

**THE BURTON JOYCE AND BULCOTE VILLAGE HALL (BJBVH)**

**CHARITY NUMBER 522195**

**AGM MINUTES**

Date: Thursday September 21 2023

Time: 19.00

Location: The Burton Joyce and Bulcote Village Hall, 10 Trent Lane, Burton Joyce, Nottingham, NG14 5EY.

Present: Paul Smith (PS) Chair and Trustee  
Mel Roberts (MR) Treasurer and Trustee  
Robina Varley (RV) Secretary and Trustee  
Hazel Chadbourne-Doyle (HCD) Bookings Secretary and Trustee

In Attendance: 8 attendees

Apologies: None received

**WELCOME AND INTRODUCTIONS**

The Chair introduced himself and the other three Trustees and thanked those present for attending.

**AGENDA ITEMS**

The Minutes of the previous AGM were presented to the Meeting. The Chair requested an amendment be made, as follows:-

“The former Trustees were asked if they would consider running the Charity in line with the Charity Commission best practice. The response given was that would always be the case.”

It was agreed by the Meeting that the Minutes could be amended accordingly.

**CHAIRS REPORT**

This is the first year for our new team, with a complete change of officers, and the focus on a number of clear aims, each of which has prompted many actions.

**Governance**

The first aim has been for the charity, Burton Joyce and Bulcote Village Hall, to be run in accordance with the document issued by the Charity Commission entitled Best Practice. This had been agreed at last year’s AGM by the previous committee, but it became the new team’s task to implement.

There have been several areas where change has been needed. We commenced our term with only 2 Officers, and a concern about how others could legally be appointed. Following consultation with the Charity Commission this, and other issues, have been resolved, and we have been able to work for most of the year with a full complement of Officers - Chair, Secretary, Treasurer and Bookings Secretary. We thank the Charity Commission for their continuing support and advice.

An important improvement has been the introduction of post-specific email addresses (e.g. chair@. etc). This is necessary to formalise the official communications with official organisations such as local Council, Charity Commission, Insurers and Bank etc.

The objective of the whole Village Hall’s Scheme, (the term used by the Charity Commission for the Constitution) is “a village hall for the use of the inhabitants of the beneficial area without distinction of sex or political, religious

or other opinion". This cannot be changed. However, radical change in how the hall is run is required, to ensure we can continue attracting people to become the Officers, and Representative Members (nominated members from our long-term community user groups) and other supporters.

Reports from the other three officers will cover their areas of responsibility, in each of which major progress has been made.

### **Establishing the Village Hall at the centre of village life**

The second aim has been to establish and improve the Village Hall to support the village and wider community, an accessible community resource with appropriate facilities for today's world.

Through the King's Coronation we were given a huge opportunity to showcase the Hall and how adaptable and suitable it is for a wide variety of uses, despite its age. The officers and Representative Members, together with an Events Committee led by Karen Highfield Taylor, created a programme of fundraising for the hall and a range of enjoyable community building events.

We held a Coronation Quiz, a very popular family/children's disco followed by a fun adult disco, and hosted a wonderful performance by local singers Benny and Noelle. These events raised much needed funds for the Village Hall for the building's needs. We also showed the Coronation live on a large screen and hosted a community volunteer event, both of which were free. We offered the Village Hall to the Parish Council in case the weather was inclement for their event, but on this occasion it was not required.

We learnt a lot about our hall over the weekend, and feel more able to deliver future similar events successfully. We were also pleased to see members of village community, re-engaging with the Village Hall, and meeting the new Officers supporting its ongoing success. A big thank you must go to the Burton Joyce Players who kindly donated money for the disco and helped with decorations, and also to Karen as she sold an extraordinary number of raffle tickets. We also thank the Community Market, and others, who provided prizes for the raffle hampers.

### **Ongoing Challenges**

Clearly our team has achieved constructive measurable progress, but of course there is lots more to be done!

Although change can be difficult and unsettling, the support shown by our regular community users has been very encouraging. The Officers and the Representatives of User Groups, who together form the Management Committee, have met every month to ensure the necessary progress was made through 2023. We are looking forward to a bi-monthly meeting cadence going forward.

