

BROUGHTON VILLAGE HALL

ANNUAL TRUSTEES REPORT 2023/2024

Broughton Village Hall - Registered Charity number 521902

Annual report for 1st August 2023 to 31st July 2024

Trustees Management Committee members as at 31st July 2024

Cllr. Mr K D Portess - (Broughton Town Council) -Elected Chair

Cllr. Mrs J Lee - (Broughton Town Council) - Elected Secretary

Cllr. Mrs C E Ross (Broughton Town Council) - Elected Treasurer

Cllr. Mrs V Harness (Broughton Town Council) Appointed

Cllr. Mrs S Carter (Broughton Town Council) Appointed

Mrs A Smith - Village Hall Wednesday Pensioners Group - Appointed

Mrs R Watchorn - Village Hall Parent and Toddlers Group - Appointed

Mr R Blackburn - Village Hall Dance Group - Appointed

Miss S Ibbottson - Amateur Dramatic Group - Appointed

Mrs C Whyatt - Friday Dance Class - Appointed

Mr J Easton - Village Hall Indoor Kurling Group - Appointed

Mrs T Mountrie - Broughton Womens Institute - Appointed

General Email: broughton_villagehall@outlook.com

Bookings Officer: Mrs Rachael Watchorn

Bookings Telephone Number 07712 165637

Bookings Email: broughton_villagehall59@outlook.com

Broughton Village Hall was established as a Charitable Incorporated Organisation and is registered as such with the Charities Commission under number 521902

The operating name of the CIO is: Broughton Village Hall

Land and building

The hall was built in 1959 and on completion was conveyed to be held in trust by the Official Trustee of the Charity namely Broughton Parish Council (now known as Broughton Town Council).

Appointment of Trustees

The Constitution governs the appointment of Trustees and the management of the charity. Under the constitution there are nine Elected Members and nine Appointed Members,

The Appointed Members must be representatives of one of the following organisations:-

The Parish Council (Broughton Town Council)

The Committee of the Royal British Legion

The Trustees of the Methodist Church

The Parochial Church Council

The Committee of the Youth Organisation

The Committee of the Cricket Club

The Committee of the Football Club

The Committee of the Amateur Dramatic Group

The committee of Broughton Womens Institute

The number of Members that shall form a quorum at meetings of the Committee shall never be less than one third of the total number of members registered at that time.

Village Trustees are Elected at the Annual General Meeting usually held in /September of each year : each Trustee serves for one year and can stand for re-election at the AGM. The Trustees form the Management Committee of the Village Hall which has the power to co-opt further Trustees on an annual basis to fill vacancies.

Policies and Procedures

To guide the Trustees Management Committee in carrying out its duty of care to members, employees and users of the hall, the following Policy Statements have been agreed and adopted:

Health and Safety Policy

Childrens Safeguarding Policy

Young Persons and Vulnerable Adults Safeguarding Policy

Equal Opportunities Policy

Data Safeguard Policy

Financial Policy

Hiring Agreement

The use of the Village Hall by non-regular groups is now strictly subject to a formal Hiring agreement which must be signed by the hirer at the time of booking

Contact details of all regular user groups are now held by the Bookings Officer and kept private and secure in a locked cabinet.

Insurance

The Hall is insured with respect to property damage (building insurance) by Allied Westminster Insurance. The Management recognises that it is under a legal obligation to protect the building, its employees and users through adequate and appropriate insurance and in this respect both Public Liability and Employee Insurance is also provided by Allied Westminster Insurance.

Building and land issues

All gas appliances and all portable electrical appliances kept in the hall are tested by a qualified engineer annually or three yearly as required (this also includes any electrical equipment stored in the hall by the various regular user groups)

The mains electrical installation is checked by a qualified engineer every 5 years and a Fire risk assessment is reviewed and a full Fire Safety Check is carried out by the company Right Action annually and all extinguishers and other equipment is checked and signed.

Water safety checks are carried out every week by North Lincolnshire Council personnel and a check list is signed and dated every week.

