suggest the following to help improve the accounts even further:

1. Each project/sub-committee has its own savings account which is great. However, these saving account 'funds' are not used directly. The treasurer account is used primarily to pay/receive all transactions then each savings account is reconciled at a later date. When reconciling, each transaction is not accounted for as the payments to and from the savings accounts are completed using a bulk transaction. We would suggest if not using these savings accounts directly, then each transaction should be reconciled against the Treasurer's account individually or referenced to indicate the original transactions.

Conclusion

Overall, the review went smoothly, and we're pleased to tell you your financial statements are reliable, and your organisation is doing a great job in terms of compliance and internal controls.

If you have any questions or need more details about the review, please feel free to contact me at kate@paperworkteam.com.

Best regards,

Kate Clifton

Director
The Paperwork Team

BRAILES VILLAGE HALL AND PLAYING FIELD

England & Wales - Charity number 522897

Accounts

Trustees' Annual Report - for the period 5th April 2022 to 4th April 2023

Charity Name: Brailes Village Hall and Playing Field

Other Names Charity Known by: n/a

Registered Charity: 522897

Charity's principal address: Castle Hill Lane, Upper Brailes, Banbury, Oxfordshire, OX15 5AS

Names of Trustees who manage this charity:-

<u>Family Name</u>	<u>Christian Name</u>		
Gilkes	Susan		
Righton	Christopher		
Boyce	Jonathan		
Boyce	Vanessa		
Bryan	Lisa		
Appleton	Louise		
Beeton	David		
Carney	Deirdre		
Childs	Heather		
Edmunds	Michael		
Foster	Brenda		
Manley	Barbara		
Pendrey	Malcolm		
Shepherd	Barbara		
Woods	Michael		
Jackson	Maeve		

Names of the Trustees for the charity, if any, (for example, any custodian

Trustees

<u>Name</u>	<u>Dates acted if not whole year</u>	
Brailes Parish Council		Custodian Trustee

STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of governing document: Constitution

How the charity is constituted: Unincorporated association

Trustees' selection methods: Trustees are appointed or reappointed annually at the Annual General Meeting held in May.

Additional governance issues (optional information)

- The Village Hall and Playing fields (this includes the Play Area & Pavilion) are open for the use and enjoyment for all members of Brailes Parish.
- Village organisations that use the facilities include for example the Mechanical and Craft Society, Guides, Brownies, WI, Gardening Club and for meetings for example Brailes Show & 3 Hills Walk who raise funds and make a donation to the Hall and Pavilion. The hall is also used by several exercise classes these include Badminton, Keep Fit, Pilates, Zumba, Yoga.
- The facilities can be hired out for Weddings, Parties, band rehearsals, fundraising events. The field and hall used by visiting Caravan Clubs this is an asset not only the Hall but to local businesses.
- The Hall has a large car park and is used by parents to park safely and use the path that sits at the bottom of the playing fields to gain access the school. We also if not being used by hirers of the Hall allow use of the car park for a donation to the Village Hall.
- We also have a sports pavilion; however, the sporting side of the village life is becoming less so we now use the Pavilion for smaller meetings and parties. It is a separate group of people who deal with the day to day running of the Pavilion, but bookings are dealt with by the caretaker who is in an ideal place to guide would be hirers to perhaps a more suitable venue than the large hall.
- The Play Area and its equipment is maintained by the Management Committee and this like the Hall was subject to Government requirements. We have a separate fundraising subcommittee who have been actively raising funds by events and grants which have been renovating existing equipment and purchasing new equipment.
- Brailes Show which supports the Village Hall went ahead in 2022.
- The Brailes Picture House which ran independently but donated to the Hall when funds available approached the Management committee to become under the Hall management umbrella as a subcommittee and funds raised would be transferred towards the running of the Hall.
- In November 2022 we noticed subsidence in the Sports Pavilion, we are claiming through our insurance company (on going)

- We found that our account system needed a more structured system, so we researched and are now using the Edge Accounting system.

OBJECTIVES AND ACTIVITIES

Summary of the objects of the charity set out in its governing document:

- The main objective was to ensure that the Hall, Play Area, Playing Fields and Pavilion follow all the guidelines with the relevant policies and procedures in place.

Summary of the main activities undertaken for the public benefit in relation to these objectives:

Additional details of objectives and activities:

ACHEIVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity during the year:

- We continued to monitor our financial situation each month.
- All sub committees have a "term of reference" in place.
- We have not been able to make any improvements to the Hall this year, but work took place on our hedges and the surrounding trees.
- We researched and costed for Designated Disabled parking spaces.
- We have reviewed our policies in that were in place.
- We also in the process of looking to able to offer gift aid.
- We set up a "100 club" to raise money for the Hall and Pavilion.
- We successfully raised funds to produce a calendar to celebrate the Halls 70th year. Funds raised from sales to go to the day to day running of the Hall.
- We held a very successful Race Night for funds.
- The Village Hall, Play Area , Playing Fields, and Pavilion were listed as an "Asset of the Community".

