

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 22nd AUGUST 2022 AT 7.30 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, Mr D Mayfield.

Organisation Trustee Members

Clr (Mrs) K Wood (Carterton Town Council).

Ex Officio Members

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

Members of the Public.

Mr B Bennett, Mrs M Mead, Miss T Mead.

1. The Chair opened the meeting at 7.30 pm and thanked all those present for attending.
2. **Apologies for Absence**
Apologies were received from Mr R Blackman, Mrs G Trevelyan (Over 60s Club), Mr A Wixey (Royal Naval Association).
3. **Minutes of the Annual General Meeting held on Monday 22nd August 2021**
The minutes were accepted as a true and accurate record of the meeting and approved without any amendments. Proposed by Mr D Wesson, seconded by Mr N Leverton.
4. **Matters arising from the minutes not otherwise on the agenda**
There were no matters arising.
5. **Correspondence**
The Secretary reported that no items of correspondence had been received.
6. **Annual Report from the Chair**
Mr Bennett opened by saying that another year had passed and it has been nice to see things returning back to how they were before Covid came along.

The hall, he said, had seen our regular hirers return, lots of new bookings for parties and other events which is what the hall is there for, so the empty quietness of the past 2 years is hopefully a distant memory.

He then went on to say that we had worked hard to continue the work of the previous few years to improve the facilities; this is an ongoing project and it never ends. The commitment from all the committee is what enables us to keep moving forward to enhance the venue and to meet new regulations that continually change.

The relationship between Carterton Social Centre Club (CSCC) and the committee is strong and both parties continue to support each other. We are benefiting from new members joining CSCC as this gives more footfall into the building and we are seeing enquiries for bookings of the hall. Recently the committee and CSCC agreed to the Lounge Bar (back bar) being taken on by the club; this is testament to the vision they have and the committee being able to support.

The daily welfare of the building is the job of our 2 caretakers, Mr Peter Charlton and Mr Neil Robey, who strive to do all they can to maintain the standards we want, not always the easiest job with short time frames between bookings. The Chair extended the committee's thanks to the caretakers.

Now that we are enjoying this "*back to normality*" it has been nice to see our income returning to near pre-Covid levels, this allowed us to start looking at other projects. However, with the various situations with energy and the war in Ukraine we have all seen costs increasing at a rapid rate, so this is on the radar for coming year. Our secretary has been his usual organised self and has kept us all updated with all the administration; his attention to detail is second to none. The rest of the committee continue to bring different strengths and knowledge, this being essential for us to function in the best interests of the hall. The Chair then expressed his thanks to the committee.

Mr Bennett then concluded his report by saying that overall we have had a very positive 12 months and this is good for the community and for Brownes Hall. Looking forward for the 2022/ 2023 committee, there are possibly some tough times ahead with the reports of energy costs increasing multiple times over the next 12 months. We do not have a crystal ball so what is ahead of us is unknown, but he personally would like to think that with the committee's strengths that any obstacles will be managed and overcome where possible.

7. Annual Report from the Treasurer and the Financial Statement for the Year ended March 31st 2022

The Treasurer opened his report by thanking everyone for attending the Annual General Meeting of the Trustees and Management Committee of Brownes Hall and to say that just as a reminder that this financial report is for April 1st 2021 up to March 31st 2022.

Mr Mead then went on to say that just 2 years ago we were all stunned by the worldwide pandemic and many thought life would never return to normal again. We were forecast so much doom that it is a wonder that we have managed to carry on pretty much as before, and he thought this a testament to the human spirit that if at all possible people have the fortitude to not give up and try to always look forward with optimism.

As our AGM has been delayed by a few months it will seem a like a long time ago and a lot of things have moved on and further works have been carried out that are not included in the report but it hints at what we are achieving and working towards.

For the 2021-2022 year the Treasurer gave a brief explanation of our expenses as detailed by himself and as audited by our accountants.

Expenses

Mr Mead went on to say that it had been a busy year with changes again on the utilities, caretaker's hours and hirings.

Electricity is still by far the largest regular expense at around £700 - £800 per month although all of us are aware that these costs are rapidly increasing in what is now called *the cost of living crisis*. We have seen our water rates rise throughout the year costing us £2,326.00 per annum.

Gas prices have risen sharply as can be seen from the accounts; we have also had our previous supplier go bust, a temporary new supplier thrust upon us and we have now changed again. Our gas bill for the period is £2,373.00.

Both employees have seen their rate of pay increase during the year to the living wage and both are currently working 5 hours per day on a 4 on 4 off rotation.

