

Broad Hinton Village Hall

Annual General Meeting

Sept 2022

Annual Report and Accounts
1st June 2021 – 31st May 2022

Registered Charity No. 305475

**Broad Hinton Village Hall
Broad Hinton
Swindon
Wiltshire, SN4 9RH**

Registered Charity No. 305475

Broad Hinton Village Hall Trustees – 2021/2022

| Name | Office | Duration of Post |
|---------------------|-----------------------------|-------------------------|
| JAMES GATES | Chairman | Jun 2021 - May 2022 |
| MARILYN MARTIN | Bookings Officer | Jun 2021 - May 2022 |
| GEOFF MARTIN | Maintenance | Jun 2021 - May 2022 |
| SUE ROBINSON | Secretary/Licensing Officer | Jun 2021 - May 2022 |
| JUANITA POULTON | | Jun 2021 – May 2022 |
| STEVE HANNAN | Treasurer | Jun 2021 – May 2022 |
| KATE MARSHALL | Marketing & Comms Officer | Jun 2021 – May 2022 |
| CHRISTINE HORAN | | Jun 2021 – May 2022 |
| JO SMITH | | Jun 2021 – May 2022 |
| WENDY REARDON SMITH | | Jun 2021 – May 2022 |
| SARAH KROMER | | Jun 2021 – May 2022 |

The Trustees are governed in their duties by two guiding documents: the original constitution dating from the Hall's inception and the updated guidance notes dated August 2001.

The main objectives of the Committee of Trustees appear below:

1. Mission

To maintain the current Broad Hinton Village Hall to a safe, acceptable and usable condition; to ensure that the Hall is available for use by the people of the Parish of Broad Hinton, Uffcott and Winterbourne Bassett; to provide additional services and clubs for the local community and to secure the long-term future of the Village Hall.

2. Charter

To raise funds by:

- a. Charging booking fees for use of the Hall by the Parishioners of Broad Hinton, Uffcott and Winterbourne Bassett, other community clubs, organisations and individuals, and for use of the hall to individuals who live outside of the Parish, to ensure the hall is used to its maximum potential.
- b. Organising specific fund-raising events, which will also provide entertainment to as wide a section of the Parish as possible.

To use the funds to pay for regular running costs, maintenance work and such improvements as will enhance the enjoyment of using, ease of use and safety of the Village Hall.

3. Management Committee

The Management Committee shall include 5 elected members. These members shall be elected at the Annual General Meeting (AGM) and shall hold Office from the AGM at which they are elected until the following AGM.

Other village organisations may provide Committee representatives and their names shall be provided to the Committee Secretary. These representatives will hold Office from one AGM until the following AGM. The Committee shall use its discretion in appointing representatives from those organisations making most use of the Village Hall.

Should any member resign from or cease to attend the Committee before the normal end of their Term of Office, then the Committee may appoint a new member. In the case of a representative from another organisation, the Committee may request that a new representative be nominated. Such new members will hold Office from the time of their appointment until the following AGM.

The proceedings of the Committee shall not be invalidated by any failure to appoint any members.

Members shall not take or hold any interest in any property belonging to the Village Hall Trust or receive any remuneration or be interested in the supply of work or goods at the cost of the Trust.

CHAIRMAN'S REPORT

Chairman's Statement

The financial year 2021/2022 has seen a substantial recovery of the Village Hall's income, due to the lifting of Coronavirus restrictions, however we are now seeing significant increases in the hall's expenditure due to rising inflation, resulting in increased energy and maintenance costs. The hall's cleaning costs have also increased significantly because a new cleaner was employed, however the increased costs are in line with the forecast set in the 2021/2022 budget.

The committee managed to hold four fund raising events when we had only allowed for one event, which meant we greatly exceeded the forecast fund raising income for 2021/2022

We have received a grant of, £8,000 from Wiltshire Council, which was used to replace the front doors of the Village Hall. The doors woodwork was deteriorating and has now been replaced with doors with metal frames.

