

BROWNES HALL

TRUSTEES

and

MANAGEMENT COMMITTEE

Registered Charity Number: 304266

VAT Registration Number: 270750607

MINUTES OF THE ANNUAL GENERAL MEETING OF
BROWNES HALL TRUSTEES AND MANAGEMENT COMMITTEE
HELD ON MONDAY 3rd AUGUST 2021 AT 7.40 PM
AT BROWNES HALL.

Present

Elected Trustee Members

Mr A Bennett (Chair), Mr N Leverton (Vice Chair), Mr J Mead (Treasurer),
Dr A Griffiths (Secretary), Mrs S Leverton.

Organisation Trustee Members

Mr A Wixey (Royal Naval Association)

Ex Officio Members

Mrs A Randall (Bookings Secretary), Mr D Wesson (The Royal British Legion).

Members of the Public.

Mr B Bennett, Mr R Blackman, Mr D Mayfield, Miss J Thompson,
Miss M Thompson, Mrs K Wood.

1. Mr A Bennett opened the meeting at 7.40 pm and thanked all those present for attending.

2. **Apologies for Absence**

Apologies were received from Mrs G Trevelyan (Over 60s Club).

3. **Minutes of the Annual General Meeting held on Monday 23rd September 2019**

Due to Covid lockdown there was no Annual General Meeting in 2019. The minutes of the meeting were therefore held over until this meeting for approval and signing. The minutes were accepted as a true and accurate record of the meeting and approved without any amendments. Proposed by Mr B Bennett, seconded by Mr D Wesson.

Annual Report of the Trustees and Management Committee 2019/2020 and the Financial Statements for March 31st 2020

The minutes were accepted as a true and accurate record of the meeting and approved without any amendments. Proposed by Mr B Bennett, seconded by Mr D Wesson and acceptance of the financial statements was proposed by Mr Wixey and seconded Mr Leverton.

4. **Matters Arising from the Annual General Meeting minutes 2019 and the Annual Report 2019/2020 Not Otherwise on the Agenda**

There were no matters arising from either.

5. Correspondence

The Secretary reported that no items of correspondence had been received.

6. Annual Report from the Chair

Mr Bennett opened his report by saying that it was a long time since he had to give Chair's report, but it was good to be back at last and hopefully some sort of normality was on the horizon.

Due to the restrictions imposed due to the Covid pandemic the Main Hall had not seen a great deal of action in the last eighteen months, but this did not mean that the committee had been standing still. We continued to use the time to update and maintain the building where possible, continuing the work started back in 2019. The whole building has been deep cleaned and redecoration has been ongoing, this means the hall is ready for all the hirers that have been enquiring over the past few months, all good news for going forwards.

The Chair went on to say that we had recently supported the West Oxfordshire District Council by allowing the Main Hall and other rooms in the premises to be used as a drop in test site for lateral flow tests. This was successful and showed that Brownes Hall was there to support the community when the need arises. Following on from when the test site left we have welcomed back Jazzercise and the RAOB, which is another step to life moving on and living with Covid.

Peter and Neil, our caretakers, have continued their dedicated hard work, where allowed, and they are looking forward to welcoming back hirers to keep them busy.

Carterton Social Centre Club and the Management Committee have worked together over the past eighteen months to implement a safe set up when they were allowed to open. This was done with great success and shows the relationship continues to grow in strength, something that is essential for both parties.

The Management Committee, as always, has worked to keep things going, albeit remotely, with Alwyn taking the lead most of the time; Jason continuing to watch the finances and keep us under control with spending, it is very easy to think that we can do this and that; with Sue and Nick continuing to put in their own time to help maintain the high standards for which we are continually striving.

Mr Bennett concluded by saying that personally he would like to say a big thank you to all the committee, it had been tough but we have got through it so far, hopefully the worst was over. He was keeping everything crossed that this is the case and we can continue to provide a fantastic facility for the people of Carterton and the surrounding area.

