



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 22		Day 31	Month 03	Year 23

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 <input type="text" value="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)
Graham Davey	Chair		Almac Bisley Brass Band
Cynthia Banton	Treasurer	From 01/04/22 to 09/11/22	
Shantha Thiruchelvam	Treasurer	From 09/11/22 to 31/03/23	
Ray Colvin	Secretary		Bisley Residents' Association
Sue Smith			Community Cafe
Suzie Miles			
Sophie Ince			Springbox Gymnastics
Barbara Rothwell			Women's Institute
Carol Timpson	Bookings Officer		
Russ Hayes			
Cathy Corner		From 09/11/22 to 31/03/23	

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Conveyance dated 11 September 1961
How the charity is constituted (eg. trust, association, company)	Charitable Trust, unincorporated
Trustee selection methods (eg. appointed by, elected by)	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 & 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 organisation and financing of the event

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 many purposes

Our Risk Management Policy identifies and analyses a number of issues to which we need to pay particular attention if the Hall is to survive and thrive. We pay the greatest attention to ensuring that the Management Committee of Trustees is equipped to recognise and deal with:

- anything that could affect its ability to act cohesively proactively, decisively and effectively, e.g. loss of key skills or tension/disagreement among Trustees.
- anything that could significantly impact the use and income of the Hall to the extent that there is a risk of insolvency, e.g. the withdrawal of a major user, lack of sufficient funding, competition from elsewhere or the departure of a number of users because of failure on our part to meet their needs;
- an emergency affecting the structure and fabric of the premises, or significant parts of it, which could lead to prolonged closure and loss of income;
- any deterioration of the Hall and its facilities that could render the Hall, or significant parts of it, unusable;
- the impacts of a major external event (e.g. pandemic) that could significantly affect the Hall's use and income.

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 2022-23:

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. We have seen an increase in the number of community events and of uses to which the Hall is put by the community of Bisley. In general, more people are using the Hall than ever before and they, and the activities for which they use the Hall, are more diverse than ever.

Staying solvent and keeping the Hall in good condition

See Section B above and Section D below. In June 2022 our main fund-raising event – the Strawberry Fayre – was held for the first time since before the pandemic. We continued to ensure that the Hall was fit for purpose and to meet the many demands on its fabric and facilities. We made considerable progress in the reporting year with – among other things - action to mitigate the risk of damage due to damp which, in turn will enabled the refurbishment of the Main Hall floor in 2023-24. Further measures have also been taken with regard to fire safety. Plans for next year also include the installation of energy-efficient lighting throughout.

“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 reporting year the local Church continued to hold monthly Messy Church services and other events at the Hall and we have a thriving new baby and toddler group. The Parish Council, which holds its meetings at the Hall, opened a new administration office on the premises. The Bisley 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.

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 as diverse a range of users and uses as possible”

We aim to achieve the following objectives:

- 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 a wide range users – from Bisley and beyond - and of groups and interest. Our arrangements, policies and approaches safeguard the health and safety and wellbeing of all users;
- the Village Hall is seen as an integral part of the community of Bisley;
- the Hall and its systems are energy efficient and have minimal adverse environmental impacts;
- our arrangements, policies and approaches safeguard children and vulnerable adults.

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

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

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.

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

At the end of the reporting year 2022-23 our finances were in good shape.

Our total income of £49,303 was £4854 more than in 2021-22 with sales from bookings amounting to £33,376 and donations of £15,248 which included £7,500 from the first Strawberry Fayre since 2019. Our income exceeded expenditure by £15,704 and our total current assets/reserves stood at £70,864, getting on for £21,000 more than in 2021-22.

Diversity of users and uses

See Section C. We – in particular our Bookings Officer – aim to treat our users and potential users well by communicating with them about what we are able to offer and making things as easy as possible for them. We try to ensure that our website and linked booking system are accessible and that people know what's going on via social media promotion. Word-of-mouth recommendations are also very important. As a result the levels of regular and ad hoc bookings have continued to increase as has the diversity of users and uses.

Keeping the Hall in good shape

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!) We have, as outlined in Section C, already made a lot of improvements. However, we could do more to keep the place warm and comfortable without wasting energy. Our next big challenge is likely to be to improve the heating system.

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


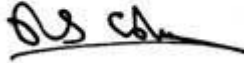
Strawberry Fayre

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 Davey	Raymond Colvin
Position (eg Secretary, Chair, etc)	Chair	Secretary
Date	9 January 2024	9 January 2024

BISLEY VILLAGE HALL

Balance Sheet as at 31/03/2023

		£
Total Fixed Assets:		0
CURRENT ASSETS:		
Debtors Control Account	3,951	
Other Debtors	3,112	
Prepayments	<u>612</u>	
		7,675
Current Account	1,993	
Lloyds Bank Business Deposit account	9,504	
Lloyds Bank Donations & Fund raising	19,945	
Lloyds Bank savings 32 Days	34,726	
Cash in hand	<u>150</u>	
		66,318
Total Current Assets:		73,993
CURRENT LIABILITIES:		
Creditors Control Account	1,478	
Deposits Refundable	<u>1,650</u>	
Total Current Liability:		<u>3,128</u>
Current Assets less Current Liabilities:		<u>70,865</u>
Total assets		<u><u>70,865</u></u>
RESERVES:		
Balance b/f	55,161	
I & E a/c for the year	<u>15,704</u>	
Designated Reserves		
Project Funding	30,000	
General Reserves	<u>40,865</u>	70,865
Reserves:		<u><u>70,865</u></u>

Bisley Village Hall

Income & Expenditure account
For Period: 01/04/2022 to 31/03/2023

	£	£
Income		
Hall hire	33,775.58	
Bank interest received	279.56	
Donations Account	<u>15,247.91</u>	
Total income		49,303.05
Expenditure		
Water Rates	673.51	
Electricity	1,672.07	
Gas	3,102.50	
Licences	918.08	
Broadband Internet and Fax	336.24	
Advertising & Promotion	153.00	
Repairs and Renewals	12,030.58	
Cleaning	6,664.80	
Premises Expenses	4,081.38	
Donations	75.00	
Subscriptions	561.69	
Heritage day expenses	14.96	
Training Costs	135.00	
Insurance	2,401.85	
Sundries	185.45	
Kitchen supplies	<u>592.88</u>	
Total expenses		33,598.99
Excess of Income over Expenses		<u><u>15,704.06</u></u>



Report to the trustees/ members of

Charity name: BISLEY VILLAGE HALL

On accounts for the year ended

31/03/2023

Charity no (if any)

304978

Set out on pages

1 & 2 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 23/09/2023

Name: HOWARD J A QUINNELL

Relevant professional qualification(s) or body (if any):

Address:

38 SLOWDOWN WAY, BISLEY WORKING, SUDBURY, GU24 913