Looking ahead I anticipate that the impact of rising inflation will continue to increase the Village Hall's expenditure, particularly utility and maintenance costs. It could potentially impact hiring incomes as well due to potential hirers cutting back on spending, or it could also be an opportunity as people look for cheaper venues to hire. We have increased hiring fees as of June 2022 to try and compensate for the increased running costs. This is the first-time hiring fees have been increased in over five years.

The overall figures for the financial year 2021/2022 are still positive with hiring income above the targets we set for the year. Our 300 club sales are also at the highest they have been since the club was set up with all 300 numbers sold for 2022. Income from rebates for excess power produced by the solar panels is above the target set for 2021/2022. We have also seen the return of income from Coffee Mornings and Table Tennis club which has helped strengthen the hall's overall income.

In terms of expenditure, there were major issues with the hall's fire alarm systems which meant that service and repair costs were much greater than had been forecast. Maintenance costs were also up significantly due to a number of issues with the Velux windows, the sliding doors and the replacement of the coping at the rear of the hall.

There was no expenditure for advertising, however bookings for the hall remain healthy without additional advertising.

Each year the committee agrees a budget for the hall's income and expenditure, which is reviewed on a quarterly basis. For the year 2021/2022 the total income from forecast items was forecast to be £18,700, actual income from forecast items was £26,566. This means income was £7,865 better than forecast.

Our expenditure for the year was forecast to be £16,261 but we spent £18,835 if you exclude payments made for non-forecast expenditure such as the replacement of the Hall

front doors. This means we spent £2,573 more than forecast, this was due mainly to the much higher maintenance, fire alarm service and Electricity charges.

Total actual income from forecast items and income from non-forecast items was £43,497.14. Total expenditure including forecast items and non-forecast items was £33,621.50, giving an overall profit for the year of £9,875.64.

I am grateful for the continued support of the members of the Village Hall committee whose hard work ensures the hall continues to provide the local community with a well-maintained, clean, and tidy venue, which provides services to the local community. I am also aware of the time and effort committee members put in to arranging events that provide entertainment to the local community.

As this will be the last Annual report I will write, I would like to thank all members of the Village Hall committee, current and past, for their incredible support and hard work.

Personnel

As Chairman I will be standing down at the end of May 2022, this will reduce the number of committee members to 10, and we are continually looking for individuals who may have some free time and would like to help with the running of the hall.

Village Hall Committee Fund Raising Events

The Village Hall Committee held four events this year, there were two Watermill Theatre productions Camp Albion and the Hound of the Baskervilles, a Fashion Show, and the Christmas Market. All these events were well attended and contributed to the hall's fund raising income.

The Village Hall 300 Club 2021/2022

The 300 Club continues to be well supported and we have again increased the number of people who now pay by monthly direct debit. The profit for the 300 Club is about £1,500 per year depending on how many numbers we sell. For 2021 and 2022 we have sold all 300 numbers.

Local Community Donations

Two donations were made by the Village Hall to the two local churches.

Financial

A full detailed explanation of the accounts can be found in the Treasurer's Statement. The focus this year has been to improve the hall's finances after the impact of the Covid restrictions. Now that the restrictions have been lifted, we are seeing a strong return of hirers with hiring income returning to levels experienced before the impact of Covid.

For the financial year 2021/2022 we set a target for hiring income of £11,700 We achieved income of £14,396.

Our fund-raising events income target for 2021/2022 was £1,200. When we set the budget, only one event had been planned at the time, however four events eventually took place with fund raising income achieving £4,195 for the year.

We continue to receive rebates from the solar panels. We set a target of £1,600 for rebates this year and achieved £2,388. This was due to the May rebate being received in June 2021, which meant the figure was higher than forecast.

The utility charges for 2021/2022 totalled £3,167 compared to £3,176 for 2020/2021, which was a small decrease compared with the previous year. This was due mainly to a large reduction in our annual water charges.

The hall cleaning costs are now back to normal as the number of bookings return to pre-Covid levels. Going forward we expect cleaning costs to exceed £3,000 per year because of taking on a new cleaner and being unable to find a lower cost alternative.