FINANCIAL REVIEW

Brief Statement on the charities policy on reserves:

- We have always tried to maintain a healthy balance however Covid has highlighted how vulnerable we could be so we as a committee agreed that we should set aside an amount of £10,000 minimum and when possible,

we would add any money not being used for upgrading the hall will be transferred to this account. This has been put into a savings account.

Details of any funds materially in deficit: not applicable

Further financial review details:

- Our focus for the next financial year is to increase our number of rentals.
- To grow our social media presence and build our website and facebook pages .
- The Treasurer has implemented a financial appraisal to be completed each year to confirm that all procedures are in place and reviewed annually.

OTHER OPTIONAL INFORMATION

DECLARATION:

The trustees declare that they have approved the trustees' report above.
Signed on behalf of the charity's trustees

Signature(s)

Susan Gilkes

Full Name:

Susan Gilkes

Position e.g. Secretary, Chair etc

Chairman

Date:

March 7th 2024

Signature(s)

Lisa Bryan

Full Name:

Lisa Bryan *LISA BRYAN*

Position e.g. Secretary, Chair etc

Secretary

Date:

March 7th 2024

Brailes Village Hall**Bank Reconciliation Year ending 4th April 2023**

Balance as at the 5th April 2022		
	Treasurers - Village Hall	£2,941.09
	Play Area	£11,794.86
	Picture House	£183.64
	Pavilion	£3,580.84
Add	Income	
	Treasurers - Village Hall	£33,992.82
	Play Area	£25,682.02
	Picture House	£2,113.55
	Pavilion	£6,532.50
Add	Savings Account - Contingency	£12,667.45
Add	Savings Account - Maintenance	£5,950.33
Add	Savings Account - Website	£226.83
Add	Savings Account - W.I	£350.01
Add	Savings Account - Play Area	£668.85
Less	Expenditure	-£27,709.19
	Treasurers - Village Hall	-£25,013.40
	Play Area	-£873.68
	Picture House	-£3,953.72
	Pavilion	
	Balance	£49,134.80

Current Assets

Bank Account April 5th 2023		
	Treasurers - Village Hall	£3,391.45
	Play Area	£12,989.68
	Picture House	£933.99
	Pavilion	£3,659.62
Savings Accounts -		
	100 Club	£2,797.30
	Calendar Fund Raiser & Sales	£1,796.65
	Car Park	£1,327.44
	Maintenance	£5,226.78
	W.I Special Projects	£2,764.46
	Website	£352.36
	Emergency Fund - Hall	£11,394.43
	Emergency Fund - Pavilion	£2,500.64
	Balance	£49,134.80

Income & Expenditure 2022-23 Village Hall

<u>Income</u>		<u>Expenditure</u>	
<u>Village Hall</u>			
Car Park Donations	1,120.78	100 Club Prizes	£1,450.00
Caravans	4,131.00	Accounts Package	£1,416.00
Donations - Village Hall	4,500.20	Boiler Service	£136.80
Fundraising (General)	0.00	Caretaker	£7,199.60
Calendar	2,380.50	Cleaning Items	£324.88
100 Club	4,392.00	Council Tax	£394.24
Race Nights	1,720.30	Donation from Grants to Pavilion	£0.00
Bingo	812.00	Electricity	£2,825.44
Mowing Play Area	698.40	Float	£150.00
Grants	0.00	Fuel	£1,728.99
Hall Rentals	13,078.00	Fund Raising Expenses	£1,922.40
Electricity	793.00	Grounds Maintenance	£51.00
Showers	3.00	Grundons	£1,405.54
License	110.00	Insurance	£1,745.47
Sound System & Projector	110.00	Insurance - Broker Fee	£75.00
Interest		Maintenance - Electrical Work	£734.40
100 Club	5.30	Maintenance - Feldon Flooring	£0.00
Emergency Fund Hall	21.78	Maintenance - Plumbing	£87.00
Maintenance	10.85	Maintenance - Sound System	£0.00
Website	0.80	MCFP - Fire Checks	£175.52
WI Special Projects	4.15	Mowing	£3,492.00
Car Park Donations	1.66	Premises License	£180.00
Calendar	2.70	PRS	£387.76
Emergency Fund - Pavilion	0.64	Recycling - SDC	£275.00
Pav share 20/21 Water/Insurance	0.00	Sundry Payments	£667.73
Wayleave	35.76	Water plus	£699.15
Compensation Payment	60.00	Website	£125.27
		Window Cleaning	£60.00
Totals	33,992.82	Totals	£27,709.19

Play Area			
Fundraising	938.00	Play Area Expenses	£0.00
Grants	23,500.00	Equipment Purchase (Benches)	1,878.60
Donations	1,223.42	Maintenance & Repairs (Matting)	23,134.80
Interest	20.60		
Totals	25,682.02	Totals	25,013.40

