



The Annual General Meeting of the Burton Joyce and Bulcote Village Hall, Charity Number 522195, held in the Small Hall at Burton Joyce and Bulcote Village Hall, Trent Lane, Burton Joyce, Nottingham NG14 5EY at **7.00 p.m.** on **Thursday 19th September 2024** to transact the following business :-

AGENDA

Paul Smith opened the meeting by welcoming everybody to the meeting. The existing trustees introduced themselves.

1. Minutes of the previous meeting

To be agreed and matters arising

Proposed: Hazel Chadbourne Doyle

Seconded: Paul Smith

Carried Unanimously

2. Reports and accounts

To receive the reports of the Charity Trustees:

- The Chair
- The Secretary
- The Bookings Secretary
- The Treasurer – to receive and consider the accounts for year ended 31st July 2024

Proposed: Hazel Chadbourne Doyle

Seconded: Lynn Carr

Carried Unanimously

3. Adoption of a Constitution for the Burton Joyce and Bulcote Village Hall CIO

The Chair presented the outline of the differences between the Scheme and the new Constitution.

The adoption of the constitution was discussed and it was acknowledged that it was a legal document which needed careful consideration. It had been prepared by a solicitor with expertise in Charity Constitutions.

The solicitor had recommended the trustees would be self-appointing - that is when the term of a trustee came to an end the trustees would find another trustee to replace them. This would mean there was no need for an Annual General Meeting and no Management Meeting. Overall less accountability to the village. The current trustees felt the best way forward would be to continue to have an annual general meeting to appoint trustees.

Another peculiarity of the current scheme was there was no provision for the addition of new groups to the Management Committee - nor any possibility of organisations being removed. This was dealt with under a new provision in the Constitution.

The new Constitution allowed for the setting up of any new sub-committees that the Trustees wished for. The members of the committees did not have to be Trustees, or even users of the hall although it was recognised that in most cases - prior to binding decisions being made - items would need to go to the Trustees.

The new Constitution allowed the number of Trustees to be increased from 4 to 8.

The Scheme did not allow for any Trustee vacancies. If the full complement of Trustees were not filled at an AGM, the Management Committee could appoint trustees for the remainder of the year prior to them being confirmed at the following AGM.

The adoption of the constitution would change the organisation from a Charity to a Charitable Incorporated Organisation. The main effect of this was the Charity Trustees would no longer have unlimited liability for their decision.

Following the presentation points were raised from the floor:

Some of the wording mentioned CIC and others CIO why was that?

- The wording should read CIO and had been missed during the drafting.

Could the Charity sell the Village Hall?

- This provision remained exactly the same under the new organisation. The ability to sell the village hall hasn't been altered between the documents.

Could organisations such as The Community Market have representatives on the Management Committee?

- No. All members of the Management Committee were required to be appointed by either the Parish Councils of Burton Joyce or Bulcote, or a non-profit making organisation which used the Hall regularly. Commercial operations could not appoint representative members. There could however be a committee set up which included representatives from the commercial users.

Could there be a time to read the Constitution to ensure people were happy with the new Constitution?

- The meeting decided that any new points would need to be raised by the November Management Meeting. If there were no new points the new Constitution would be put forward to the Charity Commission

Proposed: Hazel Chadbourne Doyle

Seconded: Denise Green

Carried Unanimously

4. Appointment of Trustees

To receive and vote for any nominations for Trustees meeting regulatory requirements.

To re-appoint Paul Andrew Smith for a third period of 12 months from the date of the AGM.

To re-appoint Hazel Irene Chadbourne-Doyle for a third period of 12 months from the date of the AGM.

To re-appoint Melanie Anne Roberts on 17 February for a third period of 12 months from the date of the AGM.

To confirm the appointment of John Michael Alls on 3 March 2023 for a period of 12 months from the date of the AGM.

