

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 4th SEPTEMBER 2023 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.

Bookings Secretary

Mrs A Randall

Ex Officio Members

Mr D Wesson (The Royal British Legion).

Members of the Public.

Mr B Barrett, Mrs Y Barrett, Mrs F Bennett, Mr R Blackman, Mrs M Mead,
Miss T Mead.

Before the opening of the meeting the Secretary paid tribute to Mr Ben Bennett who recently had passed away. Mr Bennett had been Chair of the Management Committee from 2008 until 2012 and had never missed attending the Annual General Meeting of the Trustees and Management Committee since 2008.

1. Welcome and opening of the meeting by the Chair

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 N Robey, Mrs K Wood (Elected Trustee),
Mr A Wixey (Royal Naval Association).

3. Minutes of the Annual General Meeting held on Monday 22nd August 2022

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 Mrs Randall.

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

The Chair opened his report by saying that another year had passed, and the challenges faced during and straight after the pandemic seemed so long ago now. Unfortunately, these have been replaced with a new set of challenges in the form of the energy and cost of living increases, that has affected us all in some way or another, but he would leave this up to the Treasurer, Mr Jason Mead to go through this in his Treasurer's report.

We have had our regular hirers continue to use the facilities and other bookings are still happening but not the extent we have been used to and is a cause for some concern.

The relationship between Carterton Social Centre Club and the committee continues to grow and we are always looking at ways to support each other, this is needed more than ever at this time with costs increasing.

The Secretary, he said, continues to make sure that we are all aware of what is happening and keeping us all in check. The Treasurer has had the not so glamorous job of watching the finances and has done a great job in very difficult times. The rest of the committee bring their varied strengths to the table, and this is essential to the continued running of Brownes Hall. The Trustees and Management Committee are continually working to improve the facilities and maintain a high standard; this is only possible by the hard work of our three caretakers and committee working as a team. The Chair went on to express his sincere thanks to them all.

The Chair concluded his report by saying that looking forward for the 2023/2024 committee wasn't going to be easy, but the future committee would, he felt sure, continue the good work so that Brownes Hall and its facilities are here for all for many years to come and that with the committee's strengths 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 2023

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 2022 up to March 31st 2023.

The Treasurer then went on to say that in preparing his report, it had become clear as we are all aware the cost of energy primarily and most other costs have increased markedly over the past 12 months. The financial report is based on April to end of March and as such, it should be noted that things have moved on another five months since these figures were considered and compiled by our accountants.

Looking at expenses first, it can be seen that wages and employers costs have risen 19%. This relates to an increase in the living wage and some additional costs relating to long-term sick pay and the cost of covering with an additional employee.

Hall and equipment supplies relate to cleaning and general janitorial supplies and this gives us an idea of the increased costs facing everyone in the cost of living increases of approximately 50%. The small rate increase relates to post Covid resumption of the rates although it must be said that we still get a charity discount and some post Covid support on this.

The horrifying increase in electrical, gas and water rates can be clearly seen. Recently the cost of electricity has dropped slightly, water has increased slightly and gas figures are a little skewed as our gas supplier went out of business in January and so these figures catch up later in the year when taking this into consideration. This also, however, showed a substantial increase.

The Treasurer then went on to say that Performing Rights are normally £1,400 per annum, the figure of £2,805 relates to 2 years as they simply took no account of the Covid crisis and back charged regardless of the fact that the venue was closed for much of the year. This is discussed by many forums and the general feeling discussed by many halls, community buildings and charities and may hit them eventually.

The bottom line shows an increase of close to 50% in overall costs.

Income during the past year has dropped from £26,997 to £14,146 relating to hirings other than the rent from the Carterton Social Centre Club, which we have kept the same or close to as existing. This represents a 45% drop in hirings at the same time as a 50% increase in costs and have led to a £20,000 drop in Capital at the bank which can be seen on the page 5 of the Accountants Report as a loss of approximately £20,000 annually.

In concluding his report Mr Mead said that clearly this is something that can't be sustained going forward.

Further to what the Treasurer mentioned in his report he then referred the meeting to the *Accountants' Report to the Trustees for the Year Ending 31st March 2023* when he then explained in detail the expenses and income for the financial year 2022 – 2023.

In response to a question asked by Mr Leverton as to why bookings had declined so sharply during this last year the Treasurer suggested that could possibly be due to an after effect of Covid. This phenomenon would be needed to be discussed in further detail by the committee. Other suggestions to increase hirings included promotion of Brownes Hall through Social Media.

In the absence of any further questions it was then proposed by Mr N Leverton, seconded by Mr Wesson and unanimously agreed by those present to accept the *Independent Examiner's Report*.

This concluded the business for the year 2022/2023 and the retirement of the current committee.

8. Committee of Management (Administering Trustees) for 2023/2024

i. Election of Six Trustee Members

In accordance with the Charity Commission Guidelines and Criteria to the six places available 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, six people put their names forward for election.