Picture House			
Takings (this includes refreshments)	2,111.90	Filmbank	£706.80
Interest	1.65	Misc	£9.59
		Refreshments	£157.29
Totals	2,113.55	Totals	£873.68

Pavilion			
Rental	3,777.00	Caretaking	739.00
Field Use	70.00	Cleaning Goods	70.50
Archery	320.00	Electricity	2,668.56
Showers	11.50	Maintenance - Electrical Work	141.60
Electricity	24.00	Maintenance - Plumbing	114.00
License	20.00	Maintenance - Feldon Flooring	102.00
Donation from Hall for Emergency Fund		MCFP Checks	108.06
Donation from 3 Hills Walk	2,200.00	Water & Insurance Contribution	0.00
Fundraising	110.00	Window Cleaning	10.00
Totals	6,532.50	Totals	3,953.72



Brailes Village Hall
Castle Hill Lane
Upper Brailes
Banbury
OX15 5AS

28th March 2024

Dear Vanessa,

Subject: Review Summary for the Year Ended 2023

Below is a summary of our recent review of Brailes Village Hall accounts for the financial year ending 4th April 2023.

After conducting a review of the account documents provided, I can confirm the following -

Financial statements

Your financial records, all look accurate and, in our opinion, reflect the organisation's financial position for the year ending 2023.

Recommendations

The new accounting system seems to link the documents well and is clearly well maintained. The overall organisation and record keeping for the charity is very good. However, we would suggest the following to help improve the accounts even further:

1. Each project/sub-committee has its own account, which is great, but some don't reflect every transaction linked with that project – e.g. Maintenance Pot account. Costs incurred from plumbing repairs have not passed directly through this savings account. There may of course be a reason for this.
2. The additional record documents produced by the Clerk/Treasurer are very thorough and link all transactions brilliantly. What would improve this further would be to include more dates relating to the individual transactions, even if these are only grouped into months.

If you have any questions or need more details about the review, please feel free to contact me at kate@paperworkteam.com.

Kind regards,

Kate Clifton
The Paperwork Team

BRAILES VILLAGE HALL AND PLAYING FIELD

England & Wales - Charity number 522897

Accounts

Trustees' Annual Report

for the period 5th April 2021 to 4th April 2022

Charity Name: Brailes Village Hall and Playing Field

Other Names Charity Known by: n/a

Registered Charity: 522897

Charity's principal address: Castle Hill Lane, Upper Brailes, Banbury
Oxfordshire, OX15 5AS

Names of Trustees who manage this charity:-

<u>Family Name</u>	<u>Christian Name</u>	<u>Officer</u>
Gilkes	Susan	Chair
Righton	Christopher	Vice Chair
Boyce	Jonathan	Joint Treasurer
Boyce	Vanessa	Joint Treasurer
Bryan	Lisa	Secretary
Appleton	Louise	n/a
Beeton	David	n/a
Carney	Deirdre	n/s
Childs	Heather	n/a
Edmunds	Michael	n/a
Foster	Brenda	n/a
Malir	Janie	n/a
Manley	Barbara	n/a
Pendrey	Malcolm	n/a
Shepherd	Barbara	n/a
Woods	Michael	n/a
Jackson	Maeve	n/a

Names of the Trustees for the charity, if any, (for example, any custodian trustees)

<u>Name</u>	<u>Dates acted if not whole year</u>	
Brailes Parish Council		Custodian Trustee

STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of governing document: Constitution

How the charity is constituted: Unincorporated association

Trustees' selection methods: Trustees are appointed or reappointed annually at the Annual General Meeting held in May

Additional governance issues (optional information)

The Village Hall and Playing fields (this includes the Play Area & Pavilion) are open for the use and enjoyment for all members of Brailes Parish.

2021– 2022 continued to have covid restrictions in place, and we opened the Hall and Pavilion when the restrictions were lifted. However, always we followed the Government guidelines.

Village organisations that use the facilities include for example the Mechanical and Craft Society, Guides, Brownies, WI, Gardening Club and for meetings for example Brailes Show. The hall is also used by several exercise classes these include Badminton, Keep Fit, Pilates, Zumba, Yoga. The facilities can be hired out for Weddings, Parties, band rehearsals, fundraising events. The field and hall used by visiting Caravan Clubs this is an asset not only the Hall but to local businesses.

The Hall has a large car park and is used by parents to park safely and use the path that sits at the bottom of the playing fields to gain access the school. We also if not being used by visitors to the Hall allow use of the car park for a donation to the Village Hall.

We also have a sports pavilion; however, the sporting side of the village life is becoming less so we now use the Pavilion for smaller meetings and parties. It is a separate group of people who deal with the day to day running of the Pavilion, but bookings are dealt with by the caretaker who is in an ideal place to guide would be hirers to perhaps a more suitable venue than the large hall.

The Play Area and its equipment is maintained by the Management Committee and this like the Hall was subject to Government requirements.

