

Broad Hinton Village Hall

Annual Community Meeting

19th October 2023

Annual Report and Accounts

1st June 2022 – 31st May 2023

Registered Charity No. 305475

Report date: 19 October 2023

Broad Hinton Village Hall

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

Registered Charity No. 305475

Broad Hinton Village Hall Trustees - 2022/2023

Name	Office	Duration of Post
*KATE MARSHALL 2023	Committee Chair, Marketing & Comms Officer & Finance Sub Committee	Jun 2022 - May
*JOHANNA SMITH 2023	Committee Chair & Finance Sub Committee	Jun 2022 - May
MARILYN MARTIN	Bookings Officer	Jun 2022 - May 2023
GEOFF MARTIN 2023	Maintenance	Jun 2022 - May
SUE ROBINSON - May 2023	Secretary/Licensing Officer	Jun 2022
STEVE HANNAN 2023	Treasurer	Jun 2022 - May
CHRISTINE HORAN 2023	Events	Jun 2022 - May
SARAH KROMER 2023	Internal Auditor & Charity Commission Contact	Jun 2022 - May
ANDY MCCOMBE 2023	IT & System Storage	16 th - 31 st May
JUANITA POULTON 2023	Events	Jun 2022 - Mar
WENDY REARDON SMITH 2022	Events	June 2022 - Nov

* Kate Marshall and Johanna Smith are primary points of contact and for the purposes of the Community Meeting can be regarded as joint Chair and are responsible for the Chairperson's statement.

Appendices

- 1 Budget Summary 2023-2024
- 2 End of Year Summary 2022-2023
- 3 External Auditor's Report

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 9 elected members. These members shall be elected at the Community Meeting (CM) and shall hold Office from the CM at which they are elected until the following CM.

Other village organisations may provide Committee representatives and their names shall be provided to the Committee Secretary. These representatives will hold Office from one CM until the following CM. 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 CM. 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.

Chairpersons' Statement

The financial year 2022/2023 has seen a slow, but continued recovery of the Village Hall's income, following the first full year without any Coronavirus restrictions. Regular hiring has continued, however, big events, like weddings, special celebrations, have been slow to recover. It is only now as we approach the end of this financial year that we see renewed interest in weekend bookings.

We are seeing continued increases in the hall's expenditure due to rising inflation and increased maintenance costs. As a 15 year old building, we are faced with making repairs and updates over and above the general maintenance items, to ensure the hall is maintained at its high level of quality.

The committee tasked itself with a bumper fund raising year in order to manage this increased expenditure and set itself of goal of 4 events; a super Christmas Dinner/dance, the ever popular Christmas Market, a Fashion Show, and a Watermill production. Overall, this has meant we exceeded the forecast fund raising income for the year. We have established sub groups to manage each event and this has worked extremely well and a budget has been created for each event to give us a record of income/expenditure which allows us to be more financially discerning when considering future events for our community to enjoy.

Looking ahead we anticipate that the impact of high inflation will maintain the level of the Village Hall's expenditure, particularly the utility and maintenance costs. Although, as special event hires resume, we will look to use these events to help us avoid increasing hiring fees again. We are conscious to keep hiring fees at a reasonable level, to continue to attract appropriate hirers.

The overall figures for the financial year 2022/2023 are still positive with hiring income above the targets we set for the year. Our 300 club sales have also been maintained.

Income from rebates for excess power produced by the solar panels continues to support our revenue. We have also seen the return of income from Coffee Mornings and Table Tennis club which has helped strengthen the hall's overall income.

We have established a Finance sub group which is made up of the Committee Chairs, the Treasurer and the Internal Auditor. This sub group has helped us review our accounts more effectively so that as we identify financial challenges at Committee, we can bring faster solutions back to the wider committee to make review and decide on. This has also worked very well.

There was no longer regular expenditure for advertising, We make very good use of the social media available and this has proven successful. We continue to advertise and publish updates in the digital and print Local News and have a planned campaign to inform and advertise using our

Facebook page profile. We utilise various groups, depending on the content:

- Broad Hinton & Uffcott
- Winterbourne Bassett
- Marlborough Noticeboard
- Wroughton
- Royal Wotton Bassett

We made the decision half way through the year to discontinue our monthly digital newsletter, since it duplicated the content of the Local News. We continue to maintain our website www.broadhinton.org.uk, although it is used less for community purposes, since the Parish Council (PC) have a new and effective website which deals with this content. We are in discussions with the PC about further developments in this area, the plan would be to maintain the village hall website as an “electronic leaflet” only.

All of this excellent work has allowed us to be successful without the need for regular advertising expenditure. Any actual advertising expenditure is now incorporated into each event budget.

