

# Brigham Memorial Hall

Charity Number 520294

## Annual General Meeting

**Chairperson's report** – for the year ending 31<sup>st</sup> December 2023.

These are our objectives from the Charity Commission register –

“For the use of the inhabitants of the Parish of Brigham without distinction or political, religious or other opinions including 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.”

<b>Our Committee</b>	<p>Thank you to all the Committee members for volunteering their time to maintain the Hall and with helping to host events.</p> <p>The Committee has 12 members:</p> <p>Deborah Redmond - Chair</p> <p>Ruth Guthrie – Vice chair</p> <p>Anne Myers - Secretary and booking secretary,</p> <p>Julie Poole - Treasurer,</p> <p>Lis Bramwell - Arts Out West co-ordinator,</p> <p>Rhys Guthrie - Health, Safety and Maintenance Officer,</p> <p>Jan Rutter - 100 Club coordinator.</p> <p>Laura Whittaker – Social media coordinator</p> <p>Sue Evans – Book swap coordinator</p> <p>Alison Lowles</p> <p>Steve Marshall</p> <p>Linda Irving</p>
<b>Legal status</b>	<p>The Memorial Hall was established as a charity by regulations dated in 1923 and officially opened on 20th November 1924. The site and the Hall were purchased out of moneys raised by public subscription as a War Memorial for those who served in the 1914 -1919 war.</p> <p>We remain an unincorporated Charity. The Official Custodian for Charities holds the building for the community. This is a role carried out by the Charity Commission.</p>

<b>Policies and procedures</b>	<p>To guide the Management Committee in exercising its duty of care to all users of the Hall, the following policy statements have been adopted:</p> <p>Health and safety policy.</p> <p>Equal opportunities policy</p> <p>Data Protection policy</p> <p>Safeguarding policy</p> <p>Social media policy</p> <p>Complaints policy</p>
<b>Insurance</b>	<p>The Hall is insured by Allied Westminster (Insurance services) Ltd for:</p> <p>Buildings insurance: £562,676</p> <p>Contents: £45,268</p> <p>Public liability: £10,000,000</p> <p>Employers Liability: £10,000,000</p> <p>Trustee Indemnity: £500,000</p>
<b>Hiring Agreement</b>	<p>Use of the Memorial Hall is subject to a Hiring Agreement which must be signed by the hirer when booking.</p>
	<p>The Hall is in use for most days of the week for a variety of activities including, circuit training, Zumba classes, a parent and toddler group, baby sensory classes, Hatha yoga classes and workshops, drama group, private dance practice and the Friendship Club. Sadly, the Gardeners club has folded due to a lack of volunteers.</p> <p>The Hall has also been used for other ad hoc events such as soft play sessions, a valuation weekend, Pilates, mindfulness sessions, children's photographer sessions and as a meeting place for ICAAN, which is an independent charity offering advocacy services.</p> <p>The Hall is a popular venue for private fundraising events and parties. There were 8 private events last year.</p> <p>Regular booking is our major source of income – the support of our regular hirers is very much appreciated and our links with the wider community are highly valued.</p>

