

MINUTES OF THE ANNUAL GENERAL MEETING OF THE BROADBRIDGE HEATH VILLAGE CENTRE MANAGEMENT COMMITTEE

HELD AT THE BROADBRIDGE HEATH VILLAGE CENTRE AT 7.30 ON MONDAY 10TH OCTOBER 2022

PRESENT:

Mr P Senior	Deputy Chairperson and Trustee
Mrs K Thomson	Secretary and Trustee
Mrs K Smith	Treasurer and Trustee
Mrs A Senior	Committee Member and Trustee
Mr P Richardson	Committee Member and Trustee
Mr P Farrelly	Steward/Manager
Mr N Smith	Social Club Representative and Trustee
Miss R Wood	Skylarks Representative and Trustee
Mr T Oliver	Parish Council Chairperson
Mr R Axby	Gala Association Representative
Mrs S Stocker	Gala Association Representative

APOLOGIES: None

Start of meeting :- 7.30

Everyone present was eligible to vote.

MINUTES OF LAST A.G.M. :-

The minutes of the AGM held on 10th November 2021 were approved and signed by the Deputy Chairperson - proposed by K. Thomson and seconded by A. Senior, All approve.

CHAIRMANS REPORT:

See attached report

STEWARDS/MANAGERS REPORT:

Main hall is booked out every day of the week.

Sadly, we have lost one of our main users of the second hall, Slimming World.

Receiving lots of enquiries for the halls, having to turn some people away.

Maintenance requirements of the building are fairly low, due to everything being new.

We have had a few issues with the emergency exit doors and had to have them repaired.

We will need to get yearly maintenance contracts in place for the heating/air conditioning units.

TREASUERES REPORT:

See attached report

PRESENTATION OF ACCOUNTS:-

Voted in by all trustees and will be uploaded to Charities Commission

Accounts signed by the Deputy Chairperson – proposed by R. Wood and seconded by P. Richardson.
All approve.

APPOINTMENT OF AUDITOR 2022/23

Proposed to use Shephards Accountants, proposed by P.Senior and seconded by K.Smith. All approve.

ELECTION OF COMMITTEE MEMBERS:

All current committee members are prepared to stand again.

Peter Senior - proposed by R.Wood and seconded by K. Thomson.

Kathleen Thomson - proposed by P. Senior and seconded by K. Smith.

Karon Smith – proposed by K. Thomson and seconded by P.Senior

Anne Senior – proposed by P.Richardson and seconded by N. Smith,

Paul Richardson - proposed by K. Thomson and seconded by A.Senior.

Rhiannon Wood – proposed by K. Smith and seconded by K.Thomson **Nick Smith** –
proposed by P.Senior and seconded by P. Richardson.

All approve

ANY OTHER BUSINESS:-

Mr T Oliver asked a question about our business plan, how we as trustees are going to implement that business plan to ensure we keep the building at a good standard of repair, advertise the building and make it useable for the village.

Pete Senior and Karon Smith response to that question.

Mrs K Smith – The business plan is out of date and needs updating which is on our agenda to do. Moving forward we are in the process of organising the accounts and creating a budget to ensure that we have sufficient funds to keep the building in good order. We will however never have the sufficient funds to cover major repairs of the building i.e. replace the roof. We will have to approach an external agency for support.

We are in the process of creating a new website and a facebook page, so that we can market the building, its facilities and the users of the hall.

At present the Social club are open to members and non-members.

Mr P Senior – We are going to be creating a maintenance schedule for the building.

At our next trustees meeting I will be proposing that we look into getting solar power panels for the building.

Mr T Oliver – The parish council would like to support the Broadbridge Heath Management Committee.

Trustees – We would like to collaborate with the Parish Council, Thank you.

The meeting closed at 8.05 pm.

A handwritten signature in black ink, appearing to be 'P. Oliver', written in a cursive style.