Our risk management has improved, as we learn from hirings, particularly those from outside our community. We have reviewed our procedures and the documents which record these, making changes to help ensure the hall's impact on the community is minimal. In addition we have reviewed hiring deposits, to ensure any damage or loss is recovered from hirers.

We have successfully used expert help when needed, the Charity Commission has been helpful in clarifying the ownership position of the hall and its land. Helen Akiyama Community First has also been particularly helpful, as has Alison Bucknell our local Wiltshire Councillor.

We report to the Charity Commission on an annual basis and our Internal Auditor manages this activity, with no cause for concern raised to date.

In light of our continued desire to improve how we operate and manage the hall, we decided that we would now engage an independent External Auditor (and a qualified accountant) to examine our accounts and our accounting practices to ensure we (as volunteers) were doing everything possible to operate and manage the hall in an effective and safe way.

Our Internal Auditor facilitated this examination and we are delighted to report that that we passed this inspection at the first attempt and the report is attached to these papers. We also received some very useful feedback which we have incorporated into our accounts management. We will repeat this exercise in a year's time.

We are 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. We are also aware of the time and effort committee members put in to arranging events that provide entertainment to the local community. We continue to receive many

compliments about how well the hall is maintained and how clean it is, from people in our community and hirers from outside.

Personnel

The previous Chairman stood down at the end of May 2022, this reduced the number of committee members to 9. The committee agreed that instead of appointing one Chair, two of the existing elected committee would step up and act as focal points. That the committee collectively would run itself and in the absence of a volunteer for the role of Chair, we would continue in this way.

A year on, this organisational structure has worked very well. We have lost one committee member, but replaced with another, so our numbers remain at 9. We have also recruited a team of volunteer maintenance helpers who regularly assist in the general hall maintenance; leaving qualified tradespeople to specialist tasks.

We remain open to further individuals who may have some free time and would like to help with the running of the hall, in particular from the Uffcott village so that all three villages are represented.

Village Hall Committee Events

The Village Hall Committee held four fund raising events this year, The Watermill Theatre production returned with a modern adaptation of Mansfield Park, The Travelling Trends Fashion Show, the Christmas Market and a super special Christmas Dinner Dance. All these events were well attended and contributed to the hall's fund raising income.

We also held an Open Day for the community to come and see what the hall offered and to learn about the hobby groups which exist as regular hires. We also made provision for people who were interested in starting new activities, to contact others with similar interests. This was regardless if such activities were to be held in the hall or not. Several new groups have emerged from this, including a Photography Group, a History Society and a Pétanque Group. We believe facilitating in this way serves our community and keeps the hall at the heart of it.

The Village Hall 300 Club 2022/2023

The 300 Club continues to be well supported.

Donations from the Local Community

Two donations were made to the hall from within the parish, both of which were extremely welcome and helped us replace the stage curtains.

Financial

A full detailed explanation of the accounts can be found in the Internal Auditor's statement. The focus this year has been to continue to improve the hall's finances after the slow return of external party hires following the Covid restrictions.

Summary

The Village Hall finances continue to hold up extremely well; we recognise we have some larger expenses to incur as the hall ages and we may have to replace critical items (heating for example) so we continue to plan ahead, working hard on fund raising events to help pay for these additional expenses and retain some funds for emergency actions. The committee increased hiring charges for the financial year 2022/2023. 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.

Treasurer's Statement

Looking ahead we now have a very clear view of the hall's income and expenditure. We have set annual budgets to reflect the current and future needs of the hall. The accounts are managed, then separately reviewed on a quarterly basis by the Internal Auditor and annually validated now by an External Auditor.

We are confident that the hall's finances remain in good shape with this strong infrastructure.

Steve Hannan ,BHVH Treasurer,

2022-2023 Annual Income and Expenditure Summary

Targets:

Income: £26,340.00
Expenditure: **£23,767.04**
Profit/loss: **£2,572.96**

Actual:

Income: **£45,083.96**
Expenditure: **44,397.09**
Profit/loss: **£686.87**

Comments:

- Our large increase in income and expenditure helped the committee decide that it was appropriate for the BHVH accounts to be externally examined by an independent, qualified accountant.
- Income categories that were much larger than budgeted:
 - o Fundraising income – this category created the highest increase in income (compared to what was budgeted). We took £11,049 in ticket sales for events but only budgeted £1,500 for fund raising events.
 - o Coffee Morning and Table tennis – we budgeted £1,500 and £3,040 was received.
 - o Hall Hire – we budgeted £12,600 and £13,470 was received.
 - o Unforecast income – we received £6,488.29 in categories that weren't on our budget, for example an electricity bill refund, other refunds, bank interest and donations. The electricity bill refund was a very large item at £3,319.36. Another large item of over £4,000 was the ticket income and bar takings that were deposited into our account for the BHADs panto (which was later deposited into their account). This was done as a one-off favour to BHADs because they didn't have an online bank account.
 - o Note that we have several new categories in next year's budget to help reduce the unforecast income and expenditure figures.
- Expenditure items that were much larger than budgeted:
 - o Electricity – we budgeted £2,800 and £6,768 was paid in electricity bills. However, we did receive a large refund and compensation for being overcharged, so when that was deducted, we actually only ended up paying £3,448.45.
 - o Maintenance – we budgeted £2,400.00 and paid £3,608.54. Our hall is aging and we try hard to keep it as lovely as the day it opened. As a result, we have increased the maintenance budget for next year.
 - o Fundraising – we budgeted £600.00 and paid £6,887.13. However, we did several events that were costly to put on,