It was proposed by Mrs Randall, seconded Mrs Mead and unanimously agreed by those present that the following six people be duly elected:

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

ii. Notification of Organisation Representative Trustee Members

Mrs Y Barrett (The Royal British Legion)
Mrs J Gibson (Over 60s Club)
Mr A Wixey (Royal Naval Association)

iii. Bookings Secretary and Trustee Member

Mrs A Randall

iv. Notification of Co-opted Trustee Members

Miss T Mead (Social Media Coordinator)
Proposed Mrs F Bennett, Seconded Mrs S Leverton

Mr D Wesson (Health & Safety)
Proposed Mr N Leverton, Seconded Mrs S Leverton

9. Any Other Business

Mr Blackman said that about eighteen months ago as he was leaving the club in the evening during a bad storm he fell and hurt his hand after tripping on one of the potholes in the south roadway. He noticed today that the potholes were still there and wondered when any remedial work would be undertaken to fill in the potholes. Mr Leverton replied by saying that remedial work was due to be undertaken within the next few days.

In the absence of any other business the meeting closed at 8.02pm.

10. Date and Time of the Next Annual General Meeting

To be decided at a later date.

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

Date.....16th Jan 2024.....

**BROWNES HALL
ACCOUNTS
FOR
31 MARCH 2023**

SOLUTIONS IN ACCOUNTING LIMITED

Accountants
Ground Floor
2 Compton Way
Witney
Oxfordshire
OX28 3AB

BROWNES HALL
ACCOUNTS
YEAR ENDED 31 MARCH 2023

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BROWNES HALL
ACCOUNTANTS' REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2023

We report on the accounts of the Trust for the year ended 31 March 2023, 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

Date: 17 August 2023

BROWNES HALL - GENERAL ACCOUNT
PROFIT AND LOSS ACCOUNT STATEMENT OF FINANCIAL
ACTIVITIES

YEAR ENDED 31 MARCH 2023

	2023		2022	
	£	£	£	£
TURNOVER				
INCOME				
Hirings		14,146		26,977
Social Centre		28,857		28,611
JRS Grants		-		934
		<u>43,003</u>		<u>56,522</u>
OTHER INCOME				
Other operating income		-		430
		<u>43,003</u>		<u>56,952</u>
EXPENSES				
Wages and employers national insurance	21,090		17,693	
Staff pensions	207		361	
Training	-		15	
Postage and stationery	-		21	
Hall equipment and supplies	4,519		2,889	
Rates	742		379	
Water rates	3,458		2,326	
Electricity	16,609		8,494	
Gas	2,786		2,373	
Insurance	4,235		3,514	
Repairs and maintenance	3,529		3,520	
Window cleaning	360		45	
Telephone	336		224	
Administration	-		30	
Sundry expenses	-		100	
Performing rights	2,805		-	
Legal and professional fees	600		550	
Independent examination	865		650	
Bank charges	62		-	
		<u>62,203</u>		<u>43,184</u>
NET (LOSS)/PROFIT FOR THE YEAR		<u>(19,200)</u>		<u>13,768</u>

BROWNES HALL - PROPERTY ACCOUNT
PROFIT AND LOSS ACCOUNT STATEMENT OF FINANCIAL
ACTIVITIES

YEAR ENDED 31 MARCH 2023

	2023		2022	
	£	£	£	£
EXPENSES				
Repairs and maintenance		—		<u>790</u>
NET LOSS FOR THE YEAR		<u>—</u>		<u>(790)</u>

BROWNES HALL**BALANCE SHEET****31 MARCH 2023**

	Note	2023 £	£	2022 £	£
CURRENT ASSETS					
VAT		1,977		-	
Cash at bank		57,486		80,086	
Cash in hand		89		89	
		<u>59,552</u>		<u>80,175</u>	
CURRENT LIABILITIES					
PAYE and social security		716		117	
VAT		-		2,022	
Accrued expenses		600		600	
		<u>1,316</u>		<u>2,739</u>	
NET CURRENT ASSETS			58,236		77,436
NET ASSETS			58,236		77,436
FINANCED BY:					
Reserves	2		<u>58,236</u>		<u>77,436</u>

TRUSTEE TRUSTEES' APPROVAL OF ACCOUNTS

We approve these accounts for the year ended 31 March 2023 set out on pages 2 to 5 and confirm that we have made available all relevant records and information for their preparation.



J MEAD TREASURER

Signed for and on behalf of Brownes Hall

17 August 2023

BROWNES HALL
NOTES TO THE ACCOUNTS
YEAR ENDED 31 MARCH 2023

1. SUMMARY OF PROFITS

	2023	2022
	£	£
Net (Loss)/Profit - General Account	(19,200)	13,768
Net Loss - Property Account	-	(790)
	<u>(19,200)</u>	<u>12,978</u>

2. RESERVES

	Brought forward 1 Apr 22	Profit share	Carried forward 31 Mar 23
	£	£	£
General Account	58,699	(19,200)	39,499
Property Account	18,737	-	18,737
	<u>77,436</u>	<u>(19,200)</u>	<u>58,236</u>

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31 MARCH 2023**

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