Broadbridge Heath Village Centre Management Committee Chairman's Report October 2022

Welcome everyone, thank you for attending this meeting this evening. I am Peter Senior acting chairperson.

COVID 19

We are pleased to report that the Village Centre is starting to get back to full capacity after all the COVID 19 restrictions and temporary closure of the Centre during this challenging time. Although all of the COVID 19 restrictions have been removed, we continue to follow all government guidance as when required and our hygiene and cleaning regime is still firmly in place.

Personnel

The Village Centre has a voluntary management committee and at the start of the summer of this year, Colin Edwards sadly stepped down as our chairperson. Colin did a fantastic job for many years and will be missed by all trustees.

The committee would like to thank Phil, the Village Centre Manager for keeping the centre operational from day to day and for all of his out of hours work and continued commitment to the Centre.

Many thanks for all the volunteer trustees and their hard work over the last year.

Redevelopment

It is nice to be able to say the redevelopment is finally finished after many years of planning and development. We are all really pleased with the finished result. Allowing us to move the social club to its new position with an adjacent outside area has worked very well providing additional space and improving the facilities. The reconfiguration to create two new smaller halls has extended the space available for our regular and enables us to accommodate additional new users.

It's great to be able to say that the hall usage is nearly at full capacity and that we have been able to accommodate many village clubs, groups and organisations.

New website and facebook page.

The website development was put on hold during Covid but we are pleased to report that this is now well underway. We are currently developing the content that and will showcase the facilities, our current users and what we have to offer to the community. We expect the website to be live within the next few weeks. The facebook page that is also being developed,

will keep the community informed about events that are happening and details of the regular users of the Centre.

Maintenance/planned works.

Phil has been working tirelessly to keep abreast of ongoing maintenance and we have now completed the final few snagging items following the redevelopment.

We have recently tidied up the car park by having the trees cut back and are currently looking at ways to fund the replacement of the kitchen.

A new sign for the Village Centre has been proposed and we plan for this to be installed in the early part of next year.

Working in partnership with the Parish Council, following interruptions due to covid, plans are now moving forward again for the play equipment to be replaced. This includes some equipment; new fencing and a vehicle access being made from Old Guildford Road. We expect the works to be completed by the Spring.

Summary

The activities of the Village Centre continue to recover following the COVID 19 restrictions with the Main Hall at almost full capacity.

The Trustees support the centre with ideas, advice and input into the running of Village Centre so that it continues to be one of the main community facilities providing childcare, social and recreational activities which improve the lives of residents in Broadbridge Heath.

Peter Senior

Acting Chairperson

Broadbridge Heath Village Centre Committee

My name is Kaz Smith. I became a Trustee of the Village Centre in May of this year and was appointed by the committee as the Treasurer at the last meeting in September.

The financial report this evening relates to the accounting period from 1 April 2021 – 31 March 2022. Copies of the accounts have been provided at the meeting this evening and they can be requested at any time from Kathleen the Committee Secretary. They will also be posted onto the Charity Commission website and will be on our own website when this goes live in a few weeks time.

Our aim, the aim of the Village Centre committee, is to continue to provide facilities which meet the needs and improves the quality of life of the residents of Broadbridge Heath. This includes provision for childcare, social, leisure, recreational and educational services.

Our objective is to maintain the Village Centre in good repair and to make improvements where funds allow. To run an efficient, effective and affordable booking system and to provide a safe, convenient and useful venue for village activities.

The Village Centre was established in 1998 and has been serving the village for the last 34 years.

INCOME

Total Income as at 31 March 2022 was £46,917 compared to £20,263 the previous year. It is typical to compare financial performance against figures for the previous financial year however this is not particularly helpful when we compare with figures ending March 2021. As we are all aware the impact of varying levels of lockdown and the restrictions on social gatherings caused by the Covid-19 pandemic impacted significantly and affected our financial position during that period. It is perhaps helpful to note that pre-pandemic, the total income for the 12 month period up to 31 March 2020, 2 years ago, was £36,051 and as at 31 March 2019, the year before, it was £38,955. I understand that parts of the centre were closed for refurbishment for short periods during that time so direct income comparisons over the last 3 years are difficult to do but with income now at almost £47,000 it's clear that annual income has increased compared to the last 3 years.