Brailes Show which supports the Village Hall was cancelled.

With the covid pandemic we were guided by ACRE who kept us informed about what requirements needed to be in place and how we could keep visitors safe.

To keep the committee safe, it was agreed that 4 officers would take on the day to day running of the Hall reporting back to the Trustees and asking for approval when necessary. We held zoom meetings or if we were able to meet, we would hold meetings under the current guidelines.

OBJECTIVES AND ACTIVITIES

Summary of the objects of the charity set out in its governing document:

The main objective was to ensure that all covid regulations were carried out so that when we were able to open the Hall and Playing fields that visitors felt comfortable in their surrounds. We took advantage of the offer from Warwickshire County Council who supplied us with air purifiers, this enabled us to offer our hirers or visitors to the Hall and Pavilion added comfort.

Summary of the main activities undertaken for the public benefit in relation to these objectives:

Additional details of objectives and activities:

ACHIEVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity during the year:

We continued to monitor our financial situation each month. We agreed that our caretaker should return to being paid her monthly remuneration.

We reviewed our Constitution and made some administrative adjustments, from this we established that the Pavilion do not have to have a formal committee (i.e officers), so the day-to-day running is now organised by an informal group of people which includes 5 trustees. A report is sent to each Management meeting. The accounts are prepared and reported by the Treasurer of the Hall and are included in the accounts submitted to the Charities Commission. Currently the Pavilion hold a separate bank account however in 2022 – 2023 we are looking at changing our accounting system and we may look at merging the accounts into the Village Hall. We also reviewed our village organisations and invited representatives to become trustees. We were able to welcome some new faces to the committee.

As we had established the Play Area is the sole responsibility of the Hall, we have a sub committee made up of young parents who have an interest in the play area who are raising funds for upkeep and updating. The sub-committee also

includes 4 trustees. All final decisions are brought to the trustees for approval and a report is provided for the Management meeting.

Towards the end of the financial year, a group of people who had run a monthly film club making donations to the Hall, when possible, agreed to become a sub committee of the Hall. They continue to run the Film club as before, but payments and income are now dealt with by the Treasurer.

All sub committees have a "term of reference" in place.

We saw an increase in bookings as the covid restrictions were lessened however we still maintained the guidelines put in place regarding numbers.

We have not been able to make any improvements to the Hall this year due to financial uncertainty however we are hoping that in 2022/2023 we will be able to replace the fascia at the front of the Hall.

We have reviewed our policies in place i.e., data protection, health and safety and are in the process of setting up a safeguarding policy

We also in the process of looking to be able to offer gift aid.

We are also looking into setting up a 100 club to raise money for the Hall and Pavilion.

FINANCIAL REVIEW

Brief Statement on the charities policy on reserves:

We have always tried to maintain a healthy balance however Covid has highlighted how vulnerable we could be so we as a committee agreed that we should set aside an amount of £10,000 minimum and when possible, we would add any money not being used for upgrading the hall will be transferred to this account. This has been put into a savings account.

Details of any funds materially in deficit: not applicable

Further financial review details:

Our focus for the next financial year is to increase our number of rentals, we have a website and facebook page which we keep updated.

The Treasurer has implemented a financial appraisal to be completed each year to confirm that all procedures are in place and reviewed

OTHER OPTIONAL INFORMATION

DECLARATION:

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Lusan Gilkes

Full Name:

SUSAN GILKES

Position e.g. Secretary, Chair etc

CHAIR

Date:

18.9.23

Signature(s)

Lisa Bryan

Full Name:

LISA BRYAN

Position e.g. Secretary, Chair etc

SECRETARY

Date:

18.9.23

Brailles Village Hall & Pavilion
Joint Bank Reconciliation Year ending 4th April 2022

	Village Hall Bank Account as at April 4th 2021	6,398.52
	Pavilion Bank Account as at April 4th 2021	3,520.40
Add	Income - Hall	32,454.55
	Income - Pavilion	4,657.75
Add	Savings Account - Contingency Hall	15,637.28
Add	Savings Account - Maintenance	144.92
Add	Savings Account - Website	428.29
Add	Savings Account - W.I	350.01
	Savings Account - Play Area	695.92
<hr/>		
Less	Expenditure Hall	-21,326.43
	Expenditure Pavilion	-4,597.31
		38,363.90
<u>Current Assets</u>		
	Village Hall Balance as at 5th April 2022	2,941.09
	Pavilion Balance as at 5th April 2022	3,580.84
	(includes £2,500 for emergency)	
	Savings Account - Emergency Village Hall	12,667.45
	Savings Account - Maintenance	5,950.33
	Savings Account - Website	226.83
	Savings Account - W.I	350.01
	Savings Account - Play Area	11,794.86
	Savings Account - Calendar	668.85
	Savings Account - Picture House	183.64
		38,363.90