Proposer: Karen Taylor

Seconder: Debra Walls

Carried: Unanimously

4. Any other business

There were no matter brought forward under Any Other Business

Paul Smith closed the meeting by thanking people for their consideration and support for the village hall. He also thanked the Trustees for all of their hard work over the previous 12 months

CHARITY TRUSTEE REPORTS

CHAIR'S REPORT

Governance

This year has seen a change of governance. Our Secretary at the beginning of the year had to resign due to family reasons. Robina's legal experience has been missed as has her work as Secretary. For a lot of the year we have been functioning with 3 Trustees. Recently we have been joined by Mr John Alls. He has considerable experience with running commercial properties. As John gets up to speed with the work of the Village Hall I am sure he will be a considerable asset.

The Treasurer's report continues to show the professionalism that the Treasurer brings to the role.

The considerable work done by the Bookings Secretary has been excellent. Hazel is generally the first point of contact with our users, and I never have anything but the greatest praise for her from everyone who contacts her with regards to bookings.

I am extremely grateful for the work of the Trustees.

We have also had quite a bit of stability with regards to the Management Committee. Many regular users have continued with the same representatives which enables continuity. We were sorry

about the death of the Burton Joyce Parish Council Rep Susan Cohen. We are looking forward to a replacement in due course.

With the closing of the Burton Joyce Choral Society we lost one of our Representative Groups. With our new Constitution - hopefully passed later - there is provision for new Representative members joining.

We must also thank the Burton Joyce Choral Society for their donation of staging which is available for other users to use.

Again I must thank those on the committee for the hard work they put in.

Events

Next year is our Centenary and we have already started to look at the possibility of using this as a fund-raising year. It would be good to accumulate as many photographs of different events over the years and we will put out a public appeal shortly.

We have had challenges as we get to grips with some events. Our legal position as the Polling Station for the village was a particularly thorny problem - or so it seemed at the time but I was pleased with the way the different groups negotiated in order to reach a successful conclusion.

Challenges

An ongoing problem is heating and insulation of our building. We have had a survey which has looked at the heating insulation of our building and we are waiting for our report. This continues to be a problem for us seeking grants.

Thanks to our supporters

Finally we would like to thank everyone who has helped in various ways during this year - Tracey our cleaner, the organisations who regularly hire our building, the people of the area who have used and hired the premises.

We also thank the Trent Valley Singers for their donation from their recent concert and donations and support from The Community Market

Overall we have had some very positive and constructive feedback.

Personally I have felt supported by the Trustees and thank them for the work they have put in.

Paul Smith

Chair

SECRETARY'S REPORT

For most of the year we have not had a secretary. This has caused its own problems and we hope to move this forward in the coming year.

Leases with Regular Users

In the last couple of months we have been able to issue leases for our regular users. This enables both them and us to have a proper legal relationship. It also has enabled us to increase our prices

to them. This is the first time in over two years. We obviously would like to keep our prices as low as possible but obviously it is necessary to keep pace with inflation.

Constitution

Just when we have got used to calling our governing document a scheme we are now looking to adopt a constitution.

Our Scheme was not fit for the present day. Our new Constitution provided the Trustees with Limited liability. This will hopefully mean we are able to attract more Trustees (We are still liable if we are grossly negligent).

The Scheme did not allow for new Representative Groups to be represented.

The Scheme produced a contradiction. Representative Members were by their organisation but then they were made Trustees of the Charity. That meant that as soon as an item concerning their organisation was brought up they would have to declare an interest and therefore not contribute. Also many Representative members didn't want to be Trustees.

Past attempts have been made at altering the Scheme so we employed legal advice to aid us.

There were two possibilities - allowing the Trustees at the time to find, and appoint, new Trustees - this would mean we would not need to hold an Annual General Meeting each year - or to allow the Annual General Meeting to appoint Trustees.

This option seemed more in keeping with our current Scheme.

Our Scheme does not allow for new Representative members to be appointed. It does not allow for any Extraordinary General Meetings or Committees other than the Management Committee.

This new Constitution allows all of these.

Finally if a Trustee is not appointed at an Annual General Meeting it technically is difficult to appoint a new Trustee. The new Constitution allows the appointment of a new Trustee with the approval of the Management Meeting. This gives a definite oversight role for the Representative Members.

