

# Trustees' Annual Report - for the period 5<sup>th</sup> April 2022 to 4<sup>th</sup> 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:**

## **ACHIEVEMENTS 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 70<sup>th</sup> 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 7<sup>th</sup> 2024

**Signature(s)**

*Lisa Bryan*

**Full Name:**

Lisa Bryan

*LISA BRYAN*

**Position e.g. Secretary, Chair etc**

Secretary

**Date:**

March 7<sup>th</sup> 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
<b>Add</b>	<b>Income</b>	
	Treasurers - Village Hall	£33,992.82
	Play Area	£25,682.02
	Picture House	£2,113.55
	Pavilion	£6,532.50
<b>Add</b>	Savings Account - Contingency	£12,667.45
<b>Add</b>	Savings Account - Maintenance	£5,950.33
<b>Add</b>	Savings Account - Website	£226.83
<b>Add</b>	Savings Account - W.I	£350.01
<b>Add</b>	Savings Account - Play Area	£668.85
<b>Less</b>	<b>Expenditure</b>	-£27,709.19
	Treasurers - Village Hall	-£25,013.40
	Play Area	-£873.68
	Picture House	-£3,953.72
	Pavilion	
<b>Balance</b>		<b>£49,134.80</b>

**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
<b>Balance</b>		<b>£49,134.80</b>

# Income & Expenditure 2022-23 Village Hall

Income		Expenditure	
Village Hall			
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
W1 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
<b>Totals</b>	<b>33,992.82</b>	<b>Totals</b>	<b>£27,709.19</b>

<b>Play Area</b>		
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	
<b>Totals</b>	<b>25,682.02</b>	<b>Totals 25,013.40</b>

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

<b>Pavilion</b>		
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
<b>Totals</b>	<b>6,532.50</b>	<b>Totals 3,953.72</b>



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

28<sup>th</sup> 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 4<sup>th</sup> 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](mailto:kate@paperworkteam.com).

Kind regards,

Kate Clifton  
The Paperwork Team