

**Brailes Village Hall**

**Bank Reconciliation Year ending 4th April 2021**

**Village Hall**

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

**Pavilion**

<b><u>Add</u></b>	Balance as at the 5th April 2020	6,241.16
<b><u>Add</u></b>	Income	1,018.25
<b><u>Less</u></b>	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
<b><u>Add</u></b>	Income	33,314.57
<b><u>Add</u></b>	Savings Account - Contingency	181.65
<b><u>Add</u></b>	Savings Account - Maintenance	2,502.30
<b><u>Add</u></b>	Savings Account - Website	514.44
<b><u>Less</u></b>	Expenditure	-20,804.46

**Balance**

<b>23,654.94</b>
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**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

<b>23,654.94</b>
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<b>Brailles Village Hall</b>		<b>Income &amp; Expenditure 2020 - 2021</b>	
Caravans	1,019.00	Caretaker	2,018.00
Donation - Mechanical & Crafts	200.00	Cleaning Items	185.15
Donation- Car Parking	518.74	Electricity	440.00
Donations - General	20.00	Fuel Oil	328.13
Donation - W I	500.00	Grounds Maintenance	82.60
Donation - Lighting	1,584.00	Grondon Waste	362.27
Grants - Covid	19,669.21	Heating Boiler Service - Annual	338.40
Play Area Fundraising & Donations	5,776.67	Insurance	1,746.66
Village Hall Committee Fundraising	594.50	Maintenance - Replacement Lighting	1,584.00
Village Hall Hire - Regular	2,513.50	Maintenance - Hot Water System	2,359.20
Village Hall Hire - Ad hoc	881.00	Maintenance - Sump	402.00
Wayleave Payment	35.76	Maintenance - Electrical Work	3,628.80
Interest	2.19	Mowing	365.00
		MCFP Fire Equip Check - Annual	69.55
		Play Area Repairs & Expenses	4,723.20
		Premises Licence - Annual	180.00
		PRS / PPL - Annual	387.76
		Recycling Charge SDC - Annual	252.08
		Sundry Expenses - DVD	324.00
		Sundry Expenses - Wasp Nest Removal	65.00
		Sundry Expenses - Rubber Mat Hire	126.00
		Sundry Expenses - Fridge	149.99
		Sundry Expenses - Hand Rail	114.00
		Sundry Expenses - Anti Vac Dispensers	24.36
		Three Yearly Electrical Inspections	403.20
		Water	85.11
		Window Cleaning - Annual	60.00
<b>Total Income</b>	<b>33,314.57</b>	<b>Total Expenditure</b>	<b>20,804.46</b>

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

<u>Income</u>		<u>Expenses</u>	
Rentals	£988.25	Electricity	£440.00
Donations - General	£30.00	Cleaning Goods	£128.62
		Caretaker / Cleaner	£180.00
		Sundry Payments	£12.18
		Window Cleaning	£10.00
		Fire Extingisher Service	£160.21
		Electricity Report	£280.80
		Electricity Work	£2,527.20
	£1,018.25		
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:

24<sup>th</sup> September 2022

# Trustees' Annual Report

## for the period 5<sup>th</sup> April 2020 to 4<sup>th</sup> 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 70<sup>th</sup> 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