The building is 98 years old, which of course, brings about its own problems. We are going to have to install a modern Fire Alarm and have already introduced new Building Security system. A defined group of people now can secure/open the building (which can also be done remotely). We also have a comprehensive list of all those who can access the building - necessary alterations to satisfy our insurance obligations.

An ongoing problem is heating and insulation of our building. We need to significantly reduce energy costs and would like to minimise our environmental impact. Early on we found a company which said they could significantly improve our Energy Efficiency rating, but when we asked to see some completed installations, the contact dried up. We are planning a meeting with the BUILT Environment Department from Nottingham University in the near future for advice.

We are compiling a 'Legacy File' – which contains all the necessary information for the running of the hall. This includes details of our insurance, the location of gas isolation points, guarantees for items purchased etc. It also includes details of the new sump pump which we suddenly discovered was needed. The previous pump sucked up excess water and pumped it into the drains, but this had failed, leaving 10cm of water flooding the basement. We were fortunate that David Moore and his co-pilot kindly agreed to bring their historic 'Grey Goddess' fire engine from Lowdham to pump out the water for us. Disaster averted! We would like to express our gratitude to them.

### **The Future**

During the next 12 months, a five year plan will be drawn up which will detail our targets and goals for our building, finances and governance. This essential document will help us with our grant applications and set out a clear pathway for improvement.

We plan to work with the young people within the community (particularly aged 10-25) to identify how we can include them more in our offerings and build their advocacy for the Village Hall. We are also investigating opportunities to engage local businesses, potentially adapting our facilities to offer presentation, conference and business meeting spaces, thereby generating valuable additional income.

We will celebrate our centenary in 2025. We plan to offer a variety of activities as part of the celebrations, aimed at establishing the Village Hall as a cornerstone of village life.

### **Thanks and Recognition**

Finally, I and the Officers would like to thank everyone who has helped in so many ways during this first year. These include Tracey - our cleaner, the organisations who regularly hire our building, and all the people of the local area who have used and hired the premises and attended the many and varied events. Overall, we have had some very positive and constructive feedback to support our future goals.

In response to a point raised, by an attendee, regarding the elections held at the 2022 AGM. PS advised he was not able to comment on the decision making and approach, as he and other current Officers were not involved at that time. He reassured, that all activities/decisions going forward would be defined by our governing documents and with support from the Charity Commission will be that was a question for the previous Committee members. However recognising there did appear to be some inconsistencies versus his expectation.

PS advised that the election of Trustees at the Meeting was for named individuals and not for the role they undertook. That would be decided by the Trustees themselves.

PS advised that, due to outdated Scheme, he was in regular contact with the Charity Commission for advice, meeting the existing Objectives and best practice.

There were no further questions raised.

### **SECRETARY'S REPORT**

Following the resignation of the previous Board of Trustees at the 2022 AGM, I was requested to take on the role of Secretary and was unanimously appointed, by the Trustees, in March 2023.

Having consulted with the Charity Commission, the Trustees were advised that amendments to the Scheme, as proposed by the former Trustees in 2022, were declined by the Commission and that the unredacted Scheme of 1968 was still applicable and to be the terms of reference.

A firm of solicitors, Ellis- Fermor & Negus, were instructed to advise on modernising the Scheme and compile, for submission to and agreement by the Charity Commission. It was recommended that the Scheme be replaced by a Charity Incorporated Organisation (CIO). This would make the governance of the Charity more representative of the local groups and community and would regularise the anomalies with what is an outdated and inadequate Scheme.

In addition, the booking terms and conditions have also been referred to the solicitors. The terms and conditions of the hire of the hall lack uniformity and there is a need to apply the same conditions of hire to all users. and to comply properly with insurance, fire and health and safety regulations. The Booking Secretary's report will further expand on this matter.

This legal consultation and instruction will provide a sound and transparent basis on which the Trustees going forward can act in the best interests of the Charity and will remove the need for personal interpretation on ambiguous issues of reporting and management of the Village Hall.

RV advised that the Trustees were focused on replacing the current Scheme with a Charitable Incorporated Organisation, to ensure clarity, transparency and compliance going forward.

There were no questions raised.