The income generated last year of £46,917 consisted of just under £35k for Hall lettings. This includes all hirers, regular and one-off bookings and also rent received from Skylarks. Rent from the Broadbridge Heath Social Club was just under £10k with other grants and income just over £2k.

EXPENDITURE

Looking at expenditure, total expenditure as at 31 March 2022 was £35,578 compared to the previous year which was £40,182.

The expenditure last year of £35,578, consisted of Establishment expenses of £23.5k. These include rates, utility charges, cleaning, repairs and maintenance, with some of these costs shared directly with the Social Club. The Administrative expenses were just under £11k which includes salaries, telephone charges, licenses and subscriptions. And finally, Financial expenses of just over £1k for Accountancy fees.

Expenditure pre-pandemic, 2 years ago, as at Mar 2020 was £35,975 and as at Mar 2019 was £36,753 so our expenditure has not changed significantly over the last 3 years.

I think it's helpful to highlight that 2 years ago, the year ending March 2021, due to the pandemic, the Village Centre did make a loss of £19,919. This loss was deducted from funds bought forward leaving £6,287 being bought forward into this reporting period.

BALANCE

Overall, as at 31 March 2022, the balance sheet looked relatively healthy with £17,606 in unrestricted funds carried forward.

The centre does not have a significant level of late payers with almost all hirers paying invoices on time (thanks to Phil). We have paid an outstanding loan to the Parish Council of £5000 in August of this financial year for costs incurred in the previous year. Following the refurbishment we can confirm that all snagging has now been completed.

In May of this year, we did make some adjustments to the way in which we record the shared costs between the Village Centre and the Social Club so that more detail is available on the financial reports and both organisations can see what the individual charges are for rather than the costs being grouped together.

We are currently looking at improving our financial reporting to provide more comparative detail month by month this will assist us with forward financial planning and monitoring.

LOOKING FORWARD

Trustees have agreed for the field to continue to be managed under license by the Parish Council for the next 12 months. This arrangement means that all costs associated with the field and boundaries will again sit with the Parish Council for the coming year. The play area located on the field is being replaced with funding secured by the Parish Council at no cost to the Village Centre. The Parish Council will own and maintain this equipment going forward.

The Village Centre kitchen does need refurbishing and the committee is in the process of looking at funding options to support this.

We are mindful that we have unfortunately lost one of our regular hirers. In addition, the Social Club membership has not yet recovered fully after the pandemic, and we are aware that the current economic situation is likely to affect the number of events and users at the centre during this coming year.

Our Gas and Electricity contracts are due for renewal in the coming months. Even with the Governments Energy Bill Relief Scheme we expect that the cost of our energy will increase overall by about 45%. In real terms, we will need to pay £3000-£4000 more this year for Gas and Electric than we did last year. Phil is in the process of obtaining quotes and receiving information on the relevant Government discounts that will be applied. Expenditure on Gas and Electricity next year is expected to be considerably higher as the increase in costs will be applied across a full financial year.

We are monitoring this situation carefully but remain reasonably confident that we will at least breakeven at the end of this financial year.

The Independent Examiner's Report has been prepared by Shepherd Accountants Ltd. In connection with their examination no concerns were raised and a signed copy of the financial accounts for the year ending 31 March 2022 will be placed on record.

Are there any questions?

BROADBRIDGE HEATH VILLAGE CENTRE
REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

Charity No: 1011613
BROADBRIDGE HEATH VILLAGE CENTRE
YEAR ENDED 31ST MARCH 2022

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BROADBRIDGE HEATH VILLAGE CENTRE

YEAR ENDED 31ST MARCH 2022

REPORT OF THE COMMITTEE

The committee present their report along with the financial statements for the year ended 31st March 2022. The financial statements have been prepared in accordance with the accounting policies set out on page 7, and comply with the trust deed and applicable law.