Other safety and maintenance checks are carried out on a regular basis by the Caretaker

Objectives

The objective of the Trust is to establish and run a Village Hall, to promote it for the benefit of the residents of the parish of Broughton and its surrounding neighbourhood without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, the provision of facilities for meetings, lectures and classes and for other forms of recreation and leisure time and occupation with the object of improving the conditions of the life of the said residents.

Funding Strategy

It is the hope of the Trustees to manage the revenue budget on a self-financing basis and the contributions made by the users of the hall are set to try to achieve this along with an annual grant from the Custodian Trustee (Broughton Town Council) the sources of income include hiring fees from users of the hall, and money raised from various fund raising activities e.g. Bingo events, Coffee mornings and any other donations which may have been given during the year.

It has been another difficult year to achieve this due to the ongoing high cost of gas and other general expenses but we have managed to keep the hall on an even keel.

We have been able to secure the expert services of Turner Warren Accountants who are now assisting with PAYE and our Annual Returns and with the submission of this report hopefully all financial matters are now up to date.

2023/2024 Achievements

Due to the restricted financial climate and general increase in outgoings for the year the Hall has not been able to realise everything that was planned but we were able to secure a grant from Egdon Resources Community Fund via BCSA to enable us to upgrade the heating system in the main hall and everyone is extremely pleased with the outcome.

Various items of equipment have been purchased over the year including the replacement of one of the water boilers in the main kitchen.

Community Involvement and Support

The Hall continues to be a key asset for the local community and the Trustees Management Committee work hard to ensure that it is kept available for the local people to hire and use while also taking advantage of additional hire income from people and organisations from outside the parish, but while we have been forced to increase our hire rates within the past year our charges are still very competitive and we are still attracting interest from other groups hoping to be able to become regular users and private one off hirings are on the increase.

The Trustees Management Committee give their time and effort free of charge and are grateful to all who support the Hall in terms of hiring, attending events, running events and sessions, and to the additional donations however small that we have received over the year.

Our sincere thanks go to Broughton Town Council for our annual grant and special thanks must go to our Caretaker who goes over and above her contracted hours to make sure the Hall is running smoothly and effectively.

Declaration

The Trustees Management Committee declare that they have approved the above report and the accounts available to go with this declaration.

Signed on behalf of the Charity Trustees Management Committee

Cllr. Mr Keith Portess.

Chair

Cllr. Carol E Ross

Treasurer



Section A

Independent Examiner's Report

**Report to the trustees/
members of** Charity Name
BROUGHTON VILLAGE HALL

**On accounts for the year
ended** 31 JULY 2023 **Charity no
(if any)** 521902

Set out on pages 1 TO 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 JULY 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 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:  **Date:** 12/11/2024