Summary

The Village Hall finances have held up extremely well considering the impact of the Coronavirus Pandemic, and we are now looking forward to a return to normality in the next financial year.

For 2021/2022 the hall made a profit of £9,875, if we exclude non-forecast items the hall profit came in at £7,283. Looking ahead to 2022/2023 the hall is predicted to continue to be profitable assuming all forecasts are met.

Treasurer's Statement

The committee has increased hiring charges for the financial year 2022/2023. We decided that due to increasing inflation, and the fact that hiring fees have not been increased for at least five years, it was time to increase the hiring fees to help mitigate the pressures of inflation. Hiring rates will continue to be judged on market rates (i.e. what other halls are charging) and ensuring we offer the best value for the Parish community.

The following notes provide further information about the profit and loss statement:

Note 1: Includes 300 Club payments made by monthly direct debit and numbers purchased but paid in cash. The 300 Club income paid by direct debit is split between two financial years because the draws run from 1st January 2022 to 31st December 2022.

Note 2: Other Donations are for retiring chairman & £25 from the Crown

Note 3: Other income is made up of refunds received not related to refundable deposits.

Note 4: We receive regular quarterly payments through Easy Fund Raising. This is where products and services purchased on-line receive a small donation from the retailer. We also received a £5 payment from Amazon.

Note 5: With the installation of the solar panels, we receive refunds from the electricity supplier for excess power produced by the solar panels.

Note 6: Refundable deposits are payments taken from hirers of the hall in advance of the booking, which are refunded after the hiring is complete assuming there are no issues with the hall after the event.

Note 7: Other expenditure of £531.57 is made up of a number of one-off payments, such as the fire risk assessment.

Note 8: PRS means Performing Rights Society and PPL means Public Performance Licence; this is the annual licence fee we must pay these organisations each year for the right to play music in the Village Hall.

Note 9: Maintenance costs of £12,886 include the replacement of the new front doors of £9,000 and various other maintenance work carried out.

Note 10: These are deposit repayments made after the booking; full repayments are made if there are no issues.

Note 11: A payment made for the retiring Chairman, the gift was raised through donations made by members of the local community. There were also two donations made to the two churches in the Parish.

Total income for the year is £43,497.41, which is higher than the target we set of £18,700. The difference is due to the un-forecast one-off grant we received of £8,000 and £7,850 in refundable deposits. We also exceeded our forecasts by £7,865.00. We are estimating Hall income for 2022/2023 will be much higher at £26,340 based on the lessening effects of the Covid-19 epidemic. This figure does not take into account any other income we may receive, which cannot be forecast.

Our target expenditure for the year was £16,261 the actual expenditure figure was £33,621. The difference is due to higher maintenance costs, the replacement of the front doors, the cost of additional fund-raising events and the higher-than-expected Fire Alarm service fees. The estimated Hall expenditure for 2022/2023 has been set at £23,768, based on the targets the committee has agreed.

The overall cash balance currently stands at £41,410 as at the 31st May 2022. Total liquid assets are £41,410.

We have set targets for income and expenditure for 2021/2022, which will be reviewed on a quarterly basis.

Looking ahead we now have a very clear view of the hall's income and expenditure. We have set annual budgets and the accounts are reviewed on a quarterly basis. We are confident that the hall's finances are in very good shape.

Steve Hannan
Village Hall Treasurer

Profit and Loss Statement
1st June 2021 – 31st May 2022

INCOME

| | £ |
|---|-----------|
| Fund Raising Events | 4,195.00 |
| Grants | 8,000.00 |
| Table Tennis Club | 1,095.00 |
| Book Café Donations | 125.00 |
| Hall Letting | 14,396.04 |
| Electricity Refund Solar Panels – Note 5 | 2,388.60 |
| Other Income – Note 3 | 466.57 |
| Other Donations – Note 2 | 490.00 |
| Easy Fund Raising – Note 4 | 130.51 |
| 300 club – Note 1 | 3,170.00 |
| Coffee Morning | 1,190.42 |
| Refundable Deposits – Note 6 | 7,850.00 |