MEMBERS

The committee consists of up to nine elected members, including chairman, treasurer and secretary. It can also co-opt up to three members. Officers and committee members are elected for one year at the AGM and are eligible for re-election.

CONSTITUTION, OBJECTS AND POLICIES

The charity's governing instrument is a trust deed dated 10th April 1991. It was registered with the Charities Commission on 4th June 1992 (no 1011613).

The aim of the centre is to provide a village hall for the use of the inhabitants of the Parish of Broadbridge Heath in the County of West Sussex, without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure occupation with the object of improving the conditions of life of the said inhabitants.

DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS

The overall income significantly reduced due to the hall being out of operation due to Covid restrictions..

FINANCIAL REVIEW

The financial statements show the current state of finances, which the committee consider to be sound.

STATEMENT OF THE COMMITTEE'S RESPONSIBILITIES

Law applicable to charities in England and Wales requires the committee to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year, and of its financial position at the end of the year. In preparing those financial statements, the committee is required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;

- d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the committee will continue in operation.

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BROADBRIDGE HEATH VILLAGE CENTRE
YEAR ENDED 31ST MARCH 2022
REPORT OF THE COMMITTEE (CONTINUED)

The committee is responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity, and enable them to ensure that the financial statements comply with the Charities Act 2011

They are also responsible for safeguarding the assets of the charity, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

APPROVAL

This report was approved by the committee on _____ and signed on their behalf.

~~Mr C Edwards - Chairman~~ For
and on behalf of the Committee

PETER SENIOR
P. Senior

Date: 10-10-22

REPORT OF THE INDEPENDENT EXAMINER TO THE BROADBRIDGE HEATH VILLAGE CENTRE

Report to the trustees/members of the Broadbridge Heath Village Centre (Charity No: 1011613) on the accounts for the year ended 31st March 2022:

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts.
The charity's trustees consider that an audit is not required for this year under section S144 of the Charities Act 2011 (the Charities Act)) and that an independent examination is needed.

It is the examiner's responsibility to:

- examine the accounts (under section 145 of the Charities Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act); and
- to state whether particular matters have come to our attention.

Basis of independent examiner's statement

Our examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 the 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 statement below.

Independent examiner's statement

In connection with our examination, no material matters have come to my attention which gives me cause to believe that in, any material respect: accounting records were not kept in accordance with section 130 of the Charities Act or

- the accounts do not accord with the accounting records

We have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Shepherd Accountants Limited

Date

Address 20 Lintot Square
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Southwater
Horsham
West Sussex
RH13 9LA

BROADBRIDGE HEATH VILLAGE CENTRE

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BROADBRIDGE HEATH VILLAGE CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2022

		46,917	20,263
		Unrestricted Funds	
Notes	2022	2021	
	£	£	
Incoming Resources			
Hall lettings	34,921	11,548	
Rent receivable from Social Club Grant and other income received	9,780	5,760	
Interest receivable	2,215	2	
	1		
Total incoming resources			
Resources Expended			
Establishment expenses	4	23,681	27,290
Administrative expenses	5	10,782	11,167
Financial and other expenses	6	1,115	1,095

Total resources expended	<u>35,578</u>	<u>40,182</u>
Net movement in fund for the year	<u>17,606</u>	<u>6,267</u>
	<u>11,339</u>	<u>(19,919)</u>
Total fund brought forward	6,267	26,186
Total fund carried forward		

There were no recognised gains or losses in 2021 or 2022, other than those included in the Statement of Financial Activities.

