

BMH AGM Minutes 13.06.2023

Present – Ron Glen (Chair), Dave Lancaster, Claire Morrell-Stone, Val Smith, Sheila Chambers, Karen Morley, Carol Jacques, Steve Dance, Doug Allen, Alex Taverner

Apologies – David Jones, Gwen Scott, Phil Rickaby, Trish Griffiths

Chair's report:

Ron welcomed everyone to the meeting.

Correspondence – We have received a new valuation of the hall and are now well covered by Allied Westminster/AXA. We have also received an Employer's Certificate.

Treasurer's Report:

Val reported that revenue has increased from £36,701 to £55,209 – our best ever turnover. This is due to a combination of increased bookings, last year's pricing review and a lack of available venues locally.

Outstanding invoices £1599.

Administrator's Report:

Claire reported that bookings remain very strong with little available space for further growth. Three new groups have recently started/are due to start.

We have recently upgraded the WiFi and launched a new website, which has received a positive response. We now have a clothing bank in aid of Leukaemia research.

Hall Manager's Report:

Dave reported that we have decided to postpone further pricing reviews in light of current turnover.

The hall's defibrillator was recently called upon and used effectively, though very sadly the man in question later died.

Our hygiene contracts have been moved to City Hygiene and communication has improved as a result.

Dave is hoping to organise some decorating at the hall over the summer holidays.

Allotments:

David Jones was absent from the meeting but it is believed the allotments are at full capacity with no pressing issues.

Health & Safety:

Everything is functioning well and Mark (caretaker) and the cleaning staff are meeting all the necessary requirements. David Jones and Mark undertake H&S checks on a regular basis and record the results.

Succession Planning:

Alex Taverner has been accepted as the new Chair of Trustees, taking over from Ron by the next committee meeting in September. Ron and Dave will continue to provide support after September.

All current committee members have agreed to carry on until the AGM in 2024.

Val Smith will continue as Treasurer until the AGM in 2024 when Karen Morley has agreed to take over this role.

Claire has agreed to take on additional responsibilities.

Dave Lancaster will continue as manager until the next AGM in June 2024 when the operational running of the hall will have to be addressed. Succession plans are currently being worked on.

Additions to the committee:

Phil Rickaby, who was seconded to the Committee during the financial year 2022-2023, was endorsed as a fully serving Committee Member. Proposed by David Lancaster, Seconded by David Jones. Doug Allen has agreed to join the committee

– this was proposed by Dave and seconded by David J. All agreed to Doug's appointment.

Issues Arising/AOB:

1. Phil Rickaby is looking into providing the hall team with dedicated email addresses.
2. No other issues at present.
3. FOR THE PURPOSES OF THE ANNUAL RETURN TO THE CHARITIES COMMISSION IT WAS NOTED THAT DURING THE FINANCIAL YEAR 2022-2023 THERE WERE NO SERIOUS INCIDENTS AFFECTING OUR CHARITY.

Date of next committee meeting – Tuesday 12th September, 4.30-5.30pm

**BRAMCOTE MEMORIAL HALL
MANAGEMENT COMMITTEE**

**Financial Accounts
for the year ended
31st March 2022**

BRAMCOTE MEMORIAL HALL MANAGEMENT COMMITTEE

FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2022

I certify to the best of my knowledge and belief, that the books, vouchers and information produced to our accountants, from which the attached accounts have been prepared, contain a full and correct record of the Management Committee's transactions.


.....
Mrs V Smith
Hon Treasurer


.....
Date

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF BRAMCOTE MEMORIAL HALL
MANAGEMENT COMMITTEE**

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, as amended; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on whether the accounts present a 'true and fair view'.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:

- proper accounting records are kept in accordance with section 130 of the Act; and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 2011 Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr A West FCA
ADS Accountancy Ltd
Chartered Certified Accountants
550 Valley Road
Basford
Nottingham
NG5 1JJ
.....

A. West FCA

24th May 2022

**Bramcote Memorial Hall
Statement of Financial Activities
For the year ended 31st March 2022**

	General Funds 2022 £	Restricted Funds 2022 £	Total 2022 £	Total 2021 £
Incoming Resources				
Fees for Hire of Hall	36,695	-	36,695	10,048
Investment Income	6	-	6	35
Total Incoming Resources	36,701	-	36,701	10,083
Resources Expended				
Direct Charitable Expenditure				
Wages	7,128	-	7,128	7,128
Insurance	1,811	-	1,811	1,885
Cleaning & Refuse Removal	9,676	-	9,676	8,793
Light, Heat & Water	5,310	-	5,310	3,808
Repairs & Renewals	2,638	-	2,638	3,567
Postage, Phone & Stationery	709	-	709	459
Sundry Expenses	1,000	-	1,000	-
Depreciation	254	-	254	299
Honorarium	6,610	-	6,610	6,860
Total Resources Expended	35,136	-	35,136	32,799
Management & Administration Expenses				
Accountancy Fees	360	-	360	360
Total Resources Expended	35,496	-	35,496	33,159
Other Income				
Government Grant Income	10,892	-	10,892	25,335
Net Incoming Resources	12,097	-	12,097	2,259
Total Funds Brought Forward	446,394	-	446,394	444,135
Total Funds Carried Forward	458,491	-	458,491	446,394

**Bramcote Memorial Hall
Balance Sheet
As at 31st March 2022**

	2022 £	2021 £
Fixed Assets		
Tangible Fixed Assets	305,070	305,324
	-----	-----
Current Assets		
Debtors and Prepayments	1,842	428
NatWest Bonus Saver Account	67,961	61,605
Cash at Bank	83,978	73,397
	-----	-----
	153,781	141,430
	-----	-----
Liabilities falling due within one year		
Creditors	360	360
	-----	-----
	360	360
	-----	-----
Net Current Assets	153,421	141,070
	-----	-----
Net Assets	458,491	446,394
	-----	-----
Funds		
Unrestricted	458,491	446,394
Restricted	-	-
	-----	-----
	458,491	446,394
	-----	-----

Bramcote Memorial Hall
Notes to the Accounts
Schedule of Fixed Assets
For the year ended 31st March 2022

	Land & Buildings	Property Imps	Crockery & Equipment	Fixtures & Fittings	Total
COST					
As at 1 April 2021	6,000	296,684	945	31,352	334,981
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
As at 31 March 2022	<u>6,000</u>	<u>296,684</u>	<u>945</u>	<u>31,352</u>	<u>334,981</u>
DEPRECIATION					
As at 1 April 2021	-	-	-	29,657	29,657
Charge	-	-	-	254	254
Disposals	-	-	-	-	-
As at 31 March 2022	<u>-</u>	<u>-</u>	<u>-</u>	<u>29,911</u>	<u>29,911</u>
NET BOOK VALUE					
As at 31 March 2022	<u>6,000</u>	<u>296,684</u>	<u>945</u>	<u>1,441</u>	<u>305,070</u>
As at 31 March 2021	<u>6,000</u>	<u>296,684</u>	<u>945</u>	<u>1,695</u>	<u>305,324</u>

**BRAMCOTE MEMORIAL HALL
MANAGEMENT COMMITTEE**

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