TOTAL INCOME **43,497.14**

EXPENSES

| | £ |
|--------------------------------------|-----------------|
| Bar Stock | 274.75 |
| 300 Club prizes | 1445.00 |
| Maintenance – Note 9 | 12,886.83 |
| Floor Cleaner Service | 300.00 |
| Cleaning | 3,345.00 |
| Cleaning Products | 138.13 |
| Fund Raising Events | 1,199.00 |
| Refunds – Note 12 | 608.75 |
| Fire Alarm Service | 1,374.00 |
| Zoom | 86.34 |
| Refundable Deposits – Note 10 | 3,989.00 |
| Window Cleaner | 40.00 |
| Bar License | 180.00 |
| Other Expenses – Note 7 | 531.57 |
| PRS Music License – Note 8 | 146.52 |
| Heating Annual Service | 360.00 |
| Web Site Fees | 133.94 |
| Waste Collection | 273.36 |
| Hall Building Insurance | 1,124.06 |
| Broadband | 494.97 |
| Donations and Gifts – Note 11 | 864.49 |
| Utilities | |
| Electricity | 3,345.00 |
| Water | 35.00 |
| Total Utilities | 3,380.00 |
| Advertising | 0.00 |
| Hand Dryers | 502.80 |
| Wiltshire Village Hall Subscription | 50.00 |
| Mail Chimp | 105.13 |

TOTAL EXPENSES**£33,621.50****TOTAL INCOME - TOTAL EXPENSES****£9,875.64****Profit & Loss Statement – 5 year Comparison**

| | 2021/2022 | 2020/2021 | 2019/2020 | 2018/2019 | 2017/2018 |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|
| INCOME | £ | £ | £ | £ | £ |
| Refundable Deposits | 7,850 | 1,300.00 | 3,250.00 | 750.00 | 850.00 |
| Sale of unused Alcohol | 0.00 | 37.00 | 161.50 | 0.00 | 0.00 |
| Grants | 8,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fund-Raising Events | 4,195.00 | 0.00 | 4,402.10 | 4,510.00 | 8,963.85 |
| Other Donations | 490.00 | 4.00 | 36.00 | 585.00 | 0.00 |
| BHADS Donations | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Book Café | 125.00 | 0.00 | 126.00 | 385.60 | 132.50 |
| Tennis Tournament Donation | 0.00 | 0.00 | 415.00 | 0.00 | 330.00 |
| Monthly Standing Orders | 0.00 | 0.00 | 0.00 | 0.00 | 60.00 |
| Hall Letting | 14,396.04 | 3,838.00 | 11,781.00 | 11,647.50 | 13,729.91 |
| Electricity Refund Solar Panels | 2,388.60 | 1,264.48 | 1,803.63 | 1,794.32 | 1,545.55 |
| Other Income | 466.57 | 14,278.00 | 0.51 | 27,011.41 | 327.79 |
| Gift Aid | 0.00 | 0.00 | 0.00 | 0.00 | 1,795.75 |
| Easy Fund Raising | 130.51 | 87.44 | 186.69 | 381.92 | 121.64 |
| 300 club | 3,170.00 | 2872.50 | 2,755.00 | 2,620.00 | 2,595.00 |
| Coffee Club & Table Tennis | 2,285.42 | 0.00 | 2,890.00 | 2,626.00 | 2,524.30 |
| Total Income | 43,497.14 | 23,681.42 | 27,807.43 | 52,311.75 | 32,976.29 |