7. Annual Report from the Treasurer and the Financial Statement for the Year for March 31st 2021

The Treasurer opened his report by thanking everyone for attending the Annual General Meeting of the Trustees and Management Committee of Brownes Hall. He went on to say that in reality this was a report for two years as we could not have the Annual General Meeting in 2020 due to coronavirus. Looking at the previous twelve months, he said, was very different for the prior twelve months.

In March 2020 the global death toll was a massive 100,000 people and we were all directed by the government to stay at home and limit our trips out for essential reasons only. This put a damper on our hiring and the club's trade.

Mr Mead went on to say that our first concerns were how we were going to continue employing our caretaker team, how the club would survive and how our community would fare. We deep cleaned the Main Hall in readiness for many possibilities, some of which only a few months earlier were unthinkable.

A £10,000 rate based grant from the District Council gave us a small injection of hope during increasingly difficult times. The Job Retention Scheme (JRS) was announced and this changed the outlook of many businesses and organisations. With a bit more hope we continued to clean, paint and replace lights for energy efficient updates.

The Carterton Social Centre Club continued to pay an agreed reduced rent and we both applied for business interruption grants and any other help that we could obtain from the District Council. We came back to a new kind of normal for a while before lockdown again and the second wave of the virus.

In total we had claimed and received grants totalling £20,198, the caretaker team were paid 80% of their wages by the JRS for five months, with wages paid by us, on and off, as they shielded or returned to work part time and ultimately, recently back to full time.

Mr Mead said that "*to coin a military phrase*" the building was essentially moth-balled and as a result our electricity and gas consumption drastically reduced as would be expected, however, all the other costs remained consistent with previous years. In all, with the grants we have ended the year to April 2021 up by £11,000 in income and £22,000 on balance.

As Mr Mead mentioned earlier this was a very different outcome to how it initially looked in March 2020 where the global death toll from coronavirus went from 100,000 up to 3 million by April 2021 and our national total at 130,000 deaths.

Many pubs and clubs and organisations are no longer trading due to this difficult time. The Carterton Social Centre Club has managed to trade on and off throughout the year as regulations changed and the Management Committee helped with converting the Main Hall to allow one way flow and with the extra sanitation where we could.

In concluding his report Mr Mead said that looking forward things have started to look brighter, most of our regular hirings are starting to return or at least show an interest but this may be a difficult year ahead but financially at least we are in a position to support our community.

Further to what the Treasurer mentioned above in his report he then referred the meeting to the *Accountants' Report to the Trustees for the Year Ending 31st March 2021* when he then explained in detail the expenses and income for the financial year 2020 – 2021. It was then proposed by Mr B Bennett, seconded by Mr Leverton and unanimously agreed by those present to accept the *Independent Examiner's Report*. This concluded the business for the year 2020/2021 and the retirement of the current committee.

8. Committee of Management (Administering Trustees) for 2021/2022

i. Election of Six Trustee Members

Six people put their names forward to stand as Elected Members of the Management Committee in accordance with Charity Commission Guidelines and Criteria until the next Annual General Meeting in July 2022
This was unanimously agreed by those present.

Mr A Bennett
Dr A Griffiths
Mr N Leverton

Mrs S Leverton
Mr D Mayfield
Mr J Mead

ii. Notification of Organisation Representative Trustee Members

Mrs G Trevelyan (Over 60s Club)
Mr A Wixey (Royal Naval Association)
Cllr K Wood (Carterton Town Council)

iii. Bookings Secretary

Mrs A Randall

iv. Ex Officio Members

Mrs A Randall
Mr D Wesson (The Royal British Legion)

9. Any Other Business

Mr Leverton expressed his sincere thanks and deep appreciation to everyone involved in moving the club and Brownes Hall forward.

In the absence of any other business the meeting closed at 8.03 pm.

10. Provisional Date and Time of the Next Annual General Meeting

Monday 25th July 2022 7.30 pm.

