

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
constituted: Unincorporated association

How the charity is

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

[illegible]

VILLAGE HALL - EXPENSES		Current
Previous		
£1,450.00	100 Club Prizes	2,202.00
£1,416.00	Accounts Package	615.60
£0.00	Audit	132.00
£136.80	Boiler Service	400.56
£7,199.60	Caretaker	7,200.00
£0.00	Claims Assistance	130.00
£324.88	Cleaning Items	241.83
£394.24	Council Tax	208.54
£2,825.44	Electricity	4,928.14
£150.00	Float	100.00
£1,728.99	Fuel	1,582.88
£1,922.40	Fund Raising Expenses	0.00
£51.00	Grounds Maintenance / Trees	2,007.00
£1,405.54	Grundons	1,597.25
£1,745.47	Insurance	3,559.41
£75.00	Insurance - Broker Fee	75.00
£734.40	Maintenance - Electrical Work	1,546.79
£87.00	Maintenance - Plumbing	909.60
£175.52	MCFP - Fire Checks	185.12
£3,492.00	Mowing	3,600.00
£0.00	Pat Testing	132.00
£0.00	Pavilion Share of 100 Club Profit	1,258.00
£387.76	PPL/PRS	484.70
£180.00	Premises License	180.00
£275.00	Recycling SDC	275.00
£0.00	Refund of Rental	130.00
£667.73	Sundry Payment	1,050.53
£699.15	Waterplus	734.38
£125.27	Website	14.39
£60.00	Window Cleaning	60.00
£27,709.19	Totals	35,540.72

Previous	PLAY AREA - INCOME	Current
£20.60	Bank Interest	£62.28
£0.00	Brailes 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	Brailes 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