

# **Bramham Village Hall Annual General Meeting**

## **Bramham Village Hall Meeting Room**

**17 October 2022 4.00 pm**

Present: Stewart Gibson, Yvonne Gibson, Keith Robinson, Andy Beaumont, Chris Gibson, Helena Buck, Linda Matthews, Claire Lister, Jillian Lawson

Apologies: Pete Dunn

### **Chairman's Report**

First of all, my thanks to my fellow committee members. Not only are responsibilities shared and willingly taken on board by my colleagues, but I can also say, for me, it is a pleasure to be part of the team

Last year's report referred to the need for maintenance work to the hall. The plan is to carry out this work over a period of time. A damp report was obtained and work has been carried out to combat this problem. This work has included repairs to the roof over the bar, to the guttering and some pointing work. The coming winter period will show how effective this is and what and if further work is required. This will also dictate when redecoration work can start. Work has also been carried out to improve our lighting and sound systems with some of the cost has been with the drama group who once again will be putting on an excellent panto in the hall this year. We have also installed an outdoor power source to the car park area following the success of the outdoor event as we were coming out of covid. An indoor isolator has also been installed. New cleaners and a new waste disposal company have been appointed and we are very pleased with their performances. Finally following health and safety concerns re the railings at the bottom of the car park a wooden fence has been installed in front of the railings.

Generally, normality has returned to the hall following the removal of covid restrictions. The hall is busy with regular and one-off private bookings. Booking is easy online where you can also check availability - the general message is .... If you want to book a specific date .... book early. Whilst prices have had to be increased as our costs increase these rises have been kept to a minimum and I believe we are one of if not the most reasonably priced halls in the area.

Mums and Tots continue to be a successful addition to the hall's activities and there was a particularly enjoyable event to mark the Jubilee. We have also introduced Dementia awareness sessions which have been well attended. There was another successful Christmas lunch event on Christmas Day which will be repeated this year all being well. We are also organising some of our own entertainment events in the hall. On the 11th of November we are holding a "quiz with a difference" - this will be aimed at raising funds for work on the hall and for Martin House. There will also be the return of the New Year's Party with "One Night Stand" & the bells on the big screen at midnight - details for both events are in the Parish Magazine. We are also looking at another event in the first quarter of next year so keep reading your monthly magazine. We do use the Parish Magazine as our main means of communicating with residents and with that in mind we are now making a quarterly donation to the Parish magazine.

I do have a number of changes to report. I have already referred to the increase in charges and to keep these to a Minimum we have reviewed our heating system incorporating time controls. There have been a couple of recent issues however when users have been unable to increase the temperature in the hall.

Recognising that we may not as yet have the perfect system, we are meeting with our electrician THIS Friday to discuss the way forward.

In trying to ensure sufficient parking for our users we have installed signs in our carpark emphasising that the car park is for users only. Unfortunately a few local residents have chosen to ignore these signs and we continue to be aware of the need to resolve this issue.

Finally, this year we have been reviewing the status of the Village Hall. This has involved studying the trust deeds and holding discussions with the hall's current trustees. Both the trustees and the management committee agree it is time for a change and we are now beginning the process of becoming a Charitable Incorporated Organisation as have many village halls. We have appointed solicitors who will guide us through the process of change. Further information is supplied in the article in the September edition of the Parish Magazine and if you have not done so I would urge you to read the item. The purpose and aims of the Village Hall will not fundamentally change but it is felt that the long-term stability of the hall will be fully protected by the change of status.

Thank you for listening - any questions before I hand over to our treasurer.

### **Treasurer's Report**

The treasurer circulated the accounts and these were approved.

For the year ended 31<sup>st</sup> December 2021 the Village Hall had an excess of income over expenditure of £18475. This was mainly due to a number of grants from LCC totalling £17431.

Income from lettings was £7063, following the low lettings income from 2020 again due to Covid restrictions in the first part of the year.

The other source of income available to the Hall is the net income received from letting the adjacent Cosy Cottage. Net income in 2021 was £5186. A similar amount to 2020.

Total income including cottage but without grants etc was £18060 and expenditure £17016.

Hire rates are increasing from January 2022 to reflect the increased costs of energy, supplies and equipment.

Cash reserves on 31<sup>st</sup> December 2021 stood at £44024.

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 income and cash reserves where possible.

