

# **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 23rd SEPTEMBER 2024 AT 7.30 PM  
AT BROWNES HALL

### **Present**

#### **Elected Trustee Members**

Mr N Leverton (Vice Chair), Dr A Griffiths (Secretary),  
Mrs S Leverton (Deputy Secretary), Mrs K Wood (Deputy Treasurer).

#### **Bookings Secretary and Trustee Member**

Mrs A Randall.

#### **Co-opted Trustee Members**

Mr G Rowbotham (Treasurer), Miss T Mead (Social Media Contact),  
Mr D Wesson (Deputy Health & Safety).

#### **Members of the Public.**

Mr R Blackman, Mr R Burke (Chair, Carterton Social Centre Club), Mr T Butler,  
Mrs K Gibson, Miss M Stimpson.

- 1. Welcome and opening of the meeting by the Vice Chair**  
In the absence of the Chair, Mr Leverton, as Vice Chair, opened the meeting at 7.30 pm and thanked all those present for attending.
- 2. Apologies for Absence**  
Apologies were received from Mr A Bennett (Chair).
- 3. Minutes of the Annual General Meeting held on Monday 4th September 2023**  
The minutes were accepted as a true and accurate record of the meeting and approved without any amendments. Proposed by Mr Wesson, seconded by Mrs Randall.
- 4. Matters arising from the minutes not otherwise on the agenda**  
There were no matters arising from the minutes not otherwise on the agenda.
- 5. Correspondence**  
The Secretary reported that no items of correspondence had been received.

## 6. **Annual Report from the Chair and Vice Chair**

Mr Leverton opened by saying with an acknowledgment that without the members of the Management Team there would be no Brownes Hall. Because of the commitment of the Management Team particularly during these difficult times we have managed to steady what was a fast sinking ship. The financial pressures upon us were mainly utilities based resulting from the war in Ukraine. Added to that were the costs of employing extra staff and the rising prices of cleaning materials. Thankfully through negotiations with the Social Centre Club Committee an agreement was reached for an enhanced rental payment during this difficult time. Mr Leverton said that he believed that this clearly showed our collective commitment to deliver on the wishes of our benefactor, Mr John Browne.

Mr Leverton then went on to say that it would be wrong not to mention certain individuals who were no longer Committee members. Mr Jason Mead, for many years, took on the role as Treasurer and with that the arduous task of staff wages, utilities contracts and best value from purchasing to ensure we were compliant and financially savvy. The present Committee would ask that our personal thanks are recorded for Jason's unwavering commitment to the Brownes Hall Trustees and Management Committee.

At this point in the report Mr Leverton said that he would like to remind members of the sad loss of a long-time supporter of the Management Committee, Mr Alec Wixey. Alec, he said, was the voice of common sense in the room and a staunch supporter of both the Committee, the Social Centre Club and his beloved Royal Naval Association. We would ask for a moment of reflection and for respect to remember Alec and those close to us who have passed in the last year. (A minute silence was held).

On a more upbeat note the Vice Chair said that the Committee would like to welcome Mr Gary Rowbotham to our team and to thank him for becoming the Treasurer. This job along with the position of Secretary have the heaviest workloads and involve a huge amount of legal compliance. Without their professionalism we quite literally could not function within the law. Our thanks to them both.

Mr Leverton said that he had started this report by acknowledging our thanks to all of the Management Team. As committee members he felt sure that they sometimes wondered why they come out on dark nights to discuss, dirty toilets, broken door locks and other mundane matters. However, if you took a moment to reflect on the 'end product' of our efforts, in that, amongst other things the Management Committee facilitate and assist in numerous charity events held on the recreation ground that in most part we don't levy a fee, we are able to provide Bingo in the Main Hall free of charge, and host weddings and wakes at affordable prices. In doing all of this we are allowing people to engage with other people, to laugh together, to cry together and to lend an ear to a friend or stranger. Supported by the Social Centre Club we collectively deliver our services to thousands of residents in an environment that is safe, warm and welcoming. Be proud that you are part of such a team that is Brownes Hall Management Committee.

In concluding his report Mr Leverton said that he felt sure that next year would have its challenges. However, he was confident that we continued to have a team of committee members that will deliver answers and solutions to any and all issues that might arise. Our thanks to you all for your continued support.

