

BROUGHTON VILLAGE HALL MANAGEMENT COMMITTEE

2024/25 ANNUAL REPORT

Trustee Management Committee – Elected Members

Cllr. Mr KD Portess – Broughton Town Council – Chairman

Cllr. Mrs J Lee – Broughton Town Council – Deputy Chair

Cllr. V Harness – Broughton Town Council – Secretary

Cllr. C E Ross – Broughton Town Council – Treasurer

Management Committee Appointed Members

Mrs M Robinson – Broughton Womens Institute

Cllr. S Carter – Lindsey Lions Assoc

Mrs R Watchorn – VH Parent and Toddler Group

Mrs A Smith – VH Pensioners Group

Mr R Blackburn – VH Dance Group

Mrs C Whyatt – Friday Dance Classes

Mr J Easton – VH Indoor Curling Group

Mrs C Bowness – Amateur Dramatics Group

Caretaker/Bookings Officer – Mrs Rachael Watchorn

Caretaker/Bookings Email – broughton_villagehall59@outlook.com

Caretaker/Bookings Tel – 07712 165637

Treasurer & Secretary General Email: broughton_villagehall@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 and opened to the public 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 if available.

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

Although this has changed over time most of the Appointed Members are now representatives of the regular user groups of the hall.

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

Village Hall 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

The following Policies and Procedures are all updated, agreed by the Management Committee and signed by the Chairman and are available for inspection. Is required.

- Health and Safety Policy

- Childrens safeguarding Policy
- Young Persons and Vulnerable Adults Safeguarding Policy
- Equal opportunities Policy
- Data Safeguarding Policy
- Financial Policy

HIRING AGREEMENTS

The hiring of the Village Hall by non-regular groups is now strictly subject to a formal Agreement and must be signed by the hirer and a deposit paid at the time of booking. With full payment required at least 7 days prior to the event taking place.

All 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 in respect to property damage (building insurance) with Allied Westminster Insurance.

Our Public Liability and Employee Liability Insurance is also provided by Allied Westminster Insurance.

Both of these policies were renewed in March 2025

SAFETY CHECKS

All of our gas and electric equipment are inspected annually with certificates provided and are all up to date.

Our complete water system is checked on a weekly basis by North Lincolnshire Council and a signed checklist is provided each week for us to keep on file. (held by the Caretaker)

Safety and maintenance checks are carried out on a weekly/monthly basis by the Caretaker and the checklists are retained for future reference if needed.(held by the Caretaker)

GENERAL

The Village Hall now continues to thrive even in this uncertain financial climate, and although we have not been able to achieve everything we were hoping to within this last year we are still hopeful that the majority of our expectations have been met.

The Village Hall continues to be a viable asset to the Town of Broughton and is able to stay afloat due to the combined efforts of the Trustees Management Committee.

A deep clean has been carried out during the month of August, and an efficient management plan has been drawn up for the Caretaker to follow together with the purchase of additional cleaning equipment which will allow her to complete the tasks efficiently.

The improved heating system is now up and running smoothly and the additional joinery works needed have been completed.

With the hall being a key asset for the local community, the Management Committee work hard to ensure it stays viable and available for the purposes intended.

Our hire charges were reviewed earlier in the year and although it was decided to increase the fees, we still are very competitive within the local area.

The Management Committee give their time free of charge and are all very supportive and committed to the additional efforts being made to draw in extra revenue where we can.

Our sincere thanks go to the Broughton Town Council for their continued support, with special thanks and gratitude to our Caretaker/Bookings Officer who ensures the smooth running and maintenance of the hall.

Signed on behalf of the Village Hall Management Committee



Cllr. K Portess

Chairman of the Village Hall
Management Committee



CHARITY COMMISSION
FOR ENGLAND AND WALES

BROUGHTON VILLAGE HALL	521902
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CC16a

For the period from	01-Aug-24	To	31-Jul-25
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Receipts and payments accounts

Section A Receipts and payments

Unrestricted funds
to the nearest
£

A1 Receipts

	40,871
LETTINGS	30,041
GRANTS	10,000
DONATIONS	830
	-
	-
	-
	-
	-
	-
Sub total (Gross income for AR)	40,871
A2 Asset and investment sales, (see table).	
	-
	-
Sub total	-
Total receipts A3 Payments	
WAGES	16,764
CLEANING	216

	33,504
LIGHT AND HEAT	5,160
RATES AND WATER	1,642
INSURANCE	273
PRINTING, POSTAGE AND STATIONERY	503
TELEPHONE	611
LIVE ENTERTAINMENT	1,000
REPAIRS AND RENEWALS	6,098
ACCOUNTANCY	360
SUNDRY EXPENSES	877
Sub total	33,504

A4 Asset and investment purchases, (see table)	
	-
	-
Sub total	-

Total payments

Net of receipts/(payments)	7,367
A5 Transfers between funds A6 year end	-
Cash funds this year end	7,367

Cash funds last

Restrict ed funds s End o w m e nt fu n d s Total funds Last year

B2 Other monetary assets

STOCK			-
			-
			-
			-
			-
			-
			-

			-
			-
			-
			-
			-
			-

Details

Fund to which asset belongs

Cost (optional)

Current value (optional)

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 liability relates Amount due (optional)

When due (optional)

B5 Liabilities

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval

Janet Lee
V. Harness

Janet Lee
V. HARNESS

19/11/2025
19/11/2025

CCXX R2 accounts (SS)



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 2025

**Charity no
(if any)**

521902

Set out on pages

1 TO 4

(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 2025**.

**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:

12/12/2025

Name:

KEITH RICHARD HUNT

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

ICAEW

Address:

C/O TURNERWARRAN, GLANFORD HOUSE, BRIDGE ST.
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.