<u>Income & Expenditure 2021 - 2022</u>				<u>Brailles Village Hall</u>			
	<u>Last Year</u>	<u>This Year</u>		<u>Last Year</u>	<u>This Year</u>		
	<u>2021/2022</u>	<u>2021/2022</u>		<u>2021/2022</u>	<u>2021/2022</u>		
Car Park Donations	518.74	705.51	Boiler Service	338.40	136.80		
Caravans	1,019.00	4,623.00	Caretaker	2,018.00	5,750.00		
Donations - Village Hall	720.00	240.00	Cleaning Items	185.15	188.41		
Fundraising - Calender	0.00	288.15	Council Tax	0.00	201.25		
Grants	19,669.21	5,334.00	Donation from Grants to Pavilion	0.00	2,500.00		
Hall Rentals	3,394.50	8,648.70	Electricity	440.00	1,360.35		
Interest	1.26	1.94	Fuel	328.13	1,076.83		
Picture House Takings	0.00	300.50	Grounds Maintenance	82.60	500.00		
Play Area - Grants, Donations & Fundraising	5,776.67	1,653.60	Grundons	362.27	954.36		
Sundry Pavilion share 2020/21 Water/Insurance	0.00	549.22	Insurance	1,746.66	1,687.50		
Village Hall Fundraising	594.50	506.20	Maintenance - Electrical Work	3,628.80	432.00		
Wayleave	35.76	35.76	Maintenance - Feldon Flooring	0.00	168.00		
Play Area Grants	0.00	9,173.46	Maintenance - Sump	402.00	0.00		
Amazon Smile	0.00	6.75	Maintenance - Hot Water System	2,359.20	0.00		
PRS Refund	0.00	387.76	MCFP - Fire Checks	69.55	181.38		
			Mowing	365.00	2,005.00		
			Picture House Expenses	0.00	116.86		
			Play Area Expenses	4,723.20	11.89		
			Premises License	180.00	180.00		
			PRS	387.76	775.52		
			Recycling - SDC	252.08	252.08		
			Sundry Payment - R Inns Hanging Baskets	0.00	56.00		
			Sundry Payment - WRCC Fee	0.00	60.00		
			Sundry Payment - Rubber Mat Hire	126.00	216.00		
			Sundry Payment - Fine Print - Signs	0.00	457.00		
			Sundry Payment - Flowers LB	0.00	35.00		
			Sundry Payment - Replacement Microphone	0.00	372.00		
			Sundry Payment - DVD Player	324.00	0.00		

Brailes Village Hall
Bank Reconciliation Year ending 4th April 2022

Current Assets

	Balance as at the 5th April 2022	£6,398.52	Bank Account April 5th 2021	£2,941.09
Add	Income	£32,454.55	Savings Account - Emergency Fund	£12,667.45
Add	Savings Account - Emergency Fund	£15,637.28	Savings Account - Maintenance	£5,950.33
Add	Savings Account - Maintenance	£144.92	Savings Account - Website	£226.83
Add	Savings Account - Website	£428.29	Savings Account - W.I	£350.01
Add	Savings Account - W.I	£350.01	Savings Account - Play Area	£11,794.86
Add	Savings Account - Play Area (sub committee)	£695.92	Savings Account Calandar Account	£668.85
	Expenditure	-£21,326.43	Savings Account Picture House	£183.64
	Balance	£34,783.06	Balance	£34,783.06

Brailles Pavilion
Reconciliation Year ending 4th April 2022

Add	Pavilion	Bank Account as at April 4th 2021	3,520.40
Add	Add Income		4,657.75
Add	Less Expenditure		-4,597.31
Add			
Add			

3,580.84

Less Current Assets

Pavilion	Balance as at 5th April 2022	3,580.84
	(includes £2,500 for emergency funds)	

3,580.84

Play Area - Sub Committee

Date	Item	Income	Expenditure
09 Apr 21	Interest	0.01	
13 Apr 21	S/O	357.66	
10 May 21	Trans-in 01539656 - car boot	0.01	
19 May 21	Trans-in 01539656 - car boot	840.00	
09 Jun 21	Interest	0.01	
09 Jul 21	Interest	0.02	
09 Aug 21	Interest	0.02	
09 Sep 21	Interest	0.02	
11 Oct 21	Interest	0.02	
28 Oct 21	Trans-in 01539656 - Restart Teas	262.00	
28 Oct 21	Trans-in 01539656 - Car Boot	550.60	
08 Nov 21	Trans-in 01539656 - Co-op Donation	4,173.46	
09 Nov 21	Interest	0.02	
09 Dec 21	Interest	0.06	
10 Jan 22	Interest	0.06	
09 Feb 22	Interest	0.06	
07 Mar 22	Trans-in 01539656 - Amazon Smile	6.75	
07 Mar 22	Trans-out 01539656 - Alan Harvey Matting		80.00
09 Mar 22	Interest	0.05	
01 Apr 22	Trans-out 01539656 - Reference Book		11.89
01 Apr 22	Trans-in 01539656 - Forge Garage	5,000.00	
		11,190.83	91.89