Hall equipment and supplies as detailed on the accounts include all cleaning materials as well as purchases of paper towel dispensers, hand sanitisers and other such small items and have been consistent and as can be seen we used the pandemic closure period to carry out a very rigorous deep clean of the building partly as opportunity and partly because there was a genuine fear that the building may have to be used as emergency drop in or back up medical / local authority building.

Buildings and liability insurance have remained generally in line with the 5 year deal that was negotiated previously, however since the end of this year we have reviewed the policy again since the small changes in use of the building.

Performing rights payments covers the performing and playing of music within the whole building to which you need a licence, which is turnover based. This also covers any licence needs the social club would need. After not charging us for the pandemic year or for 2021 they have recently been chasing for the whole lot as if we were fully open and playing music constantly. I am in robust communication with them over this appalling strategy and will of course keep all informed.

Repairs and maintenance relates to boiler and air conditioning services, additional energy efficient LED lighting, additional cupboards, and painting mostly by committee members in their own time.

The Treasurer said that the small training fee related to legionella training by himself in order to facilitate a temperature monitoring process as required under Health & Safety regulations.

In the property account you will see the purchase of a new gas fired water heater in the kitchen, after the removal of the large and aged cooker on health and safety grounds.

Income

The social club rent remains the largest single contributor to regular income, during this period contributing 50% of our total income, the club have since also taken on the Lounge Bar (back bar area) which hopefully will provide them with a second income stream from non-members.

In early May the building was then rented out to West Oxfordshire District Council (WODC) to be used as a COVID testing centre for 12 weeks; the rental from WODC has helped enormously with our fragile finances during these times, contributing nearly £19,000 in rental income out of the £27,000 total rents.

We have also received grants totalling £934.00 in this financial year.

The accounts show a net profit of £13,768.00 for the year when adjusted with the property account loss that then reduces to £12,978.00 as a profit.

Other operating income is stated as £430.00. This related to the total fiasco of HSBC effectively closing our accounts early in March 2021. The Treasurer said that for an 8 week period Brownes Hall operated out of his personal bank account whilst our funds were frozen by HSBC. We opened a new charity account with Nat West and after some very heated conversations in HSBC (Witney branch) the frozen account was released to our new Nat West account and the HSBC account closed forever. That should really have been the end of a very sorry tale with HSBC, however they then continued to allow monies to be removed from a very closed account and wrote to the Treasurer in May to say that we owed £430.00 as the closed account had gone overdrawn, the irony of the situation was lost on them and again after several heated debates in the Bank they wrote off the amount which needs to be shown as a credit on our books.

We have and still are moving the hall forward into the 21st century, considering we are all volunteers and carry out all these improvements without reward or favour and just because we want to keep this community asset thriving and here for generations to come. We do get complainers who seem to just want to run down the facility without offering to help in any way but these are few. I think all involved including our 2 employees need a hearty slap on the back and a thank you for all your efforts.

In concluding his report Mr Mead said that there are as always lots of little improvements which we are constantly being made of aware of from card payments to reduced energy lighting and we are always keen to keep up to date with one eye to finances as always. The coming year will once again throw us some curved balls and present us with problems that are hopefully not insurmountable and we can continue to provide the social club, the residents of Carterton and users of the hall with a clean, hospitable environment in which to enjoy the company of others in their chosen past times.

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 2022* when he then explained in detail the expenses and income for the financial year 2021 – 2022. It was then proposed by Mr N Leverton, seconded by Mr B Bennett and unanimously agreed by those present to accept the *Independent Examiner's Report*.

This concluded the business for the year 2021/2022 and the retirement of the current committee.

8. Committee of Management (Administering Trustees) for 2022/2023

i. Election of Six Trustee Members

Seven people put their names forward for election in accordance with Charity Commission Guidelines and Criteria to the six places as the *Elected Members of the Committee of Management* until the next Annual General Meeting as stipulated in Clause 3 of the First Schedule of the Governing Document.

After voting the following results were obtained:

Mr A Bennett (12 votes)	Mrs S Leverton (12 votes)
Dr A Griffiths (12 votes)	Mr D Mayfield (4 votes)
Mr N Leverton (12 votes)	Mr J Mead (11 votes)
Mrs K Wood (9 votes)	

Duly elected were:

Mr A Bennett, Dr A Griffiths, Mr N Leverton, Mrs S Leverton, Mr J Mead, Mrs K Wood.

ii. Notification of Organisation Representative Trustee Members

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

(It has been noted that there is no conflict of interest to Mrs Wood also being the representative of the Carterton Town Council on the Committee of Management until a new representative has been nominated by the Town Council).

iii. Bookings Secretary

Mrs A Randall

iv. Notification of Ex Officio Committee Members

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

9. Any Other Business

There was no further business to discuss.