### **Election of Officers**

**Chair** Stewart Gibson

**Vice Chair** Pete Dunn

**Secretary** Val Whitbread

**Treasurer and Bookings Secretary** Claire Lister

**Date of Next AGM** to be arranged in April 2023 when the date of CIO status is confirmed.

## Bramham Village Hall Accounts

Year Ended 31st December

**2021**

**2020**

£

£

### General Account

#### Income

Lettings & Fees	7,063.00	8,244.00
Transfer from Restoration A/C	11.58	9,245.14
Transfer from CC Account	40.05	
Grants/Donations/Fundraising	18,541.00	10,080.52
Cottage rent	6,675.00	7,975.00
Miscellaneous (inc M+T)	3,160.52	324.98
	<hr/> 35,491.15	<hr/> 35,869.64

#### Expenditure

Rates and Services	4,232.86	3,083.14
Cleaning, repairs & maintenance	7,515.53	3,311.65
Improvements	0.00	0.00
Licenses and insurances	1,746.71	2,011.34
Stationery and sundries (inc M &T)	1,532.00	993.88
Lettings Refunds	500.00	365.00
Cottage expenses	1,489.20	2,607.36
	<hr/> 17,016.30	<hr/> 12,372.37

#### Movement in Reserve

18,474.85

23,497.27

### Restoration Account

#### Income

Proceeds from events & bar sales	0.00	11.58
Bank interest	0.00	6.76
100 Club less prizes	250.00	240.00
	<hr/> 250.00	<hr/> 258.34

#### Expenditure

Transfer to General	11.58	9,245.14
	<hr/> 11.58	<hr/> 9,245.14

#### Movement in Reserve

238.42

-8,986.80

## Balance Sheet at 31st December

2021

### Assets

Village Hall & Cottage (note 1)	96,939
Sundry Debtors	
Bank Accounts	
General	Cheque Account 44,024
	Card Account 0
Restoration	Ordinary Account 0
	100 Club Account 730
	Deposit Account 0
Cash	General Account 3
	<hr/> 141,696
Less	
Sundry Creditors	240
	<hr/> <hr/> 141,456

### Represented By:

#### General Account

Balance at 1st January 2021	52,545
Movement in reserve	18,475
	<hr/> 71,020

#### Restoration Account

Balance at 1st January 2021	70,198
Movement in reserve	238
	<hr/> 70,436

Balance at 1st January 2021	0
Movement in reserve	0
	<hr/> 0

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141,456

#### 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

2020  
£

96,939

25,549  
0  
12  
480  
0  
3

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122,983

240

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122,743

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29,048  
23,497

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52,545

79,184  
-8,998

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70,186

0  
12

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12

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122,743

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**Creditors**

	General	CC A/C	100 Club	Total
2020 creditors b/f (per balance sheet)	0.00	0.00	240.00	240.00
2021 creditors c/f	0.00	0.00	240.00	240.00
			<i>* plus £30 unclaimed prizes carried forward</i>	

## **Movement in Cash**

### **General**

#### **Main Account**

Opening balance 1.1.21	
Bank	25,548.84
Cash	3.54
	<u>25,552.38</u>
Add Income	35,439.52
	<u>60,991.90</u>
Less Expenditure	17,016.50
	<u>43,975.40</u>
Add Transfers from Rest A/C	11.58
Add Transfers from CC Account	40.05
	<u>44,027.03</u>
Closing balance 31.12.21	
Bank	44,023.69
Cash	3.54
	<u>44,027.23</u>

#### **Card Account**

Opening balance 1.1.21	0.00
Net card sales	0.00
Fees- World Pay	-59.95
Transfers from general A/c	100.00
Transfers to general A/c	-40.05
Closing balance 31.12.21	0.00

#### **Restoration Fund**

##### **Deposit Account**

Opening balance 1.1.21	0.00
Net income	0.00
Transfers to General A/c	
Closing balance 31.12.21	0.00

#### **100 Club**

Opening balance 1.1.21	480.00
Income	460.00
Expenditure (2021 prizes)	<u>-210.00</u>
	730.00
Increased creditor re 2021	0.00
Transfer to General A/c	0.00
Closing balance 31.12.21	730.00

#### **Ordinary Account**

Opening balance 1.1.21	
Bank	11.58
Net income	0.00
	<u>11.58</u>
Transfers to General A/c	11.58
	<u>0.00</u>
Closing balance 31.12.21	0.00



## INDEPENDENT FINANCIAL EXAMINER'S REPORT

To the Trustees of

Parish Room and Institute (Bramham Village Hall)  
Charity No 523517

I report on the Income and Expenditure Accounts set out on the attached Financial Statements for the above-named organisation for the year ended 31<sup>st</sup> December 2021.

### Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedure laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- State whether particular matters come to my attention.

### Basis of Independent Examiner's Statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### Independent Examiner's Statement

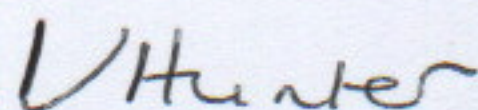
In connection with my examination no matter has come to my attention which gives me reasonable cause to believe that, in any material respect, the requirements:

- To keep accounting records in accordance with Section 130 of the Charities Act 2011; and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met.

Comments: No matters to be brought to your attention.

Signed:



Date: 30.10.22

Name:

Valerie Hunter

Address:

10 Lyndon Close

Bramham

Wetherby.

LS23 6SR