

# **Bramham Village Hall Annual General Meeting minutes - 20 September 2021**

In attendance: Stewart Gibson (Chair), Pete Dunn (Vice Chair), Claire Lister (Treasurer), Yvonne Gibson, Jillian Lawson, Linda Matthews, Chris Gibson, Val Whitbread (Secretary)

Trustees: Keith Robinson, Andy Beaumont.

2 residents

The Chair welcomed everyone to the meeting

## **1. Chairman's Report**

Our last AGM in Oct of last year found us with a relatively new committee settling in whilst dealing with the issues presented to us by COVID I am delighted to report that our committee have now settled into our roles and I would like to thank each of you for your valued contributions throughout the year .

COVID has both limited our activities and presented challenges for us We have maintained financial stability by utilizing the hall whenever possible , by maintaining a regular rental income from the attached cottage and with the aid of local authority grants , meantime we have used the “ availability “ of the hall because of its limited use to continue our policy of ongoing maintenance , development and improvement.

At the turn of the year a full H & S risk assessment was carried out and a regular weekly rota of inspections is now carried out to ensure the safe and full operation of the hall We have also taken the opportunity to arrange damp and structural inspections of the hall and we now have a clear plan of maintenance work required both short and long term. Estimates have been and are being obtained and work will be carried out in a planned order minimising any restriction of the use of the hall We have also had a full lighting and sound inspection carried out by “ Spot On “ who have made various recommendations to maintain and improve our facilities - detailed estimates for the work are awaited The cost of the structural , sound & lighting work is not inconsiderable and will be spread over a period of time. Whilst Village Hall funds are in a good state and Claire will no doubt enlarge upon this in her treasurer's report we are also considering running fund raising events COVID allowing !

We did actually run two events during the year , both non fund raising , and both aimed at supporting our village community. At Christmas our annual dinner took on a new format with Christmas lunches and hampers delivered to residents . My thanks to the many non committee helpers who assisted in this event and also to our Vice Chairman Pete Dunn who has been the driving force for this event over the years . It is hoped that the Christmas Lunch will take place again this year On July the 24th we ran a “ Get back together “ event at the hall aimed at literally bringing friend old and new back together . This was not a fund raising exercise

and there was no admission charge . The day was fine , attendees were able to sit in the hall or in the decorated and seated car park. There was a bar , live music and food . Again my thanks to the various other village organisations and residents who contributed to the event. There was a great turn out and the day was thoroughly enjoyed by all who attended.

Going forward , and with fingers crossed , we look forward to a return to normality with the hall fully in use. Already bookings are increasing and it is clear that our online booking system is making booking much easier for our users. At the same time our already excellent facilities continue to be improved most impressively by the introduction of a bluetooth system which allows users to route music through the hall sound system from their mobile phones We have continued to maintain hire prices at a very reasonable level for our users

## 2. Treasurer's Report

For the year ended 31st December 2020 the Village Hall had an excess of income over expenditure of £14,510. This was due to a combination of the Small Business Grant of £10,000 from LCC and the transfers into the General account of the total Balance of the Restoration/Project Fund, sundry other accounts and the excess from the 100-club totalling £9245

Income from lettings was £8244; down over £3000 on previous years due do the effect of various lockdowns. This would not, in normal years, be sufficient to meet the day-today running costs of the Hall including routine maintenance.

The other source of income available to the Hall is the net income received from letting the adjacent Cosy Cottage. Net income in 2020 was £5367. An increase on 2019 due to a full year's tenancy income, but less than 2018 as further improvement and maintenance works were required on the Cottage.

The Hall made no income from fundraising and, due to Covid 19 restrictions, was closed to most users for long periods throughout 2020.

Cash reserves at 31st December 2020 stood at £26000. As Covid 19 continues to restrict activity in the Hall it is uncertain when Lettings incomes will return to normal levels. A number of maintenance and building works will need to be undertaken in the next few years and therefore the recommendation would be for the Hall to continue to try to increase cash reserves where possible.

The Accounts had been checked and approved by an independent person (Christine Dalton) and were accepted as such by the Village Hall Committee.

## 3. Election of Officers

The following were elected:

Chairman – Stewart Gibson

Vice Chair – Pete Dunn

Secretary – Val Whitbread

Bookings Secretary / Treasurer – Claire Lister

#### 4. AOB

Pete Dunn commented that the forward look is promising with a good mix of users of the Hall and engagement with the community.

Thanks were expressed to Claire Lister and Jillian Lawson for their work on keeping us in line with Covid regulations.

Keith Robinson and Andy Beaumont agreed to work with Stewart and Pete in deciding the best way forward regarding the relationship with Trustees.

Keith advised that he would explore the possibilities of engaging a band for a Village Hall fund raising event.