In the absence of any other business the meeting closed at 7.59 pm.

10. Date and Time of the Next Annual General Meeting

To be decided at a later date.

Signed..........Chair

Date.....*26th September 2022*.....

**BROWNES HALL
ACCOUNTS
FOR
31 MARCH 2022**

SOLUTIONS IN ACCOUNTING LIMITED

Accountants
Ground Floor
2 Compton Way
Witney
Oxfordshire
OX28 3AB

BROWNES HALL
ACCOUNTS
YEAR ENDED 31 MARCH 2022

CONTENTS	PAGE
Accountants' report	1
Profit and loss account - general account	2
Profit and loss account - property account	3
Balance sheet	4
Notes to the accounts	5

BROWNES HALL
ACCOUNTANTS' REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2022

We report on the accounts of the Trust for the year ended 31 March 2022, 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.

2 Compton Way
Witney
Oxfordshire
OX28 3AB

SOLUTIONS IN ACCOUNTING LIMITED
Accountants

12 August 2022

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

YEAR ENDED 31 MARCH 2022

	2022		2021	
	£	£	£	£
TURNOVER				
INCOME				
Hirings		26,977		1,188
Social Centre		28,611		27,081
Grants - Covid		-		20,198
JRS Grants		934		6,558
		<u>56,522</u>		<u>55,025</u>
 OTHER INCOME				
Other operating income		430		-
		<u>56,952</u>		<u>55,025</u>
 EXPENSES				
Wages and employers national insurance	17,693		16,285	
Staff pensions	361		114	
Training	15		-	
Postage and stationery	21		-	
Hall equipment and supplies	2,889		1,836	
Rates	379		-	
Water rates	2,326		1,502	
Electricity	8,494		5,852	
Gas	2,373		602	
Insurance	3,514		3,302	
Repairs and maintenance	3,520		1,448	
Window cleaning	45		78	
Telephone	224		168	
Photocopying costs	-		234	
Administration	30		30	
Sundry expenses	100		-	
Legal and professional fees	550		600	
Independent examination	650		725	
		<u>43,184</u>		<u>32,776</u>
 NET PROFIT FOR THE YEAR		<u>13,768</u>		<u>22,249</u>

**BROWNES HALL - PROPERTY ACCOUNT
PROFIT AND LOSS ACCOUNT****YEAR ENDED 31 MARCH 2022**

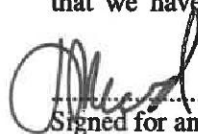
	2022		2021	
	£	£	£	£
EXPENSES				
Repairs and maintenance		<u>790</u>		<u>1,457</u>
NET LOSS FOR THE YEAR		<u>(790)</u>		<u>(1,457)</u>

BROWNES HALL**BALANCE SHEET****31 MARCH 2022**

	Note	2022 £	£	2021 £	£
CURRENT ASSETS					
Bank deposits		—		100	
Cash at bank		80,086		69,431	
Cash in hand		89		127	
		<u>80,175</u>		<u>69,658</u>	
CURRENT LIABILITIES					
PAYE and social security		117		253	
VAT		2,022		382	
Other creditors		—		3,526	
Accrued expenses		600		1,040	
		<u>2,739</u>		<u>5,201</u>	
NET CURRENT ASSETS			77,436		64,457
NET ASSETS			77,436		64,457
FINANCED BY:					
Reserves	2		77,436		64,457

TRUSTEES' APPROVAL OF ACCOUNTS

We approve these accounts for the year ended 31 March 2022 set out on page 2 to 5 and confirm that we have made available all relevant records and information for their preparation.

 **TREASURER J. MEAD.**
Signed for and on behalf of Brownes Hall

12 August 2022

BROWNES HALL
NOTES TO THE ACCOUNTS
YEAR ENDED 31 MARCH 2022

1. SUMMARY OF PROFITS

	2022	2021
	£	£
Net Profit - General Account	13,768	22,249
Net Loss - Property Account	(790)	(1,457)
	<u>12,978</u>	<u>20,792</u>

2. RESERVES

	Brought forward 1 Apr 21	Profit share	Carried forward 31 Mar 22
	£	£	£
General Account	44,931	13,768	58,699
Property Account	19,527	(790)	18,737
	<u>64,458</u>	<u>12,978</u>	<u>77,436</u>

BROWNES HALL
ACCOUNTANTS' REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2022

We report on the accounts of the Trust for the year ended 31 March 2022, 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.

2 Compton Way
Witney
Oxfordshire
OX28 3AB

SOLUTIONS IN ACCOUNTING LIMITED
Accountants

12 August 2022