

**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
<b>Add</b>	<b>Income</b>		
	Treasurers - Village Hall	£	38,324.21
	Play Area	£	4,652.81
	Picture House	£	1,290.73
	Pavilion	£	20,564.03
<b>Add</b>	Savings Account - 100 Club	£	3,479.45
<b>Add</b>	Savings Account - Emergency Hall	£	11,515.78
<b>Add</b>	Savings Account - Pavilion	£	2,527.25
<b>Add</b>	Savings Account - Maintenance	£	4,882.30
<b>Add</b>	Savings Account - Website	£	341.77
<b>Add</b>	Savings Account - W.I	£	3,381.19
<b>Add</b>	Savings Account - Car Park	£	2,630.32
<b>Add</b>	Savings Account - Friends of Brailes Village Hall	£	410.34
<b>Less</b>	<b>Expenditure</b>		
	Treasurers - Village Hall	-£	33,133.55
	Play Area	-£	2,414.28
	Picture House	-£	1,452.14
	Pavilion	-£	18,212.64
	<b>Balance</b>	<b>£</b>	<b>55,056.53</b>
	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
	<b>Balance</b>	<b>£</b>	<b>55,056.53</b>

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

VILLAGE HALL - EXPENSES	2023-24	2024-2025
100 Club Prizes	£ 2,202.00	£ 2,605.00
Accounts Package & Audit	£ 615.60	£ 692.98
Audit	£ 132.00	£ 104.40
Bank Charges ~ - Sum Up	£ -	£ 1.67
Boiler Service	£ 400.56	£ 136.80
Caretaker	£ 7,200.00	£ 7,200.00
Claims Assistance	£ 130.00	£ -
Cleaning Items	£ 241.83	£ 454.15
Council Tax	£ 208.54	£ 221.89
Electricity	£ 4,928.14	£ 3,706.53
Equipment Purchase - Sum up	£ -	£ 141.60
Fuel	£ 1,582.88	£ 678.87
Fund Raising Expenses	£ -	£ 1,868.68
Grounds Maintenance / Trees	£ 2,007.00	£ 112.00
Grundon's	£ 1,597.25	£ 1,545.24
Insurance	£ 3,559.41	£ 3,396.18
Insurance - Broker Fee	£ 75.00	£ 80.00
Fascia & Front Door	£ -	£ 3,253.00
Maintenance - Electrical Work	£ 1,546.79	£ 359.59
Maintenance - Plumbing	£ 909.60	£ 236.40
MCFP - Fire Checks	£ 185.12	£ 127.65
Mowing	£ 3,600.00	£ 3,175.00
Pat Testing	£ 132.00	£ -
PPL/PRS	£ 484.70	£ 233.05
Premises License	£ 180.00	£ 180.00
Recycling SDC	£ 275.00	£ 295.00
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

<b>Totals</b>	<b>£ 37,074.54</b>	<b>£ 38,324.21</b>	

Website	£	14.39	£	905.28
Window Cleaning	£	60.00	£	65.00
<b>Totals</b>	<b>£</b>	<b>34,182.72</b>	<b>£</b>	<b>33,133.55</b>

<b>PLAY AREA - INCOME</b>	<b>2023-24</b>	<b>2024-25</b>	
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		
<b>Totals</b>	<b>£ 3,787.35</b>	<b>£ 4,652.81</b>	

<b>PLAY AREA - EXPENSES</b>	<b>2023-24</b>	<b>2024-25</b>	
Play Area Expenses	£ 177.60	£ -	
Equipment Purchase	£ 10,782.00	£ 455.88	
Maintenance and Repairs	£ 67.20	£ 1,750.80	
Play Inspection	£ -	£ 207.60	
<b>Totals</b>	<b>£ 11,026.80</b>	<b>£ 2,414.28</b>	

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

<b>PICTURE HOUSE - EXPENSES</b>	<b>2023-24</b>	<b>2024-25</b>	
Film bank	£ 939.60	£ 730.80	
Refreshments	£ 265.40	£ 721.34	
<b>Totals</b>	<b>£ 1,205.00</b>	<b>£ 1,452.14</b>	

<b>PAVILION - INCOME</b>	<b>2023-24</b>	<b>2024-25</b>	
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	£ -	£ -	

<b>PAVILION - EXPENSES</b>	<b>2023-24</b>	<b>2024-25</b>	
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	£ -	

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
<b>Totals</b>	<b>£</b>	<b>12,968.65</b>	<b>£</b>	<b>18,212.64</b>

## **Trustees Annual Report - for the period 5<sup>th</sup> April 2024 to 4<sup>th</sup> 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 3<sup>rd</sup> 2026

Signature

*Lisa Bryan*

Full Name:

Lisa Bryan

*Lisa Bryan*

Position e.g. Secretary, Chair etc

Secretary

Date:

February 3<sup>rd</sup> 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](mailto:kate@paperworkteam.com).

Kind regards

Kate Clifton

Director

The Paperwork Team