

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 27th OCTOBER 2025 AT 7.30 PM
AT BROWNES HALL

Present

Elected Trustee Members

Mr N Leverton (Chair), Mr G Rowbotham (Treasurer),
Mrs S Leverton (Deputy Secretary), Mrs K Wood (Deputy Treasurer).

Bookings Secretary and Trustee Member

Mrs A Randall.

Co-opted Trustee Members

Mr D Wesson (Deputy Health & Safety).

Members of the Public.

Mr R Blackman.

- 1. Welcome and opening of the meeting by the Chair**
Mr Leverton, opened the meeting at 7.30 pm and welcomed everyone to the Annual General Meeting of the Trustees and Management Committee of Brownes Hall.
- 2. Apologies for Absence**
Apologies were received from Dr A Griffiths (Secretary).
- 3. Minutes of the Annual General Meeting held on Monday 23rd September 2024**
The minutes were accepted as a true and accurate record of the meeting and approved without any amendments. Proposed by Mr Wesson, seconded by Mr Blackman.
- 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**
There was a very brief acknowledgement to an invoice received for some electrical work done in the Social Centre Club.

6. Annual Report from the Chair

Mr Leverton opened his report by saying that he would like to thank all the trustees who have supported the Brownes Hall Management team over the last year. Repeating what he said in his 2024 Annual Report he stressed the importance of having a team of people who by working together are delivering so much to so many people in our community. He went on to thank them all for their time, valuable input in discussions in meetings and the positive influence they had in the running of the Brownes Hall Management Committee.

The Chair then went on to record the collective thanks of the committee to Mr Andy Bennett for his time as Chair and a huge thank you goes to Dr Alwyn Griffiths our Secretary for 22 years. Alwyn has ensured that we have been compliant with "Trustee" legislation, all our many and varied correspondence and the management of our meetings. The Chair said that he had been reliably informed that Alwyn had never missed a meeting in those 22 years and that he was pleased to report that he had agreed to stay on as a trustee and member of the committee without portfolio for this coming year.

Mrs Leverton is standing down from the committee and not seeking re-election. She has offered to help with the minutes until a new secretary has been appointed. The Chair went on to thank Mrs Leverton for her time as a Trustee, particularly when she accompanied him on cleaning shifts to help maintain our standards for our users. Miss Tori Mead is also standing down as a co-opted Trustee member of the committee and as the Social Media Contact Person and our thanks go to her for her valuable input with our social media.

The Chair then said he could not close without acknowledging that the Management Committee continue to have a positive relationship with the Social Centre Club with meetings being cordial but professional.

In concluding his report the Chair said that it was no secret that staffing had been a bumpy road this year, poor health has had a negative impact on the amount of cleaning hours we have been able to deliver and this has led us to review our current working model. Our hope is that changes will produce positive outcomes for our customers and the Social Centre Club.

Following the conclusion of the Chair's report Mr R Blackman commented on the improvements in the housekeeping of Brownes Hall, particularly with regards to the toilet area.

7. Annual Report from the Treasurer and the Financial Statement for the Year ended March 31st 2025

The Treasurer opened his report by saying that last year was his first Treasurer's Report and came at the end of a tricky few years for the Charity with some large deficits including £30k for the Year to March 2024. He reported then that measures put into place by both the old Treasurer and the Committee were showing signs that we had turned a corner.

The Treasurer said that he was pleased to say that finances are better this year with a £7k surplus on activities and Reserves higher at around £35k. Reserves are vital for the Charity as we only spend money on the Hall and must have resources to be able to meet any future maintenance needs that may arise.

The upturn in performance comes mainly on the back of a rise in the rent charged to the Social Club but also on the basis of some new long term bookings and a significant amount of free time given by certain members of the committee on cleaning and maintenance. Our thanks goes out to these members.

We are 6 months through the next financial year now and the upturn is continuing and we hope to be able to post another surplus to March 2026 but are not resting on our laurels as they are always new challenges and cost pressures.