5th April - 4th May 2022	
Starting Balance:	£695.92
Total Income:	£11,190.83
Total Expenditure:	-£91.89
End Balance:	£11,794.86

Brailles Picture House (sub committee)

Date	Item	Income	Expenditure
01 Apr 22	Transfer of Cash	£160.00	
01 Apr 22	March Film Night - Dream Horse	£140.50	
01 Apr 22	Filmbank Distribution paid 7/3/22		£99.60
01 Apr 22	D Blower - DVD Purchase paid 22/3/22		£17.26
		£300.50	£116.86

5th April - 4th May 2022	
Starting Balance:	£0.00
Total Income:	£300.50
Total Expenditure:	-£116.86
End Balance:	£183.64

Calendar Fund Raiser

Date	Item	Income	Expenditure
07-Mar-22	Coffee Morning - January	£288.15	
01-Apr-22	Coffee Morning - January	£288.15	
01-Apr-22	Pizza Night - February	£200.00	
01-Apr-22	Race Night	£180.70	
01-Apr-22	Transfer to 01539656 - duplicated transfer		£288.15
		£957.00	£288.15

5th April - 4th May 2022	
Starting Balance:	£0.00
Total Income:	£957.00
Total Expenditure:	-£288.15
End Balance:	£668.85

Emergency Fund

Date	Item	Income	Expenditure
09 Apr 21	Interest	£0.14	
27 Mar 21	Trans-in 01539656	£2,677.00	
		£2,677.14	

5th April - 4th May 2022	
Starting Balance:	£15,637.28

27 Mar 21	Trans-out 01539656 Pavilion Donation						
27 Apr 21	Trans-out 01539656 - adjustment						
14 May 21	Interest					£0.13	£2,500.00
09 Jun 21	Interest					£0.13	£10.00
09 Jul 21	Interest					£0.13	
09 Aug 21	Interest					£0.13	
09 Sep 21	Interest					£0.13	
11 Oct 21	Interest					£0.14	
08 Nov 21	Trans-out 71077168						£5,805.21
09 Nov 21	Interest					£0.12	
09 Dec 21	Interest					£0.08	
10 Dec 22	Interest					£0.09	
09 Feb 22	Interest					£0.08	
07 Feb 22	Trans-In 01539656 - Grant Money					£2,667.00	
09 Mar 22	Interest					£0.08	
						£5,345.38	£8,315.21

Total Income:	£5,345.38
Total Expenditure:	-£8,315.21
End Balance:	£12,667.45

Notes:
 Agreed at meeting to hold £10,000 in emergency Fund and add when possible
 Payment 7th Feb 22 Grant - holding in this account till decision can be made

Maintenance

Date	Item	Income	Expenditure
44508	Trans-in 71077168 from Emergency Fund	5805.21	
44539	Interest	0.05	
44571	Interest	0.05	
44601	Interest	0.05	
44629	Interest	0.05	
		5805.41	

Starting Balance:	144.92
Total Income:	5805.41
Total Expenditure:	0
End Balance:	5950.33

9th November balance transferred from Emergency Fund as agreed

Website Account

Date	Item	Income	Expenditure
13 May 21	Trans-out 01539656		71.88
07 Mar 22	Trans-out 01539656		129.58
			201.46

Starting Balance:	£428.29
Total Income:	£0.00
Total Expenditure:	-£201.46
End Balance:	£226.83

No income - money donated from Village Website for Hall, Pavilion website

W.I Account

Date	Item	Income	Expenditure
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Starting Balance:	£350.01
Total Income:	£0.00
Total Expenditure:	£0.00
End Balance:	£350.01

5th April - 4th May 2022



Brailes Village Hall
Castle Hill Lane
Upper Brailes
Banbury
OX15 5AS

4th October 2023

Dear Vanessa,

Subject: Review Summary for the Year Ended 2022

Below is a summary of our recent review of Brailes Village Hall accounts for the financial year ending April 4th 2022.

Thank you for actioning the amendments requested. Now these have been completed I can confirm the following -

Financial statements

Your financial records, all look accurate and reflect the organisation's financial position for the year ending 2022.

Recommendations

While everything is generally looking good, we would suggest that you consider using bank account linked software to manage your transactions going forward. This will make your finances less time consuming to manage and highlight any potential errors more quickly.

If you have any questions or need more details about the review, please feel free to contact me at kate@paperworkteam.com.