It was proposed by Mrs Wood, seconded by Mr Blackman and unanimously agreed by those present to accept the Annual Report from the Chair and Vice Chair.

**7. Annual Report from the Treasurer and the Financial Statement for the Year ended March 31st 2024**

The Treasurer opened his report by saying that it had been an unusual and challenging time for Brownes Hall over the last year and a bit and results for both March 2023 and 2024 reflect the cost pressures that are not unique to us.

To March 2023 there was an overall deficit of £19,000 and to March 2024 the deficit was £30,000 meaning that reserves were at the lowest level for quite some time at £28,000 coming into the New Year.

The main reason for these deficits is the increases in energy costs that were not unique to us. To be crystal clear, the costs were £11,000 to March 2022, £19,000 to March 2023 and £38,000 to March 2024.

Staff costs have also increased over the years from £18,000 in 2022 to £21,000 in 2023 and then £25,000 to March 2024. This is a mixture of large increases in the National Minimum Wage and issues with staffing / long term sickness.

Everyone was locked into power contracts over the above periods but the previous treasurer changed contracts as soon as it was possible to do so meaning that we are now back to the same sort of level as in March 2023.

The Management Committee and the Club have been communicating for some time over the cost pressures and changes to rent and a new higher rental has been agreed from around July of this year.

In concluding his report the Treasurer said that a series of cost savings and reclaims have also been put into place for other significant costs such as insurance and performing rights all of which means that the Management Committee are confident there will be no more deficits and surpluses are planned to build a contingency against future unexpected costs.

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 2024* that explained in detail the expenses and income for the financial year 2023 – 2024.

In the absence of any questions it was then proposed by Mr Leverton, seconded by Miss Mead and unanimously agreed by those present to accept both the Treasurer's Report and the *Accountants' Report to the Trustees*.

This concluded the business for the year 2023/2024 and the retirement of the current committee.

**8. Committee of Management (Administering Trustees) for 2024/2025**

**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 Mr Wesson, seconded Mrs Randall and unanimously agreed by those present that the following six people be duly elected:

Mr A Bennett  
Dr A Griffiths  
Mr N Leverton

Mrs S Leverton  
Mr G Rowbotham  
Mrs K Wood

**ii. Notification of Organisation Representative Trustee Members**

There were no nominations received for organisation representative trustee members.

**iii. Bookings Secretary and Trustee Member**

Mrs A Randall

Proposed by Mrs Wood, seconded by Mrs Leverton and unanimously agreed by those present.

**iv. Notification of Co-opted Trustee Members**

Miss T Mead (Social Media Contact Person)

Mr D Wesson (Health & Safety)

Both were proposed by Mrs Wood, seconded Mrs Leverton and unanimously agreed by those present.

**9. Any Other Business**

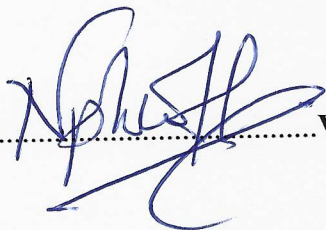
There were no items of Any Other Business.

In the absence of any other business the meeting closed at 7.57 pm.

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

To be decided at a later date.

Signed.....



..... Vice Chair

Date.....

28/10/24.....

**BROWNES HALL  
ACCOUNTS  
FOR  
31 MARCH 2024**

**SOLUTIONS IN ACCOUNTING LIMITED**

Accountants  
Ground Floor  
2 Compton Way  
Witney  
Oxfordshire  
OX28 3AB

**BROWNES HALL**  
**ACCOUNTS**  
**YEAR ENDED 31 MARCH 2024**

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**BROWNES HALL**  
**ACCOUNTANTS' REPORT TO THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2024**

We report on the accounts of the Trust for the year ended 31 March 2024, 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  
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Oxfordshire  
OX28 3AB