Stewart thanked everyone for attending and closed the meeting.

## **Bramham Village Hall Accounts**

Year Ended 31st December

**2020**

£

### **General Account**

#### **Income**

Lettings & Fees	8,244.00
Transfer from Restoration A/C	9,245.14
Grants/Donations/Fundraising	10,080.52
Cottage rent	7,975.00
Miscellaneous	324.98
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	35,869.64

#### **Expenditure**

Rates and Services	3,083.14
Cleaning, repairs & maintenance	3,311.65
Improvements	0.00
Licenses and insurances	2,011.34
Stationery and sundries	993.88
Net credit card sales	0.00
Refunds	365.00
Cottage expenses	2,607.36
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	12,372.37

#### **Movement in Reserve**

23,497.27

### **Restoration Account**

#### **Income**

Proceeds from events & bar sales	11.58
Rental income from cottage (net)	0.00
Bank interest	6.76
100 Club less prizes	240.00
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	258.34

#### **Expenditure**

Transfer to General	9,245.14
	<hr/>
	9,245.14

#### **Movement in Reserve**

-8,986.80

**2019**

£

11,548.60  
8,558.96  
560.00  
0.00  
292.80  

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20,960.36

4,407.27  
5,728.33  
5,070.00  
2,886.11  
1,360.33  
0.00  
170.00  
2,463.09  

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22,085.13

-1,124.77

996.57  
5,759.84  
12.61  
225.00  

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6,994.02

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8,558.96  
8,558.96

-1,564.94

## Balance Sheet at 31st December

2020  
£

### Assets

Village Hall & Cottage (note 1)	96,939
Sundry Debtors	
Bank Accounts	
General	Cheque Account 25,549
	Card Account 0
Restoration	Ordinary Account 12
	100 Club Account 480
	Deposit Account 0
Cash	General Account 3
	<hr/> 122,983
Less	
Sundry Creditors	240
	<hr/> <hr/> 122,743

### Represented By:

#### General Account

Balance at 1st January 2020	29,048
Movement in reserve	<hr/> 23,497
	52,545

#### Restoration Account

Balance at 1st January 2020	79,184
Movement in reserve	<hr/> -8,998
	70,186

#### Christmas Lunch Reserve

Balance at 1st January 2020	0
Movement in reserve	<hr/> 12
	12

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122,743

#### Note 1

The Village Hall and Cottage are shown in the accounts at book value  
These figures are not intended to show current market values

2019

£

96,939

1,674

500

1,020

1,812

6,631

3

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108,579

347

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108,232

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30,173

-1,125

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29,048

80,749

-1,565

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79,184

0

0

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0

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108,232

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**Creditors**

	General	CC A/C
2019 creditors b/f (per balance sheet)	0.00	122.20
2020 creditors c/f		
2020 prizes	0.00	



100 Club	Total
225.00	347.20
240.00	240.00

## **Movement in Cash**

### **General**

#### **Main Account**

Opening balance 1.1.20

Bank 1,674.27

Cash 3.54

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1,677.81

Add Income 35,869.64

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37,547.45

Less Expenditure 12,372.37

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25,175.08

Add Transfers from CC Account 377.30

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25,552.38

Closing balance 31.12.20

Bank 25,548.84

Cash 3.54

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25,552.38

### **Card Account**

Opening balance 1.1.20 499.50

Net card sales 0.00

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499.50

Creditor b/f - World Pay -122.20

Transfers to Main A/c -377.30

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0.00

Closing balance 31.12.20 0.00

## **Restoration Fund**

### **Deposit Account**

Opening balance 1.1.20 6,631.10

Net income 6.76

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6,637.86

Transfers to General A/c 6,637.86

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0.00

Closing balance 31.12.20 0.00

### **100 Club**

Opening balance 1.1.20 1,812.16

Income 480.00

Expenditure (2020 prizes) 240.00 240.00

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2,052.16

Increased creditor re 2020 15.00

Transfer to General A/c -1587.16 -1,572.16

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480.00

Closing balance 31.12.20	480.00
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**Ordinary Account**

Opening balance 1.1.20	
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Bank	1,020.12
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Net income	11.58
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	1,031.70
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Transfers to General A/c	
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	11.58
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Closing balance 31.12.20	
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	11.58
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To Bramham Village Hall Committee

I have reviewed the underlying records of Bramham Village Hall for the year ending 31 December 2020.

I am satisfied that the attached accounts for the year ended 31<sup>st</sup> December 2020 are in accordance with the underlying records for that year and with the information and explanations I have received.

A handwritten signature in black ink, appearing to be 'CM Dalton', with a large, sweeping horizontal flourish extending to the right.

CHRISTINE M. DALTON