



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	21		31	03	22

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

School Close,
Bisley,
Woking
Postcode GU24 9EG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Graham Davey	Chair,		Almac Bisley Brass Band
2	Cynthia Banton	Treasurer		
3	Ray Colvin	Secretary		Bisley Residents' Association
4	Sue Smith		From 15/11/21 to 31/03/22	Community Cafe
5	Suzie Miles			
6	Sophie Ince			Springbox Gymnastics
7	Barbara Rothwell			Women's Institute
8	Carol Timpson			
9	Russ Hayes			
10				
11				
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16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity’s trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Conveyance dated 11 September 1961
How the charity is constituted <i>(eg. trust, association, company)</i>	Charitable Trust, unincorporated
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Election/re-election at AGM each November.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity’s organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees’ consideration of major risks and the system and procedures to manage them.

Organisational structure and wider network/relationships
 The 1961 Conveyance provides for a Management Committee of Trustees comprising 3 elected members, up to 7 representatives of organisations that use the Hall and up to three co-opted members. The election of representative members at the AGM follows prior nomination/appointment by their organisations.

The Management Committee of Trustees has two main sub-committees - Business and Strategy and Heritage – that meet regularly and other groups that meet less frequently.

The Hall’s principal fundraising event – the Strawberry Fayre each June – is organised by a committee comprising volunteers and Trustees. This Committee is accountable to the Management Committee of Trustees but exercises autonomous responsibility for all aspects of the event, including finance.

Induction and training of Trustees
 New trustees are introduced to key policies, procedures and issues. Our Secretary enables secure access to OneDrive where there is a comprehensive record of everything that is important.

Consideration of major risks
 The Management Committee adopts a systematic approach to reviewing and updating policies and procedures including risk management. The assessment and management of risk is particularly important for premises that are nearly 150 years old and are used by many people for a wide range of activities. One of the biggest risks is the loss of users and consequent loss of income. Fortunately, during the year the number of users and income increased. This year, once again, Covid impacts also had to be factored in to our assessments. We also continued to pay attention to ensuring that the present Committee is fit for purpose and to succession planning

Summary of the objects of the charity set out in its governing document

Our purpose, under the terms of the Conveyance, is to:

“hold upon trust a Village Hall for the use of the inhabitants of Bisley and the neighbourhood without distinction of sex or of political, religious or other opinions and, in particular, for use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants”

Our main responsibilities, under the Conveyance, are for “the maintenance, upkeep and insurance of the Hall”; the payment of “rates, tax and other expenses” and, generally, for ensuring that the purposes set out in the Conveyance are met.

Our current mission and objectives (see next section) reflect the public benefit requirement; and our activities support our objectives.

Our objectives, priorities and activities are kept under ongoing review, mainly through monthly Management Committee and Business Sub-Committee meetings.

In the reporting year 2021-22:

Fulfilling the charity’s purpose as set out in the 1961 Conveyance

We continued to fulfil the charity’s original purposes and current objectives with regard to use of the Hall by a diverse range of users and uses. There was greater diversity in the range of organisations which use the Hall regularly but particularly in ad hoc bookings where the number and range of users increased significantly. They included, for example, a variety of celebrations and commemorations including Hindu and Muslim celebrations.

“Improving the conditions of life for the inhabitants of Bisley” and contributing to community life

Throughout the year, except during the summer months, Trustees run a well-attended and well-regarded Monday morning Community Café. During the year the local Church started to hold monthly Messy Church services in the Hall. The Parish Council and Residents Association meet at the Hall which is also a polling station. Brass band concerts, quizzes, Christmas Teas and other community events are also held there.

Staying solvent and keeping the Hall in good condition

Despite being unable to put on our main fundraising event – the Strawberry Fayre - because of Covid restrictions, our financial position improved (See Section D below). We continued to ensure that the Hall was fit for purpose and to meet the many demands on its fabric and facilities. We continued to make the Hall safe for all users with the completion of fire safety work and an upgrade of CCTV cameras and a host of minor improvements that have made the place more attractive and comfortable.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

Our mission is:

“To provide a community facility, in good working order, for the use of as wide a range of local groups as possible”

We aim to achieve the following outcomes:

- the Village Hall fulfils the purposes for which it was established under the 1961 Conveyance;
- the charity is solvent. Our income covers operational costs; we are able to cope with shocks and emergencies; in deploying our income and procuring work and services we minimise costs and achieve best value for money;
- our buildings and facilities are safe, secure, comfortable, adaptable and attractive for all users and a wide range of uses;
- the Village Hall is supported by the community of Bisley and the people who use it;
- the Hall and its systems are energy efficient and have minimal adverse environmental impacts;
- The people who use the hall represent a wide range of groups and interests from the Bisley area and beyond;
- our arrangements, policies and approaches support and safeguard people who are less able or vulnerable and from diverse backgrounds;
- our arrangements, policies and approaches safeguard the health and safety and wellbeing of all users.

We are not a grant-making charity. Nor do we have investments.

We have no paid staff. All of our Trustees are volunteers and we depend on them and other volunteers to support us with the running of such activities as the Community Café. A lot of the general maintenance work that does not require specialised expertise is also done by volunteers.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Despite limitations caused by the pandemic we made progress in a number of areas:

Achievements

Financial

The year started as lock downs, reduced, and restricted use of the Hall due to the Coronavirus Pandemic, began to come to an end. Because of continuing restrictions we were, however, once again unable to hold the Strawberry Fayre, our principal fund-raising event

Nevertheless, we started the year from a reasonable financial position, thanks to Surrey Heath Borough Council Covid grants we had previously secured and, during the year, we were also received a Covid Restart Grant and an Omicron Grant.