Best regards,

Kate Clifton

Director
The Paperwork Team

BRAILES VILLAGE HALL AND PLAYING FIELD

England & Wales - Charity number 522897

Accounts

Brailles Village Hall

Bank Reconciliation Year ending 4th April 2021

Village Hall

Balance as at the 5th April 2020	7,946.44
<u>Add</u> Income	33,314.57
<u>Add</u> Savings Account - Contingency	181.65
<u>Add</u> Savings Account - Maintenance	2,502.30
<u>Add</u> Savings Account - Website	514.44
<u>Less</u> Expenditure	-20,804.46

Pavilion

Balance as at the 5th April 2020	6,241.16
<u>Add</u> Income	1,018.25
<u>Less</u> Expenditure	-3,739.01

Balance

27,175.34

Current Assets

Village Hall

Bank Account April 5th 2021	6,398.52
Savings Account - Contingency	15,637.28
Savings Account - Maintenance	144.92
Savings Account - Website	428.29
Savings Account - W.I	350.01
Savings Account - Play Area	695.92

Pavilion

Balance as at the 5th April 2021	3,520.40
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27,175.34

Brailes Village Hall
Bank Reconciliation Year ending 4th April 2021

	Balance as at the 5th April 2020	7,946.44
<u>Add</u>	Income	33,314.57
<u>Add</u>	Savings Account - Contingency	181.65
<u>Add</u>	Savings Account - Maintenance	2,502.30
<u>Add</u>	Savings Account - Website	514.44
<u>Less</u>	Expenditure	-20,804.46
	<u>Balance</u>	23,654.94

Current Assets

	Bank Account April 5th 2021	6,398.52
	Savings Account - Contingency	15,637.28
	Savings Account - Maintenance	144.92
	Savings Account - Website	428.29
	Savings Account - W.I	350.01
	Savings Account - Play Area	695.92
		23,654.94

Brailles Pavilion - AGM 4th May to 3rd May 20/21

Income

Rentals
 Donations - General

£988.25
 £30.00

Expenses

Electricity
 Cleaning Goods
 Caretaker / Cleaner
 Sundry Payments
 Window Cleaning
 Fire Extingisher Service
 Electricity Report
 Electricity Work

£440.00
 £128.62
 £180.00
 £12.18
 £10.00
 £160.21
 £280.80
 £2,527.20

£1,018.25

£3,739.01

Opening Balance

£6,241.16

Add Income

£1,018.25

Less Expenditure

-£3,739.01

Closing Balance

£3,520.40

Independent Examiner's Report to the Trustees of 'Brailes Village Hall and Playing Fields' ('the Trust') Charity Number 522897

I report to the Trustees on my examination of the accounts of the above charity for the year ended 05 April 2021.

Responsibilities and Basis of Report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act

Independent Examiner's Statement;

I have completed my examination. I have identified matters of concern that give me reasonable cause to believe that:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records

Due to an error in the method of recording transfers of funds between separate bank accounts held by the Trust, the receipts and payments accounts prepared and presented for examination showed both income and expenditure to be significantly higher than the supporting documents indicated and were consequently not a true reflection of the accounts.

Although movements of funds were included in the monthly reports prepared by the treasurer and shared with the Trustees, a lack of internal financial controls allowed for this error to continue unchecked. The enforced restrictions of COVID19 prevented face to face meetings of the trustees and formal approval of accounts did not take place. The general difficulties the organisation and individuals faced during the pandemic has also led to missing/incomplete invoices/credit notes, but efforts have been made to gather the relevant paperwork to support the financial records.

The accounts have since been corrected for the year ending April 2021 and an accurate Annual Return submitted with this report. The Trust are actively addressing Governance and Financial Controls for agreement by the Trustees during the current financial year (year ending 2023).

It should be noted that the Trust uses as its Governing Document a third party conveyance to the Parish Council. The Trust is not a committee or subcommittee of the Parish Council and therefore not under their control, so should seek to draw up its own Governing Document in which a clear framework can be set for the charity's governance.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

This report has been prepared to the best of my knowledge and experience and has been based on examination of information and documentation supplied to me by the Trust.

Signed:



Name:

Alison Packer

Date:

24th September 2022

Trustees' Annual Report

for the period 5th April 2020 to 4th April 2021

Charity Name: Brailes Village Hall and Playing Field

Other Names Charity Known by n/a

Registered Charity: 522897

Charity's principal address: Castle Hill Lane, Upper Brailes, Banbury
Oxfordshire, OX15 5AS

Names of Trustees who manage this charity:-

<u>Christian Name</u>	<u>Family Name</u>	<u>Officer</u>
Susan	Gilkes	Acting Chair
Christopher	Righton	Vice Chair
Jonathan	Boyce	Joint Treasurer
Vanessa	Boyce	Joint Treasurer
Deirdre	Carney	
Brenda	Foster	
Louise	Appleton	
Barbara	Manley	
Malcolm	Pendrey	
Barbara	Shepherd	
Michael	Woods	

Names of the Trustees for the charity, if any, (for example, any custodian trustees)

<u>Name</u>	<u>Dates acted if not whole year</u>	
Brailes Parish Council		Custodian Trustee

Names and addresses of advisors (optional information)

<u>Type of Advisor</u>	<u>Name</u>	<u>Address</u>

STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of governing document: Constitution

How the charity is constituted: Unincorporated association

Trustees' selection methods: Trustees are appointed or reappointed annually at the Annual General Meeting held in May

Additional governance issues (optional information)

The Village Hall and Playing fields (this includes the Play Area & Pavilion) are open for the use and enjoyment for all members of Brailes Parish all the facilities are available to rent to the public.

