



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month 04	Year 23		Day 31	Month 03	Year 24

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 GU249EG

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
Shantha Thiruchelvam	Treasurer	From 01/04/23 to 09/01/24	
Ray Colvin	Secretary		Bisley Residents' Association
Sue Smith		From 01/04/23 to 09/11/23	Community Cafe
Suzie Miles			
Sophie Ince			Springbox Gymnastics
Barbara Rothwell			Women's Institute
Carol Timpson	Bookings Officer		
Russ Hayes			
Cathy Corner			

A new Treasurer, Jill Biden, was appointed to that role - though not as a Trustee - on 10th March 2024.

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 annual AGM

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 (which, in 2023, was on the 9th of November) follows prior nomination/appointment by their organisations. In 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 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 2023-24:

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. The number of community events and uses to which the Hall is put by the community of Bisley continue to grow. 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. Our main fund-raising event is the annual Strawberry Fayre, held in June. In 2023 it raised £7500, which contributed to the cost of installing energy-efficient lighting throughout the premises. We have continued to ensure that the Hall was fit for purpose and to meet the many demands on its fabric and facilities. Among other things, the Main Hall floor has been refurbished and other and other areas of flooring have been replaced.

“Improving the conditions of life for the inhabitants of Bisley” (1961 Conveyance) 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 has continued to use the Hall regularly, as does the Parish Council (whose administrative office is at the Hall) and Bisley Residents’ Association. The Hall is also a polling station. Brass band concerts, quizzes, Christmas Teas are among the many community events held at the Hall which residents regularly hire for celebratory and commemorative gatherings.

Commemorating the Hall’s history and heritage

The Hall is the former chapel of two Shaftesbury Society Schools, opened in 1868 and 1873 respectively and subsequently amalgamated to form the Bisley Boys’ School. The Schools were the first Shaftesbury Society schools outside of London. The present Hall therefore has a rich heritage. In September 2023 we held our third Heritage Open Day and in late 2024 we held a special event to mark the 150th Anniversary of the opening of the chapel. We have also taken steps towards registering the premises as a Local Heritage Asset.

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 interests. 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 unpaid volunteers, as is our Treasurer (who is not a Trustee). 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

In 2023-24 Bisley Village Hall continued to thrive. Significant achievements were:

Financial

At the end of the reporting year 2023-24 our finances were in good shape. Our total income of £52,602 was £3,298 more than in 2022-23 with sales from bookings amounting to £41,350 and donations of £10,023 which included £7,500 from the Strawberry Fayre held in June 2023. Income exceeded expenditure by £12,203 and total current assets/reserves stood at £79,344, just less than £8,500 more than in 2022-23.

Diversity of users and uses

See Section C. We always endeavour 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 to improve the heating system.

Commemorating the Hall's heritage

The Hall has a remarkable history. 2024 marked the 150th anniversary of the opening, in 1874, of the chapel that served two Shaftesbury Shools. In addition to opening the Hall to the public in October 2023 as part of the national Heritage Open Days scheme a special 150th Anniversary event was held in October 2024. Both events were supported by the research of the Heritage Team and organised by them.

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


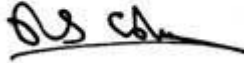
Strawberry Fayre

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	12 th January 2025	12 th January 2025

BISLEY VILLAGE HALL
FINANCIAL STATEMENT FOR THE YEAR ENDED 31.03.24

INCOME AND EXPENDITURE ACCOUNT

	2023/24		2022/23	
	£	£	£	£
INCOME				
Hall hire	41,350		33,776	
Donations & Fund raising	10,023		15,248	
Interest received	<u>1,229</u>		<u>280</u>	
		52,602		49,304
EXPENDITURE				
Gas	3,615		3,103	
Electricity	2,225		1,672	
Water	655		674	
Premises - major work	8,040		-	
Premises - repair & renewal	8,256		12,031	
Premises expenses	5,260		4,081	
Cleaning	6,365		6,665	
Kitchen & cleaning supplies	550		593	
Insurance	3,109		2,402	
Licences	874		918	
Subscriptions	269		562	
Internet	343		336	
Advertising & promotion	153		153	
Sundries	242		185	
Heritage Day expenses	69		15	
Donations	<u>375</u>		<u>75</u>	
		40,399		33,464
INCOME LESS EXPENDITURE		<u><u>12,203</u></u>		<u><u>15,840</u></u>

	2023/24		2022/23	
	AS AT 31.03.24	£	AS AT 31.03.23	£
CURRENT ASSETS				
Lloyds Bank Treasurers A/c	1,713		1,993	
Lloyds Bank Business Deposit A/c	21,344		9,504	
Lloyds Bank Donations & Fundraising A/c	11,982		19,945	
Lloyds Bank 32 Day Notice A/c	43,138		34,726	
Cash in hand	<u>100</u>		<u>150</u>	
	78,277		66,318	
Debtors - regular & adhoc hirers	<u>4,206</u>		<u>3,951</u>	
Total Current Assets		82,483		70,269
CURRENT LIABILITIES				
Creditors	2,152		1,478	
Deposits refundable	<u>987</u>		<u>1,650</u>	
Total Current Liabilities		3,139		3,128
CURRENT ASSETS LESS CURRENT LIABILITIES		<u><u>79,344</u></u>		<u><u>67,141</u></u>
RESERVES				
Balance b/f		67,141		51,437
Income & Expenditure A/c 2023/24		<u>12,203</u>		<u>15,704</u>
		<u><u>79,344</u></u>		<u><u>67,141</u></u>
Project Funding		35,000		30,000
General reserves		<u>44,344</u>		<u>37,141</u>
		<u><u>79,344</u></u>		<u><u>67,141</u></u>

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
BISLEY VILLAGE HALL

On accounts for the year
ended

31/03/24

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 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:

28/06/2024

Name:

HOWARD QUINNELL

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

Address: 38 SNOWDROP WAY

BISLEY

SURREY GU24 9BL

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.

[Empty box for disclosure details]