SOLUTIONS IN ACCOUNTING LIMITED  
Accountants



Date: 22 August 2024

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

**YEAR ENDED 31 MARCH 2024**




	2024		2023	
	£	£	£	£
<b>TURNOVER</b>				
<b>INCOME</b>				
Hirings		16,049		14,146
Social Centre		<u>37,774</u>		<u>28,857</u>
		<b>53,823</b>		<b>43,003</b>
<b>EXPENSES</b>				
Wages and employers national insurance	25,136		21,090	
Staff pensions	115		207	
Postage and stationery	30		-	
Hall equipment and supplies	3,336		4,519	
Rates	390		742	
Water rates	3,138		3,458	
Electricity	34,884		16,609	
Gas	2,892		2,786	
Insurance	4,544		4,235	
Repairs and maintenance	1,839		2,770	
Window cleaning	300		360	
Waste collection	832		759	
Telephone	384		336	
Sundry expenses	136		-	
Performing rights	678		2,805	
Legal and professional fees	600		600	
Independent examination	930		865	
Bank charges	28		62	
Bank interest	<u>7</u>		<u>-</u>	
		<b>80,199</b>		<b>62,203</b>
<b>NET LOSS FOR THE YEAR</b>		<b><u>(26,376)</u></b>		<b><u>(19,200)</u></b>

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

**YEAR ENDED 31 MARCH 2024**

	2024		2023	
	£	£	£	£
<b>EXPENSES</b>				
Repairs and maintenance		<b>3,690</b>		-
<b>NET LOSS FOR THE YEAR</b>		<b><u>(3,690)</u></b>		<u>-</u>

THE TRUSTEES APPROVE OF THIS STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2024 AND CONFIRM THAT THE ACCOUNTS ACCURATELY SHOW THE FINANCIAL POSITION OF THE TRUST AS AT THE END OF THE YEAR AND THE FINANCIAL PERFORMANCE OF THE TRUST DURING THE YEAR.

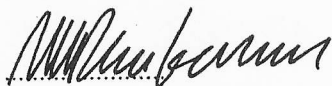
  
 Trustee  
  
 Trustee  
  
 Trustee

**BROWNES HALL****BALANCE SHEET****31 MARCH 2024**

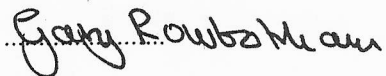
	Note	2024		2023	
		£	£	£	£
<b>CURRENT ASSETS</b>					
VAT		-		1,977	
Cash at bank		29,661		57,486	
Cash in hand		-		89	
		<u>29,661</u>		<u>59,552</u>	
<b>CURRENT LIABILITIES</b>					
PAYE and social security		480		716	
VAT		331		-	
Accrued expenses		680		600	
		<u>1,491</u>		<u>1,316</u>	
<b>NET CURRENT ASSETS</b>			<u>28,170</u>		<u>58,236</u>
<b>NET ASSETS</b>			<u>28,170</u>		<u>58,236</u>
<b>FINANCED BY:</b>					
Reserves	2		<u>28,170</u>		<u>58,236</u>

**TRUSTEE TRUSTEES' APPROVAL OF ACCOUNTS**

We approve these accounts for the year ended 31 March 2024 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



Treasurer

**BROWNES HALL**  
**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31 MARCH 2024**

**1. SUMMARY OF PROFITS**

	2024	2023
	£	£
Net Loss - General Account	(26,376)	(19,200)
Net Loss - Property Account	<u>(3,690)</u>	<u>-</u>
	<u><u>(30,066)</u></u>	<u><u>(19,200)</u></u>

**2. RESERVES**

	Brought forward 1 Apr 23	Profit share	Carried forward 31 Mar 24
	£	£	£
General Account	39,496	(26,376)	13,120
Property Account	<u>18,740</u>	<u>(3,690)</u>	<u>15,050</u>
	<u><u>58,236</u></u>	<u><u>(30,066)</u></u>	<u><u>28,170</u></u>

BROOKS HALL  
NOTES TO THE ACCOUNTS  
YEAR ENDING MARCH 2024

1. SUMMARY OF FINANCIAL STATEMENTS

Net Loss - Property Investment  
Net Loss - Other Assets

2024	2023
(1,200)	(1,500)
(10,000)	(10,000)

2. RESERVES

General Reserve  
Special Reserve

General Reserve	Special Reserve	Profit Reserve	Reserve
11,000	1,000	1,000	13,000
17,000	1,000	(1,000)	18,000
28,000	(1,000)		27,000

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SOLUTIONS IN ACCOUNTING LIMITED  
Accountants



Date: 22 August 2024