Mr Rowbotham went on to say that he felt that now may also be a good time to dispel some myths regarding the “rent” charged to the Social Club and what we do with the money. In terms of what we actually do it is very simple in that we are the custodians of the Hall and are charged with its upkeep – all of our spending goes on its upkeep and the associated costs.

The main misunderstanding seems to concern the level of the rent and what it includes. The amount charged includes all of the electric, gas and water bills (which are high) and all of the cleaning costs (staff and materials).

To put that in perspective, if we assumed that just 80% of these costs relate to the Social Club then the monthly charge for these during the last year would have been £2,018 per month for utilities and £1,938 for cleaning.

In concluding his report the Treasurer said that hence, ignoring these recharges, the actual “rent” charged last year was less than £800 per month which we are perfectly happy with as we feel that the Social Club provide an invaluable service for the community which we are more than happy to support.

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 31 March 2025* that explained in detail the Accountants Report, the Profit and Loss account statement of financial activities – general account, Profit and Loss account statement of financial activities – property account, the balance sheet, and Notes to the accounts for the year ending 31 March 2025.

In the absence of any questions it was then proposed by Mr Wesson, seconded by Mrs Woods 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 2024/2025 and the retirement of the current committee.

8. Committee of Management (Administering Trustees) for 2025/2026

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 Leverton, seconded Mr Rowbotham and unanimously agreed by those present that the following six people be duly elected:

Dr A Griffiths
Mr G Rowbotham
Mrs A Randall

Mr N Leverton
Mrs K Wood
Mr D Wesson

ii. Notification of Organisation Representative Trustee Members

There were no nominations received for organisation representative trustee members.

iii. Bookings Secretary

Mrs A Randall

Proposed by Mr Leverton, seconded by Mrs Wood.

iv. Notification of Co-opted Trustee Members

It was noted that currently we do not have a committee member in the position of Secretary. There was a brief discussion about a possible replacement. This will be discussed further at the first monthly meeting of the new committee.

9. Any Other Business

There were no items of Any Other Business.

Mrs Wood gave her thanks to the top table members of the committee for all their hard work during the past year.

In the absence of any other business the meeting closed at 8.15pm.

10. Date and Time of the Next Annual General Meeting

To be decided at a later date.

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

Date 24.11.2025

BROWNES HALL

TREASURERS REPORT

TO THE MARCH 2025 FINANCIAL STATEMENTS

Last year was my first Treasurers Report and came at the end of a tricky few years for the Charity with some large deficits including £30k for the Year to March 2024. I reported then that measures put into place by both the old Treasurer and the Committee were showing signs that we had turned a corner.

I am pleased to say that finances are better this year with a £7k surplus on activities and Reserves higher at around £35k. Reserves are vital for the Charity as we only spend money on the Hall and must have resources to be able to meet any future maintenance needs that may arise.

The upturn in performance comes mainly on the back of a rise in the rent charged to the Social Club but also on the basis of some new long term bookings and a significant amount of free time given by certain members of the committee on cleaning and maintenance. Our thanks goes out to these members.

We are 6 months through the next financial year now and the upturn is continuing and we hope to be able to post another surplus to March 2026 but are not resting on our laurels as they are always new challenges and cost pressures.

I feel that now may also be a good time to dispel some myths regarding the “rent” charged to the Social Club and what we do with the money. In terms of what we actually do it is very simple in that we are the custodians of the Hall and are charged with its upkeep – all of our spending goes on its upkeep and the associated costs.

The main misunderstanding seems to concern the level of the rent and what it includes. The amount charged includes all of the electric, gas and water bills (which are high) and all of the cleaning costs (staff and materials).

To put that in perspective, if we assumed that just 80% of these costs relate to the Social Club then the monthly charge for these during the last year would have been £2018 per month for utilities and £1938 for cleaning.

Hence, ignoring these recharges, the actual “rent” charged last year was less than £800 per month which we are perfectly happy with as we feel that the Social Club provide an invaluable service for the community which we are more than happy to support.