- but ended up by raising a lot of money for the hall. For example, the Christmas party made a profit of over £2,160.
- o Miscellaneous - this is the category that was used last year for our unforecast expenditure. We paid £8,554.52 in this category, including money spent on a large screen TV and TV license, two Zettle terminals, stage curtains and new hall carpet. As this money was spent mostly on improvements to the hall, we have added 'Hall Improvements' as a category to next year's budget, which will have a budget of £15,000. As mentioned, our hall is aging and updates/improvements are becoming increasingly necessary. Another large item of over £4,000 was the ticket income and bar sales that we received but later deposited into the BHADs account for the BHADs panto.

Notes on 2023-2024 Budget

Summary

	2022-2023 Budget	2023-2024 Budget
Target Annual Income	£26,340.00	£50,820.00
Actual Annual Income	£45,083.96	
Target Annual Expenditure	£23,767.04	£54,793.61
Actual Annual Expenditure	£44,397.09	
Target Annual Profit	£2,572.96	-£3,973.61
Actual Annual Profit	£686.87	

- **The annual loss of nearly £4,000 is what we anticipate withdrawing from the financial 'cushion' in the hall's high interest bank account. As we have budgeted for £15,000 for hall improvements this year, it means that most of this amount (£11,000) should, hopefully, be covered by hall income.**

Income/Expenditure Categories

- New grouped Income categories are under the following headings: Hall Revenue, Donations & Grants, Fund Raising and Other.
- New grouped Expenditure categories are under the following headings: Essential Services, Licenses, Cleaning, Building Maintenance & Improvements, Fund Raising Expenses & Other.
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- Some of last year's expenditure categories have been deleted because we don't pay for them anymore: Mail Chimp, Hand Dryers. Wiltshire Village Hall Association Membership has also been deleted as a separate category because it is now included within the 'Hall Advertising' budget.
- Other income and expenditure categories have been renamed to better reflect what they actually are.
- There are also some new categories so that, hopefully, we will have less unforecast (unbudgeted) income and expenditure next year. The new income categories are: Other Fund Raising Income (such as Amazon/Easy Fundraising), Interest, Donations, Grants, Film Club Contributions and Book Café Contributions. The new expenditure categories that are budgeted for are: Data Storage, Independent Examiner, TV License, Hall Improvements and Bar Stock.
- Unforecast (unbudgeted) Income will be categorised as either Unforecast Refunds or Unforecast Income. Unbudgeted outgoings, which used to be categorised as 'Miscellaneous, will now be categorised as Unforecast Expenditure.
- **These categories must be used by everyone: treasurer, auditor and committee members claiming expenses.**

Large increases/decreases to this year's budget

Most categories have been increased or decreased to reflect what was actually paid last year, but with a further increase in anticipation of inflationary price rises this year.

However, the budgets for the following categories require further explanation and /or have significantly increased.

Income

- Community Activity Contributions budget (Coffee Morning, Tennis Club, Film Club, Book Café) - increased from £1,500 to £3,000 because we received slightly over £3,000 from community activities last year.
- Interest - this is a new category with a budget of £180, based on the bank interest received towards the end of last year.
- Donations & Grants - these are new categories with budgets of £0, as it is virtually impossible to make realistic predictions here!
- Fund Raising Event income - now has an increased budget of £20,000, compared to £3,000 last year. Again, this is based on last year's actual figures and the events that we have already started planning for this year: Race Night, Christmas Casino and a theatre event (possibly Watermill).

Expenditure

- Electricity - not significantly increased after all, as the new tariff agreed is a fair deal.
- Fund Raising Expenses - increased to £12,000.00, from £600 last year. With the Fund Raising Income budget set at £20,000, overall we hope to make an annual profit of £8,000 from fund raising events.
- Maintenance - to reflect the increasing maintenance costs needed to keep our hall 'as good as the day it opened', the maintenance budget has been increased to £3,000.00, from £2,400 last year.
- Hall Improvements - this is a new category with a budget of £15,000, as mentioned previously.

Sarah Kromer, BHVH Internal Auditor