### **BOOKING SECRETARY'S REPORT**

Following the resignation of the previous Board of Trustees at the 2022 AGM, I stated my interest in taking on the role of Booking Secretary and was unanimously appointed at that meeting in November 2022. Since appointment, I have engaged with the newly appointed Trustees to update the booking system and ensure the smooth running of the many groups and societies that use the Village Hall.

It has taken me some time to understand the requirements of the many regular hirers that use the Village Hall and I would like to take this opportunity to thank them all for their patience and understanding, in what has been for me, a large learning curve.

From the beginning of the year, there has been an amazing upturn in individuals wanting to hire the hall. So far, we have had confirmed bookings for 21 children's parties, an additional 5 regular groups, a school outing of 30 children, funeral receptions, christening celebrations, adult birthday party celebrations and wedding anniversaries. All of these events can be seen on the website calendar which is updated at least once a month.

There is a new entry system for our regular users, which will make it easier to monitor when the hall is left unlocked or locked and then, can remotely be locked or unlocked. The security of the hall is important to us, and we are taking steps to ensure that we minimise the risk of any unauthorised entry and possible vandalism.

In response to a question raised, HC-D advised that the new key fob system, for access to the hall, would be in place within the next couple of weeks. This would eliminate unauthorised entry into the Hall and could be operated through a phone app.

An attendee thanked HC-D for taking over the role of Booking Secretary

## TREASURERS REPORT

Following the resignation of the previous Board of Trustees at the 2022 AGM, I was appointed as Charity Trustee and Treasurer in January 2023. Since appointment, I've worked with the other newly appointed Trustees to review processes, establish improved governance, and introduce finance systems to correctly capture transactions, provide robust audit trails and future proof the way in which the Charity operates.

Due to legacy challenges, we transitioned to a new NatWest bank account in the year, from HSBC our previous provider. This change also provided the opportunity to access our accounting software free of charge. The introduction of our new finance system, which is linked directly to our bank account has provided greater transparency of reporting and improved financial governance, with invoices now system generated and automatic Debtor controls.

Our financial statements are now system generated and allocated across a broader range of accounts classification, previously submitted 2021/22 results are shown as comparative. The permanent endowment of land and buildings and legacy furniture and equipment will continue to be reported as 'Other Assets' based on an insured value due to historic documentation and reporting constraints. In addition, Mr Brian Collyer decided to retire from reviewing the financial accounts and preparing the annual Independent Examiners statement. The Management Committee would like to thank him for many years of support. We are pleased to announce that Mr Adrian Pearse has since volunteered to step into this role.

Receipts from general Village Hall hire improved +20% year on year, we also generated additional receipts from our Coronation of King Charles III celebrations and fundraising activities. During which we were delighted to receive £2.7k of donations from local residents and societies who use the Village Hall on a regular basis, and a local authority grant of £1.5k to support the Coronation event costs. However, donations and grants were significantly higher during 2021/22 at £10.4k, which dilutes our overall receipts increase to +7% year on year.

As anticipated, given the current inflationary landscape, our costs were significantly increased at +20% year on year. With Energy costs at +114% and Water at +75% being the major drivers. We also made several small equipment investments, totalling £1.4k to improve the venue and hire potential. Other costs were broadly in line with previous year. Retained surplus for financial year 2022ti23 was £3.9k, with total Cash Reserves at year end totalling £60.4k.

Whilst our reserves position appears healthy and substantial, we need to make some very significant capital investments in the Village Hall. The building is 98yrs old, and the heating system urgently requires replacement, with insulation issues being dealt with at the same time to achieve the best cost reduction opportunity and energy efficiency. This will help reduce energy costs going forward, and improve the facilities, however we require significant fund raising and/or grants, in addition to current reserves to make this investment, which will be our focus during the 2023/24 financial year.

There were no questions raised.

The Meeting approved the Accounts (attached).

The Meeting approved the appointment of Adrian Pease as the Charity's Independent Examiner.

## ELECTION OF TRUSTEES

No nominations had been received.