Please note that 2020–2021 was heavily affected by the Covid pandemic so Hall Bookings and classes were determined by the Government requirements.

Pre covid the village organisations that use the facilities include for example the Mechanical and Craft Society, Guides, Brownies, WI, Gardening Club and for meetings for example Brailes Show. The hall is also used by several exercise classes these include Badminton, Keep Fit, Pilates, Zumba, Yoga.

The facilities can be hired out for Weddings, Parties, band rehearsals, fundraising events.

The field and hall used by visiting Caravan Clubs this is an asset not only the Hall but to local businesses.

The Hall has a large car park and is used by parents to park and use the path that runs along the bottom of the playing field to gain access the school safely . When the car park is not being used my visitors to the hall, we do allow the car park to be used for a donation to the Hall Funds

We also have a sports pavilion with all facilities; however, in recent years this has used more for smaller meetings and parties. There is a sub committee of volunteers who run the pavilion with their own bank account reporting back to the Village Hall Management Committee

Rentals are dealt with by the booking clerk for the Hall so ideally suited to guide would be hirers to perhaps a more suitable venue than the large hall.

The Play Area and its equipment is maintained by the Management Committee and this like the Hall was subject to Government requirements.

Brailes Show which supports the Village Hall was cancelled.

With the covid pandemic we were guided by ACRE who kept us informed about what requirements needed to be in place and how we could keep visitors safe. To keep most of the committee safe a group of 3 officers and our secretary ensured that we followed all the guidelines and put all the safety measures in place. We followed the guidelines as directed by ACRE and although we could not hold committee meetings, we kept the rest of the committee updated.

OBJECTIVES AND ACTIVITIES

Summary of the objects of the charity set out in its governing document:

The main objective was to ensure that all covid regulations were carried out so that when we were able to open the Hall and Playing fields that visitors felt comfortable in their surrounds. With the covid pandemic and the social isolation caused we were able to offer a safe environment to meet when able.

Summary of the main activities undertaken for the public benefit in relation to these objectives:

Additional details of objectives and activities:

ACHIEVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity during the year:

The lockdown was in place at the beginning of our financial year and our priority knowing our classes and hall bookings would not be able to continue was to ensure that our funds would support us through this difficult period. We contacted all our suppliers and where possible we suspended or reduced our monthly payments. Our sub contracted caretaker very kindly declined to take her salary, however this was reviewed and when possible we paid 50%. We collected in as much outstanding money as we could, and this gave us a bit of a buffer. We reviewed the financial situation at the beginning of each month. Because of our planning we were able to stay afloat and later in the year when we were in receipt of government grants this enabled us to go ahead with the essential electrical works in the Hall and Pavilion. We were also able to set aside

an amount of money that would give us a bit more financial stability if we were in the same situation again.

We also established that although the Parish Council are Custodial Trustees of the Hall and Playing Field that they had no financial responsibility to us, this had come about after it was established our Play Area needed some urgent repair work and some equipment ultimately replacing. In the past the Parish Council had given us an annual grant towards this but in recent years this had ceased. We were in active discussions with the Parish Council regarding this and it was agreed that should look at our constitution (prepared in 1958) to make it more understandable to read. We consulted ACRE who were very helpful and guided us through making administrative amendments which have now been completed. As the Parish Council could not guarantee making any future payments to us, we have set up a Play Area sub-committee who will raise the money need to a) replace matting and generally make presentable b) raise funds to replace some of the older equipment with more up to date equipment and finally c) have funds available to pay for future maintenance.

With the covid restrictions in place we have followed all guidelines and when we were able opened the hall, pavilion and play area. The fields remained open for people to come along and exercise.

FINANCIAL REVIEW

Brief Statement on the charities policy on reserves:

We have always tried to maintain a healthy balance however Covid has highlighted how vulnerable we could be so we as a committee agreed that we should set aside an amount of £10,000 minimum and when possible, we would add any money not being used for upgrading the hall will be transferred to this account.

Details of any funds materially in deficit: not applicable

Further financial review details: Our focus for the next financial year is to increase our rentals, we have a website and facebook page which we keep updated.

OTHER OPTIONAL INFORMATION

As we celebrate our 70th year in 2022 we are planning a series of fundraising events during the year.

DECLARATION:

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

LISA BRYAN

Full Name:

LISA BRYAN

Position e.g., Secretary, Chair etc

SECRETARY

Date:

13/5/22

Signature(s)

Susan Gilkes

Full Name:

SUSAN GILKES

Position e.g., Secretary, Chair etc

CHAIR

Date:

13/5/22