<p><b>Our events</b></p>	<p>Last year the Hall committee organised –</p> <p>An Arts out West event on 20<sup>th</sup> October specifically for the children of St Bridget’s school called Alfie’s First Fight.</p> <p>A live music night with a bar and the Kings Road band on 2<sup>nd</sup> December.</p> <p>The “Book and Brew” afternoon, which started in November 2021, is now a regular event held on the first Wednesday of each month from 2pm – 4pm. It is proving popular amongst the community and aims to bring people together. The event is free and people are able to make donations should they wish.</p>
<p><b>Communication</b></p>	<p>We advertise our events through the Hall’s and the village’s Facebook pages, the parish council flier and the notice boards in the village.</p> <p>Our social media volunteer updates the social media on a regular basis and this method of communication is proving to be effective.</p> <p>The 100 Club is well supported and this is a valuable way to raise the profile of the Hall.</p>
<p><b>Health, safety and maintenance</b></p>	<p>We continue to undertake our risk assessments and monthly inspections.</p> <p>We have regular fire safety assessments, annual gas checks and electrical checks. These are all up to date.</p> <p>The Hall is cleaned twice a week and is kept in a good order for hirers.</p>
<p><b>Improvements &amp; future aims</b></p>	<p>The Hall successfully applied for a grant from the Allerdale GDF Community Partnership of £18,352 for the installation of 18 solar panels (each 405W) and 2 batteries (storage capacity of 11.6kWh). This has enabled the hall to reduce its electricity costs and reduce its carbon dioxide emissions by 5000kg.</p> <p>We also have the facility to use the battery power in the event of a power cut to enable regular activities to continue. The hall is also designated as a place of refuge in case of a parish-wide emergency.</p> <p>We are now able to claim a smart export guarantee payment for electricity sent back to the grid and our first payment was £56 for</p>

	<p>three months which will provide a steady trickle of income.</p> <p>The hall committee's future aims are -</p> <ul style="list-style-type: none"> <li>to renovate the men's and women's toilet facilities,</li> <li>to improve the stage lighting and</li> <li>to consider adding a screen and projector.</li> </ul>
<b>Finances</b>	<p>There will be a Treasurer's report for the financial year ending 31<sup>st</sup> December 2023.</p>
<b>Summary</b>	<p>We will continue to manage the Hall to ensure that it remains in good condition for all users.</p> <p>2024 is a very special year for the hall as we plan to celebrate the 100th anniversary of its opening as a memorial to the people who gave their lives in the First World War.</p> <p>We are planning celebratory events to commemorate this special anniversary to ensure that the Memorial Hall will be here for future generations to enjoy.</p> <p>Thank you so much to all the dedicated committee members for volunteering their time and to all those who have supported the Memorial Hall.</p>
	<p>Deborah Redmond, Chairperson 17<sup>th</sup> April 2024.</p>

# Brigham Memorial Hall

Income and expenditure account for the year ended 31<sup>st</sup> December 2023

INCOME	£
Hire	7,092.25
100 Club	1,032.00
Entertainment	1,418.90
Grants	18,352.00
Donations	592.48
Other	1,759.33
<b>TOTAL INCOME</b>	<b>30,246.96</b>

EXPENDITURE	£
Repairs	743.65
Utilities	5,419.05
BT	547.38
100 Club	500.00
Cleaning	1,326.00
Licences	232.26
Insurance	1,374.68
Events	667.99
Sundries/Bar Stock	417.63
Donation	
Large Purchases	18,101.16
<b>TOTAL EXPENDITURE</b>	<b>29,329.80</b>

**INCOME MINUS EXPENDITURE 917.16**

Balance Sheet at:	<u>31/12/22</u>	<u>31/12/23</u>
Cash at Current Account	32,810.56	33,727.72
Cash on Hand	-	-

## Accumulated Fund

Balance Brought Forward	<b>32,810.56</b>
Income Minus Expenditure for Year	<u><b>917.16</b></u>
	<b>33,727.72</b>

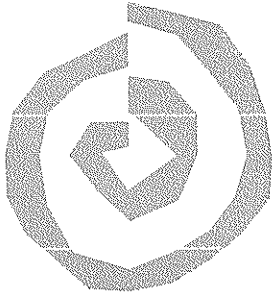
I confirm that I have carried out an independent examination report of these accounts, And found them a true and accurate record for the year ending 31 December 2023.

Signed:



Date:

7/3/2024



**Jan Douglas MICB**  
**Bookkeeping & Payroll Services**

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### **Independent examiner's report to the trustees of Brigham Memorial Hall**

I report to the trustees on my examination of the accounts of the Brigham Memorial Hall (the Trust) for the year ended 31 December 2023.

#### **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 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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: 

Name: Jan Douglas

Relevant professional qualification or membership of professional bodies (if any): MICB

Address: As above

Date: 7 March 2024



Registered Practice  
Number: 2676