Signed .....Chair

Date.....16th November 2021

**BROWNES HALL
FINANCIAL STATEMENTS
FOR
31 MARCH 2021**

SOLUTIONS IN ACCOUNTING LIMITED

Accountants
Ground Floor
2 Compton Way
Witney
Oxfordshire
OX28 3AB

BROWNES HALL
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

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BROWNES HALL

Independent examiner's report to the trustees of Brownes Hall

YEAR ENDED 31 MARCH 2021

We report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 2 to 5.

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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is our 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 Charities Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our 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 statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

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

have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Ground Floor
2 Compton Way
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SOLUTIONS IN ACCOUNTING LIMITED
Accountants

26th July 2021

**BROWNES HALL - GENERAL ACCOUNT
PROFIT AND LOSS ACCOUNT**

YEAR ENDED 31 MARCH 2021

	2021		2020	
	£	£	£	£
INCOME				
Hirings		1,188		15,572
Social Centre		27,081		30,599
Grants - Covid		20,198		-
JRS Grants		6,558		-
		<u>55,025</u>		<u>46,171</u>
 EXPENSES				
Wages and employers national insurance	16,285		17,947	
Staff pensions	114		175	
Training	-		200	
Hall equipment and supplies	1,836		2,748	
Rates	-		1,462	
Water rates	1,502		1,588	
Electricity	5,852		10,532	
Gas	602		2,346	
Insurance	3,302		3,486	
Repairs and maintenance	1,448		1,188	
Window cleaning	78		312	
Telephone	168		181	
Photocopying costs	234		213	
Administration	30		52	
Performing rights	-		1,365	
Legal and professional fees	600		600	
Independant examination	725		795	
		<u>32,776</u>		<u>45,190</u>
 NET PROFIT FOR THE YEAR		<u><u>22,249</u></u>		<u><u>981</u></u>

**BROWNES HALL - PROPERTY ACCOUNT
PROFIT AND LOSS ACCOUNT****YEAR ENDED 31 MARCH 2021**

	2021		2020	
	£	£	£	£
INCOME				
Grants		–		2,676
EXPENSES				
Repairs and maintenance		<u>1,457</u>		<u>3,222</u>
NET LOSS FOR THE YEAR		<u>(1,457)</u>		<u>(546)</u>

BROWNES HALL**BALANCE SHEET****31 MARCH 2021**

	2021		2020	
Note	£	£	£	£
CURRENT ASSETS				
Other debtors	–		82	
Bank deposits	100		100	
Cash at bank	69,431		45,362	
Cash in hand	127		127	
	<u>69,658</u>		<u>45,671</u>	
CURRENT LIABILITIES				
PAYE and social security	253		–	
VAT	382		1,176	
Other creditors	3,526		–	
Accrued expenses	1,040		830	
	<u>5,201</u>		<u>2,006</u>	
NET CURRENT ASSETS		<u>64,457</u>		<u>43,665</u>
NET ASSETS		<u>64,457</u>		<u>43,665</u>
FINANCED BY:				
Reserves	2	<u>64,457</u>		<u>43,665</u>

TRUSTEES APPROVAL OF FINANCIAL STATEMENTS

We approve these financial statements for the year ended 31 March 2021 set out on pages 2 to 5 and confirm that we have made available all relevant records and information for their preparation.

Signed for and on behalf of Brownes Hall

26 July 2021

BROWNES HALL
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2021

1. SUMMARY OF PROFITS

	2021	2020
	£	£
Net Profit - General Account	22,249	981
Net Loss - Property Account	<u>(1,457)</u>	<u>(546)</u>
	<u>20,792</u>	<u>435</u>

2. RESERVES

	Brought forward 1 Apr 20	Profit share	Carried forward 31 Mar 21
	£	£	£
General Account	22,682	22,249	44,931
Property Account	<u>20,983</u>	<u>(1,457)</u>	<u>19,526</u>
	<u>43,665</u>	<u>20,792</u>	<u>64,457</u>

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