As a result of this we recovered from a small deficit at the end of 2020/21 of £282 to a profit for the year of £18,533. Our turnover was £44,449 (2020/21 £32,095). Sales from bookings totalled £29,753 (2020/21 £7,658) nearly back to pre-covid levels. Donations from the community were up slightly at £4,029 (2020/21 £3,579) Grants income was £10,667 (2020/21 £20,868).

Diversity of users and uses

See Section C. We thought we might lose users because of the effect of the pandemic on spending and attitudes. However, perhaps as a result of a good website, social media promotion and word-of-mouth recommendation things improved. Pre-Covid our sales split was 91% Regular and 9% Adhoc bookings. At the end of 2021/22 it was 71% Regular and 29%.

Challenges

The Village Hall is the only community facility in Bisley (a village with about 4000 residents) that can accommodate quite large numbers of people and a range of uses. It is well-supported by people in the village and beyond. It is, however, a Victorian building which takes a lot of time, effort and money to maintain (let alone improve!) Our next really big challenge will be to fund improvements to energy efficiency.

Section E

Financial review

Brief statement of the charity's policy on reserves

Reserves of at least £20,000 are held in case of emergency or financial crisis. We also hold funds (in a separate account) to go towards major projects such as improving energy efficiency

Details of any funds materially in deficit

n/a

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

See Section D above

Strawberry Fayre

Section F



Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Graham Lewis Davey	Raymond Sidney Colvin
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	30 January 2023	30 January 2023

Bisley Village Hall

Income and Expenditure Account - 01/04/21-31/03/22

Income/Expend 2020/21

TURNOVER

CATEGORY	INCOME	EXPENDITUR	INCOME	EXPENDITUR
Regular Bookings				
Activ8(new)	406			
Bisley Almac Band	2,098			
Bisley Parish Council	121			
Bisley Res Assoc	221			
B & WE Church Messy Play new	218			
Bisley W.I.	335			
Clubbcise	533		78	
Daisy First Aid Bracknell	146		47	
Julie's Craft Group (new)	366			
LESTA	1,790		3,543	
Make Create Craft	750		230	
Move It or Lose It	1,064		205	
Patchwork & Quilting	764		230	
Pilates with Jackie	1,106		364	
Pilates with Roz (new)	212			
Springbox Gym	4,406		851	
Springtots	2,374		392	
Wed Yoga	132			
U3A	976		156	
Bisley Pre-School			775	
Hartbeeps	1,845		815	
Perfect Balance Pilates	228			
Splatt Messy Play	937		44	
Yoga with Lucy			138	
Sub total	21028			
Ad hoc Bookings	14,871	6,146		220
4000 - General Sales	29,753		7,648	
4010 - Grants Account	10,667		20,868	
4906 - Donations Account	4,029		3,579	
TOTAL TURNOVER	£ 44,449		32,095	

CATEGORY	INCOME	EXPENDITUR	INCOME	EXPENDITUR
5000 - General Purchases		2,106.21		£258
GROSS PROFIT	£	42,343	£	31,837
LESS OVERHEADS				
6201 - Advertising		303	£	153
6900 - Heritage Project				
7102 - Water Rates		721	£	457
7200 - Electricity		1,722	£	1,373
7201 - Gas		1,597	£	361
7203 - Other Heating Costs		450	£	538
7302 - Licenses		1,331	£	319
7502 - Telephone & Internet		400	£	408
7600 - Legal Fees		35	£	35
7800 - Major Premises Works		4,285	£	19,773
7801 - Cleaning		6,514	£	2,530
7802 - Supplies Purchased		198	£	5
7803 - Premises Expenses (regular)		2,084	£	2,280
7804 - Premises Expenses (unexpected)		2,088	£	1,368
7900 - Bank Interest Paid	£9		£	13
8200 - Donations		44	£	125
8204 - Insurance		2,027	£	1,954
8206 - Covid 19 Expenses		20	£	453
TOTAL EXPENSES		£23,810	£	32,119
NET PROFIT/LOSS	£	18,533	-£	282

Assets at 31/03/21

FIXED ASSETS		£	-	Assets at 31/03/20		£	-
0012 - Capital Expenditure		£	-			£	-
0040 - Furniture and Fixtures		£	-			£	-
TOTAL FIXED ASSETS		£				£	-
CURRENT ASSETS							
1100 - Debtors Control Account		£	1,167			£	0
1200 - Lloyds Current A/c		£	1,860			£	610
1210 - Lloyds Deposit A/c	Reserves 1	£	14,955			£	9,854
1213 - Lloyds Instant Access A/c	Projects	£	15,867			£	10,832
1214 - Lloyds Fundraising A/c		£	2			£	320
1215 - Lloyds 32 day notice A/c	Reserves 2	£	22,010			£	15,003
1230 - Petty Cash		£	0			£	0
TOTAL CURRENT ASSETS		£	55,861			£	36,619
CURRENT LIABILITIES							
Creditors		£	-700			£	-
TOTAL CURRENT LIABILITIES		£	-700			£	-
TOTAL ASSETS		£	55,161			£	36,619



Section A Independent Examiner's Report

Report to the trustees/ members of	BISLEY VILLAGE HALL		
On accounts for the year ended	31/3/22	Charity no (if any)	304978
Set out on pages	1 & 2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/22.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

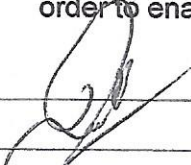
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:  Date: 12/10/2022

Name: HOWARD QUINNELL

Relevant professional qualification(s) or body

(if any):

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.