

## Report for the 2021/22 Financial year by the Trustees of the Begbroke Village Hall Management Committee

### Condition of the Building and Maintenance.

The Trustees are pleased to note that the Management Committee has continued with a programme of necessary maintenance tasks and checks. These have included completing Fire Risk Assessments, Fire Equipment checks, Legionella Checks, PAT Testing and carrying out a 5 Year Electrical Inspection. Other work that's had a successful outcome have included improvements to the Hall's AV system, repair of the hearing loop, replacement of a dishwasher, replacement of a heater in the playgroup area, a new front fitted to the outside noticeboard, and some re-pointing of brickwork at the front entrance. Also, toward the end of 2021, and with the help of (£675) EU funding, the hall was given an energy audit, the outcome of which, resulted in the loft insulation being significantly improved. Additionally in recent weeks, the Parish Council has funded and installed a monitor screen to assist with meetings in the lounge, and provided 2, 5 a side nets on the field.

There still are still jobs around the building which have yet to be dealt with. These include re-felting the flat roof, for which quotes were received, but administering the task was made problematic, and expensive, and therefore has had to wait. The double glazed emergency doors do not fit well, and some panes are misted up. The question of how, and where, to create disabled ramping from the emergency exits is still an issue to be resolved, as well as funding. The front door handrails are rusting and need painting. Part of the pathway between the hall and the bowls green is flaking, but this repair is under way. Our sit-on mower is currently not moving.

In terms of the building cleanliness, The Trustees were pleased to learn that a replacement cleaner was found when the previous one left in February 2022 to undertake a new role. It is noted a new time-sheet system recording hours was introduced and is working well.

### Committee Membership.

Committee membership has remained stable throughout the year, but a new Treasurer was appointed following the death of the previous one, and the Trustees wish to record its thanks to the Committee for transitioning this role

successfully despite the sudden need for the change of personnel. It is also noted that a new Secretary has been appointed following the previous Secretary's move away from the village.

However, concern has been recorded about the future expenditure due to the uncertain future due to the cost of living crisis, especially with regard to any increase cost in electricity. With this in mind the Committee has shown its awareness of the uncertain future by deciding not to commit to any funding of large scale projects during the next few months but to restrict spending to essential running costs and maintenance.

### Going Forward.

In keeping with other village halls, and the country as a whole, what is earned, spent, and also where savings can be made, is going to be a priority into 2023. The Trustees know, the Committee is experiencing a difficult time for many families, where disposable income is severely squeezed. It would not be unreasonable to think that this will have a detrimental effect on the number of hirers the hall attracts – the lifeblood of the hall. It is noted the Committee has already had one discussion about how it might attract more hirers, and how on-site user groups need to be making a fair contribution toward running costs.

The Trustees would like to thank all the committee for their attendance and input at meetings throughout the year, and they look forward to their continued support in the year to come.

<b>BEGBROKE VILLAGE HALL YEAR END ACCOUNTS TO 31st MAY</b>										
<b>INCOME</b>				<b>2021/2022</b>	<b>2020/2021</b>	<b>BANK RECONCILIATION</b>				
General Hire				3,198	215					
Invoiced Hire				4,803	3,310	<b>Bank at 1 June 2021</b>				<b>21,099</b>
Playgroup				3,795	2,400	<i>Plus debtors B/F:</i>				
Social Club Donation				3,000	NIL	Oxford Drama			400	
Harvest Supper 50% donation				256	NIL	Yoga			60	
Jubilee Donations				250	NIL	Pilates			15	475
Covid Grants				13,334	10,707					
Insulation Grant				675	NIL	<i>Profit/loss current year:</i>				7,527
				<b>TOTAL 29,310</b>	<b>16,632</b>					
										<b>29,101</b>
<b>EXPENDITURE</b>				<b>2021/2022</b>	<b>2020/2021</b>					
Electricity				1,677	1,931	<b>Bank at 31 May 2021</b>				<b>27,589</b>
Water				933	562	<i>Plus debtors C/F:</i>				
Insurance				1,287	1,153	Yoga			60	
Internet				668	653	Cherwell DC-Elections			200	
Cleaning/Windows				2,432	1,678	Parish Council			100	
Admin Expenses				22	536	St Michael's Church			120	
PR/Music Licence				138	151	Playgroup			960	
Community Oxford	Subscrip			50	50	Pilates			60	
General Maintenance				2,032	1,726	Yoga			120	1,620
Large Works				10,062	2,670					
Annual Testing				200	346	<i>Less creditors C/F:</i>				
White Goods				670	NIL	K O'Sullivan (chq 255)			108	108
Refunded Deposits				515	NIL					
Miscellaneous				1,098	1,060					<b>29,101</b>
				<b>TOTAL 21,783</b>	<b>12,514</b>					
<b>SURPLUS</b>				<b>7,527</b>	<b>4,118</b>					

## VILLAGE HALL BEGBROKE

*Charity number: 304264*

### Independent examiner's report to the trustees

Financial Year: 1 June 2021 – 31 May 2022

#### **Responsibilities and basis of report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act. I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have examined the book-keeping records, all of the supporting material (invoices etc), the bank statements, cheque book and paying in books. I confirm that the book-keeping records accurately reflect this supporting material.

I also confirm that the management accounts prepared from these records accurately describe the financial situation of the charity as of 31 May 2022.

I believe that these records were kept as required by section 130 of the Act.

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

The records have been well maintained in spite of the difficulties due to a handover of treasurer responsibilities part-way through the year. I have discussed with the treasurer some suggestions for improving the cross-referencing, although for the year being examined this has not caused undue problems.

It was not in my remit to ensure that all internal approvals and procedures for expenditure have been met, but understand that the committee keeps this under careful scrutiny.

Since the income for this financial year is above £25k, a trustees report and accounts will probably need to be submitted to the Charities Commission, in addition to the usual simple income and expenditure totals. The management accounts prepared from the bookkeeping records would appear to be sufficient for this, but the trustees must take responsibility for ensuring the requirements of the Charities Commission are fully met.

*Dr W Black  
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OX5 1QA*

*SIGNED:*

*DATED:*