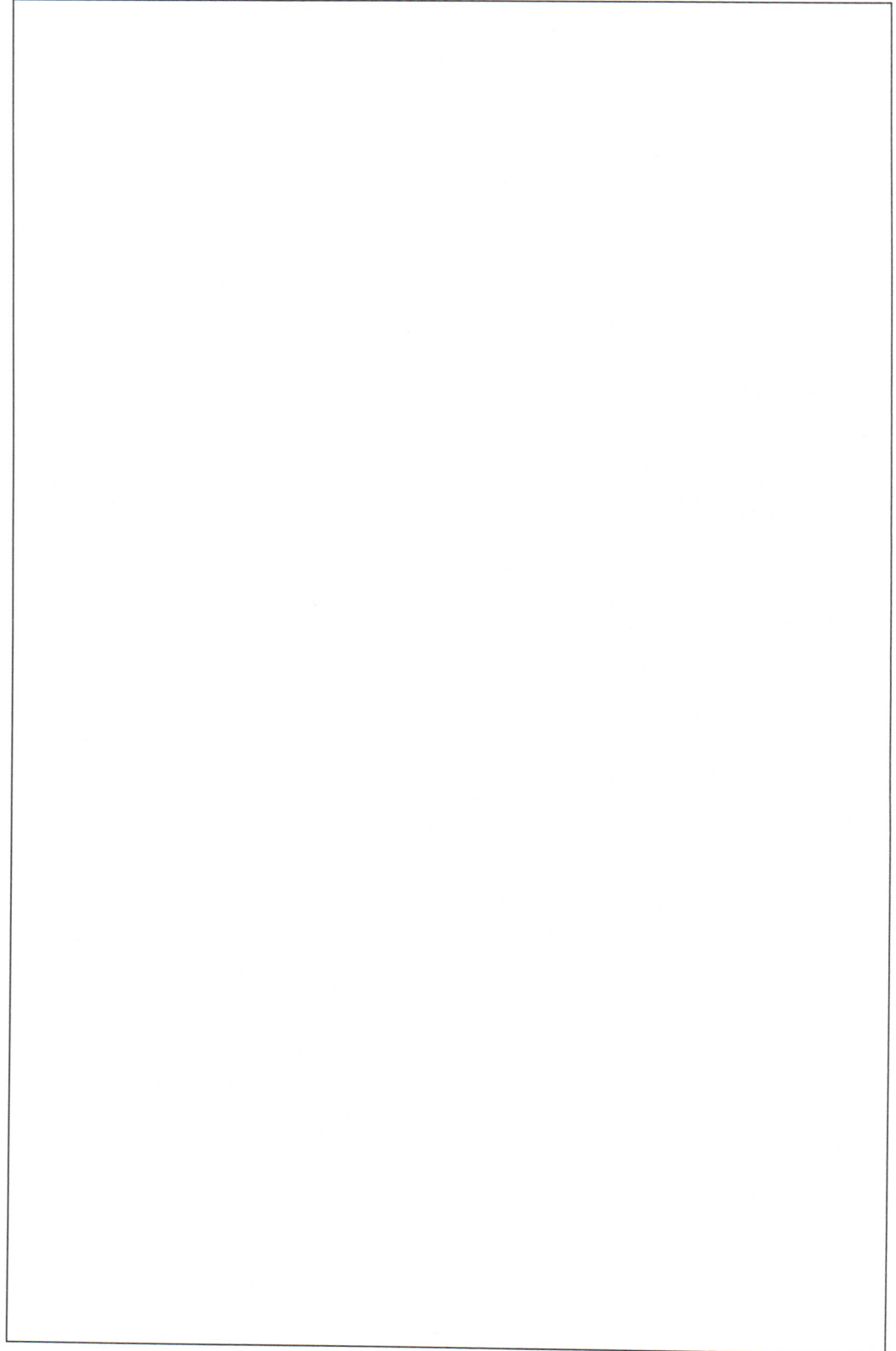
Name: KEITH RICHARD HUNT

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

Address: c/o TURNERWARRAN, CLANFORD HOUSE, BRIDGE STREET
BRIGG, DN20 8NF.

Only complete if the examiner needs to highlight 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.





CHARITY COMMISSION
FOR ENGLAND AND WALES

BROUGHTON VILLAGE HALL

521902

Receipts and payments accounts

CC16a

For the period from	01-Jun-23	To	31-Jul-24
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
LETTINGS	18,740	-	-	18,740	17,257
GRANTS	31,739	-	-	31,739	15,907
SUNDRY INCOME	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	50,479	-	-	50,479	33,164
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	50,479	-	-	50,479	33,164
A3 Payments					
WAGES	14,272	-	-	14,272	12,917
CLEANING	502	-	-	502	101
LIGHT AND HEAT	15,347	-	-	15,347	13,512
RATES AND WATER	939	-	-	939	473
INSURANCE	1,303	-	-	1,303	1,674
PRINTING, POSTAGE AND STATIONERY	-	-	-	-	-
REPAIRS AND RENEWALS	23,904	-	-	23,904	7,365
SUNDRY EXPENSES	177	-	-	177	77
	-	-	-	-	-
Sub total	56,444	-	-	56,444	36,119
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	56,444	-	-	56,444	36,119
Net of receipts/(payments)	- 5,965	-	-	- 5,965	- 2,955
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 5,965	-	-	- 5,965	- 2,955

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CASH AT BANK	3,052	-	-
	CASH IN HAND	45	-	-
		-	-	-
	Total cash funds	3,097	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	STOCK	50	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	