| | 2021/2022 | 2020/2021 | 2019/2020 | 2018/2019 | 2017/2018 |
|-----------------------------|------------------|-----------|-----------|-----------|-----------|
| Expenses | | £ | £ | £ | £ |
| Hand Dryers | 502.80 | 502.80 | 502.80 | 502.80 | 681.79 |
| Floor Cleaner Service | 300.00 | 300.00 | 379.40 | 300.00 | 596.08 |
| Bar Stock | 274.75 | 0.00 | 886.69 | 898.37 | 2,063.45 |
| 300 Club prizes | 1,445.00 | 1,590.00 | 1,370.00 | 1,375.00 | 1,525.00 |
| Maintenance | 12,886.83 | 13,168.08 | 2,519.84 | 1,334.55 | 8,766.02 |
| Other Refunds | 608.75 | 42.00 | 1,811.50 | 0.00 | 0.00 |
| Cleaning | 3,345.00 | 443.75 | 1,653.69 | 1,445.00 | 1,521.50 |
| Cleaning Products | 138.13 | 202.21 | 320.88 | 235.66 | 464.18 |
| Fund-Raising Events | 1,199.08 | 0.00 | 4,031.80 | 632.43 | 3,913.56 |
| 1963 Club Christmas Hampers | 0.00 | 0.00 | 0.00 | 108.00 | 117.00 |

| | | | | | |
|--------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Fire Alarm Servicing | 1,374.00 | 494.40 | 428.40 | 357.60 | 346.79 |
| Refundable Deposits | 3,989.00 | 70.00 | 2,079.00 | 273.00 | 1,045.50 |
| WCC Waste Removal | 273.36 | 24.86 | 296.70 | 230.16 | 0.00 |
| Window Cleaner | 40.00 | 0.00 | 100.00 | 81.00 | 32.00 |
| Bar License | 180.00 | 360.00 | 180.00 | 180.00 | 180.00 |
| Other Expenses | 531.57 | 591.41 | 332.72 | 26,732.16 | 1,282.71 |
| PRS Music License | 146.52 | 388.40 | 387.80 | 544.66 | 525.65 |
| Heating Annual Service | 360.00 | 0.00 | 360.00 | 360.00 | 360.00 |
| Subscriptions | 50.00 | 50.00 | 50.00 | 0.00 | 90.00 |
| Web Site Fees | 133.94 | 50.33 | 100.66 | 100.66 | 126.50 |
| Insurance | 1,124.06 | 842.43 | 1137.89 | 1,972.71 | 0.00 |
| Utilities | 3,380.00 | 3,176.96 | 2,494.20 | 2,181.13 | 1,711.57 |
| Advertising | 0.00 | 0.00 | 357.80 | 874.15 | 1,006.00 |
| Broad Band | 494.97 | 626.40 | 608.40 | 417.60 | 455.40 |
| Mail Chimp | 105.13 | 109.02 | 48.73 | 0.00 | 0.00 |
| Zoom | 86.34 | 187.07 | 28.78 | 0.00 | 0.00 |
| | | | | | |
| Total Expenses | 33,621.50 | 23,220.12 | 22,467.68 | 41,685.44 | 26,810.70 |
| | | | | | |
| TOTAL INCOME – TOTAL EXPENSES | 9,875.64 | 461.30 | 5,339.75 | 10,626.31 | 6,165.59 |
| | | | | | |
| | | | | | |

Account Balances

| As of: | 31/05/2022 | 31/05/2021 | 31/05/2020 | 31/05/2019 | 31/05/2018 |
|-----------------------|------------------|------------------|------------------|------------------|------------------|
| | £ | £ | £ | £ | £ |
| Bank Accounts: | | | | | |
| | | | | | |
| VH account | 41,410.61 | 31,534.97 | 31,073.67 | 25,733.92 | 14,993.01 |
| | | | | | |
| Total | 41,410.61 | 31,534.97 | 31,073.67 | 25,733.92 | 14,993.01 |
| | | | | | |
| Other Assets: | | | | | |
| | | | | | |
| Petty Cash | 0 | 0 | 0 | 0 | 114.60 |
| | | | | | |
| Total | 41,410.61 | 31,534.97 | 31,073.67 | 25,733.92 | 114.60 |
| Total Assets | 41,410.61 | 31,534.97 | 31,073.67 | 25,733.92 | 15,107.61 |
| | | | | | |