

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)

Susan 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

Brailes 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
Add	Savings Account - Play Area		695.92
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>
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	MCFF - 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

			Sundry Payment - Wasp Removal	20.00	0.00
			Sundry Payment - Fridge	149.99	0.00
			Sundry Payment - Hand Rail	114.00	0.00
			Sundry Payment - Anti Vac Dispenser	24.36	0.00
			Sundry Payment - Broker Fee	0.00	50.00
			Sound System Service	0.00	402.00
			Three Yearly Inspection	403.20	0.00
			Village Hall Rental Refund	0.00	203
			Water plus	85.11	735.74
			Website	0.00	201.46
			Window Cleaning	60.00	60.00
Total Income	31,729.64	32,454.55	Total Expenditure	19,175.46	21,326.43

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

Brailes Pavilion

3,580.84

Current Assets

(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 Interest		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	

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

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

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	

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

27 Mar 21	Trans-out 01539656	Pavilion Donation		£2,500.00
27 Apr 21	Trans-out 01539656	- adjustment		£10.00
14 May 21	Interest		£0.13	
09 Jun 21	Interest		£0.13	
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 transfered 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

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



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