BALANCE SHEET

**BROADBRIDGE HEATH VILLAGE CENTRE
AS AT 31 MARCH
2022**

	Notes	2022		2021	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	9		-		
CURRENT ASSETS					
Debtors	10	3,562		1,215	
Cash at bank and in hand		15,470		5,472	
		<u>19,032</u>		<u>6,687</u>	
			<u>17,606</u>		<u>6,267</u>
			<u>17,606</u>		<u>6,267</u>
CURRENT LIABILITIES					
Creditors: Amounts falling due within	11	1,426		420	
NET CURRENT ASSETS					
FUNDS					
Unrestricted Funds			<u>17,606</u>		<u>6,267</u>

This report was approved by the committee on

and signed on their behalf.



Kathleen Thomson
Secretary

BROADBRIDGE HEATH VILLAGE CENTRE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

1 ACCOUNTING POLICIES:

Basis of Preparation of Accounts

The financial statements are prepared under the accruals basis and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). In preparing the financial statements the charity follows the best practice as laid down in the Statement of Recommended Practice "Accounting by Charities (FROS2) and the Charities Act 2011.

Funds

All funds administered by the committee are unrestricted funds.

Depreciation of Assets

All assets are depreciated at 25% straight line per annum.

2 COMMITTEE MEMBERS' REMUNERATION AND EXPENSES:

No remuneration was paid or payable for the year to any committee member nor any person connected with them from the charity's funds.

3 STAFFING

The Committee employs one part time member of staff as Village Centre manager. The same person is also employed part time by the Social Club as the Social Club manager.

4	ESTABLISHMENT EXPENSES	2022		2021		
				£	£	
	Shared outgoings			15,310	6,699	
	Rates	2,510	2,282	Insurance	1,707	1,705
	2,838	5,132	Cleaning	1,219	1,429	
	Repairs and maintenance			97	10,673	
				<u>23,681</u>	<u>27,920</u>	

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31ST MARCH 2022

5	ADMINISTRATIVE EXPENSES	2022	2021		
			£		£
	Salaries and wages		10,250		10,771
	Licences and subscription		230		182
	Printing, postage and stationery		0		0
	Bank Charges		24		0
	Telephone 278			214 Sundry expenses	
			<u>10,782</u>		<u>11,167</u>
6	FINANCIAL AND OTHER EXPENSES	2022	2021		
			£		£
	Accountancy and Audit fees		1,115		1,095
	Depreciation				
	Profit on sale of asset				
			<u>1,115</u>		<u>1,095</u>
7	NET MOVEMENT IN FUNDS	2022	2021		
	The net movement in fund for the year is stated after charging:				
	Accountancy and Audit fees		<u>1,115</u>		<u>1,095</u>
8	STAFF COSTS				
	No remuneration was paid to trustees in the year, nor were any committee expenses reimbursed.				
	The staff costs were:				
		2022	2021	2022	2021
		£	£	£	£
	Wages and salaries		<u>10,250</u>		<u>10,771</u>

BROADBRIDGE HEATH VILLAGE CENTRE

The average weekly numbers of staff employed calculated as full time equivalents during the year was as follows :

	2022	2021
Administrative	<u>0</u>	<u>0</u>

No employee received remuneration of more than £50,000.

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BROADBRIDGE HEATH VILLAGE CENTRE

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31ST MARCH 2022

9	TANGIBLE FIXED ASSETS FOR THE CHARITY	Fixtures and	Fittings £
	Cost:		
	At 1st April 2021		21,994

Additions

At 31st March 2022 21,994

Depreciation:

At 1st April 2021 21,994 Charge for the year -

At 31st March 2022 21,994

Net Book Value:

At 31st March 2022 Nil

At 31st March 2021 Nil

10	DEBTORS	2022	2021
		£	£
	Trade debtors	3,562	982
	Other debtors		233
		<u>3,562</u>	<u>1,215</u>
11	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2022	2021
		£	£
	Creditors	1006	
	Accruals	420	420
		<u>1426</u>	<u>420</u>