It was unanimously agreed that the following be elected as Trustees of the Burton Joyce and Bulcote Village Hall for a further term of 12 months;

- Paul Andrew Smith
- Hazel Irene Chadbourne- Doyle
- Melanie Anne Roberts
- Robina Varley

## ANY OTHER BUSINESS

An attendee enquired if the new scheme would have clear membership criteria. PS advised that any person who could or would have an individual beneficial interest could not, at present, be involved as a Representative Member or a Trustee. This was unlikely to change under any new scheme. There was likely to be clear conditions for organisations to be invited to join as Representative Members. Additional information regarding the individual's current status was raised and PS requested these be presented at another time.

There being no further business, the Annual General Meeting was closed at 20.10.

Signed  \_\_\_\_\_

Paul Smith – Burton Joyce and Bulcote Village Hall - Chair

Dated  \_\_\_\_\_

**THE BURTON JOYCE AND BULCOTE VILLAGE HALL - Registered Charity 522195**  
**Receipts and Payments Account for the year ended 31st July 2023**

	2022/23	2021/22
<b>Receipts</b>		
Hire Receipts	26,041	21,627
Deposit Held	0	
Raffle Sales	1,463	
Donations	2,697	7,711
Bar Sales	1,834	
Event Ticket Sales	840	
Grants	1,540	2,667
Bank Interest		200
	34,415	32,205
<b>less Fundraising Costs</b>		
Materials	98	
Equipment Hire	1,100	
Bar Supplies	680	
Event Food	377	
	2,255	0
<b>less General Payments</b>		
Water Costs	1,082	619
Energy Costs	9,054	4,249
Cleaning and Waste	1,977	1,704
Casual Labour	7,043	9,004
Repairs	3,514	4,453
Maintenance	645	
Venue Equipment	1,401	
Computer Software	45	
Internet & Telephone	461	560
Cell Phone	48	
Printing	90	
Stationery	19	127
Licenses and Permits	630	535
Miscellaneous	275	530
Advertising and Promotion	97	
Postage	5	
Subscriptions	114	
Insurance	1,915	1,772
Bank/Finance Charges	(141)	43
	28,274	23,596
<b>Net Receipts/(Payments)</b>	3,886	8,609

**THE BURTON JOYCE AND BULCOTE VILLAGE HALL - Registered Charity 522195**

**Statement of Monetary Assets as at year ended 31st July 2023**

**Current Assets**

Bank Account: The Burton Joyce and Bulcote Village Hall (522195)	65,199	
	<u>65,199</u>	65,199

**less Current Liabilities**

Debtors	3,727	
Creditors	<u>1,112</u>	
	4,839	4,839

**Net Current Assets**

Total Assets	<u>60,360</u>	<u><b>60,360</b></u>
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**Charity Funds:**

Brought forward surplus	56,475	
Retained Surplus in the year	<u>3,885</u>	

**Total Cash Funds**

**60,360**

**Statement of Other Assets as at year ended 31st July 2023**

**PERMANENT EMDOWMENT**


Land & Buildings used by the Charity:		
The Village Hall - Freehold title vested in the Trustees	1,071,483	<i>Note 1</i>

**OTHER ASSETS**

Furniture & Equipment used in the hall:	98,461	<i>Note 1</i>
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*Note 1 - The amounts shown are the Insured Values*

**SIGNED - For and on behalf of the Management Committee - 21st September 2023**

	
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**Mr P Smith - Trustee and Chair**

**Ms M Roberts - Trustee and Treasurer**

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE BURTON JOYCE AND BULCOTE VILLAGE HALL MANAGEMENT COMMITTEE**

I report on the Accounts of the Committee for the year ended 31<sup>st</sup> July, 2023 which are set out on the preceding pages.

## **Respective Responsibilities of the Trustees and the Examiner**

As the Charity's Trustees, you are responsible for the preparation of the accounts. You consider that, under Section 144 of the Charities Act (2011) (the Act), an audit is not required, but that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the Act.
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 145(5)(b) of the Act.
- To state whether particular matters have come to my attention.

## **Basis of Independent Examiner's Report**

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 Committee 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 express an opinion as to whether the accounts present "a true and fair" view. My report is limited to those matters set out in the statement below.

## **Independent Examiner's Statement**

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

1. Gives me reasonable cause to believe that in any material respect the requirements
  - a. to keep accounting records in accordance with Section 130 of the Act.
  - b. To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met, or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A.R. Pearse,  
Pearse & Co., Reporting Accountant.

29<sup>th</sup> August, 2023.