**BROWNES HALL
ACCOUNTS
FOR
31 MARCH 2025**

SOLUTIONS IN ACCOUNTING LIMITED

Accountants
Ground Floor
2 Compton Way
Witney
Oxfordshire
OX28 3AB

BROWNES HALL
ACCOUNTS
YEAR ENDED 31 MARCH 2025

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BROWNES HALL
ACCOUNTANTS' REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2025

We report on the accounts of the Trust for the year ended 31 March 2025, 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: 8 October 2025

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

YEAR ENDED 31 MARCH 2025

	2025		2024	
	£	£	£	£
TURNOVER				
INCOME				
Hirings		18,457		16,049
Social Centre		<u>56,631</u>		<u>37,774</u>
		75,088		53,823
EXPENSES				
Wages and employers national insurance	25,502		25,136	
Staff pensions	51		115	
Postage and stationery	10		30	
Hall equipment and supplies	3,516		3,336	
Rates	399		390	
Water rates	3,469		3,138	
Electricity	20,093		34,884	
Gas	6,713		2,892	
Insurance	2,682		4,544	
Repairs and maintenance	3,183		1,839	
Window cleaning	550		300	
Waste collection	884		832	
Telephone	376		384	
Sundry expenses	-		136	
Performing rights	(2,486)		678	
Legal and professional fees	711		600	
Independant examination	300		930	
Bank charges	16		28	
Bank interest	-		7	
		<u>65,969</u>		<u>80,199</u>
NET PROFIT/(LOSS) FOR THE YEAR		<u>9,119</u>		<u>(26,376)</u>

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

YEAR ENDED 31 MARCH 2025

	2025		2024	
	£	£	£	£
EXPENSES				
Repairs and maintenance		<u>2,257</u>		<u>3,690</u>
NET LOSS FOR THE YEAR		<u>(2,257)</u>		<u>(3,690)</u>


 Treasurer

 Chair

BROWNES HALL**BALANCE SHEET****31 MARCH 2025**

	Note	2025 £	£	2024 £	£
CURRENT ASSETS					
Other debtors		639		—	
Prepayments		1,769		—	
Cash at bank		<u>37,011</u>		<u>29,661</u>	
		<u>39,419</u>		<u>29,661</u>	
CURRENT LIABILITIES					
PAYE and social security		—		480	
VAT		1,529		331	
Accrued expenses		<u>2,858</u>		<u>680</u>	
		<u>4,387</u>		<u>1,491</u>	
NET CURRENT ASSETS			<u>35,032</u>		<u>28,170</u>
NET ASSETS			<u>35,032</u>		<u>28,170</u>
FINANCED BY:					
Reserves	2		<u>35,032</u>		<u>28,170</u>

TRUSTEE TRUSTEES' APPROVAL OF ACCOUNTS

We approve these accounts for the year ended 31 March 2025 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

8 October 2025

G ROWBOTHAM
TREASURER

BROWNES HALL
NOTES TO THE ACCOUNTS
YEAR ENDED 31 MARCH 2025

1. SUMMARY OF PROFITS

	2025	2024
	£	£
Net Profit/(Loss) - General Account	9,119	(26,376)
Net Loss - Property Account	<u>(2,257)</u>	<u>(3,690)</u>
	<u>6,862</u>	<u>(30,066)</u>

2. RESERVES

	Brought forward 1 Apr 24	Profit share	Carried forward 31 Mar 25
	£	£	£
General Account	13,120	9,119	22,239
Property Account	<u>15,050</u>	<u>(2,257)</u>	<u>12,793</u>
	<u>28,170</u>	<u>6,862</u>	<u>35,032</u>

Reserves are starting to recover, after a few years of losses, as a result of actions taken by the Trustees. The intention is to build up the General Reserve to a level where it is sufficient to meet the ongoing running costs of the Hall for at least three months in the event of it being non-operational. The Property Reserve is in place for large capital projects that may be needed in future such as a new floor or roof or other substantial building or renovation works.

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