Paul Smith

Acting Secretary

BOOKINGS SECRETARY'S REPORT

The year has been very successful with a wide range of regular hirers and users, plus plenty of excellent one-off bookings. There was a good variety of activities provided for people of all ages and with a variety of interests. The Hall lettings for private functions and entertainments have also been successful.

During the last year we have welcomed some new individuals who have held successful classes and events, we have also, unfortunately, seen the demise of the Choral Society and the U3A Jive class. Nevertheless, the Village Hall is becoming a very popular venue, and I would remind you to book well in advance to avoid disappointment.

Could I ask that all hirers either email or send in writing their required dates, dates need to be sent in time for new terms and not just assume that bookings will be done without any correspondence. I will always confirm back by email that these bookings have been made. Similarly, I also need to know when you have cancelled a class or event, if I am not notified then you will be charged the full amount.

In the next month or so, we expect to issue the new Conditions of Hire for Regular users which will coincide with the price increases that we have implemented to start on 1st October.

Finally, I would like to take this opportunity to thank you all for your support over the last year.

Hazel Chadbourne Doyle

Bookings Secretary

TREASURERS REPORT

This has been a year of consolidation, still lots to do, and even more potential but positive progress made. Establishing improved service, governance and process with limited capacity. Investing in some essential maintenance, venue repairs and improvements, and progressing work with the Charity Commission to move to CIO status.

We were delighted to receive generous donations from two of our regular and long-established hiring organisations; Trent Valley Singers and Karen Taylor representing the Community Market – many thanks on behalf of the Trustees and Management Committee.

We have also been fortunate to attract additional volunteer support from the local community going forward. Helping to find and apply for Grants, and more recently someone interested in joining us as a fellow Trustee. Both very welcome support to financially enable and to project manage the much-needed upgrades to the Village Hall infrastructure.

Following introduction last year, we now have a full year of operating our new financial system, robust processes and consistent reporting practices. Providing financial transparency and enabling sensitive pricing decisions to be more informed, to minimise community impact for our regular clubs and societies.

The Trustees and Management Committee would like to thank Mr Adrian Pearse for providing the Independent Examiners Statement for our financial statements ended 31st July 2023, and for volunteering to provide the same again for this financial year end.

Receipts from general Village Hall hire improved +2% year on year, however total receipts were -18% overall. Driven by Coronation of King Charles III celebrations, fundraising, grants and donations received last year. With the Village Hall celebrating its centenary in 2025, we will be focused on creating a fantastic community event in honour of the Village Hall's unique history and 100 years of community support.

It was encouraging to see Energy costs -36% on previous year saving £3.3k, although Water costs rose by £370 (+34%) in the same period. Repairs and Maintenance are our largest expense overall and

totalling a £12.5k increase year on year. Legal and Professional relates to advice on our charitable purpose, CIO status and employment arrangement. We also invested in a new locking system for the Village Hall, providing improved security and flexibility for regular users. Other costs showed minimal change to previous year.

Retained cash reserves at 31st July 2024 were £48.7k, with expenses exceeding receipts by £11.9k during the financial year. With regret, we have had to introduce price increases from Oct 2024, and have been in communication with regular users, and updated our website accordingly.

Whilst our reserves position appears healthy and substantial, significant capital investment is required for replacement heating and insulation, in addition to roof repairs and the general upgrade of facilities for users of the Village Hall. Identifying and securing sources of funding to support this is a priority for 2024/5.

Mel Roberts

Treasurer

THE BURTON JOYCE AND BULCOTE VILLAGE HALL - Registered Charity 522195
Receipts and Payments Account for the year ended 31st July 2024

	2023/24	2022/23
Receipts		
Hire Receipts	26,652	26,041
Deposit Held	0	0
Raffle Sales	0	1,463
Donations	1,228	2,697
Bar Sales	222	1,834
Event Ticket Sales	85	840
Grants	0	1,540
Bank Interest	0	0
	28,186	34,415
less Fundraising Costs		
Materials	0	98
Equipment Hire	0	750
Bar Supplies	49	680
Event Food	8	377
	56	1905
less General Payments		
Water Costs	1,451	1,082
Energy Costs	5,764	9,054
Cleaning and Waste	2,126	1,977
Casual Labour	274	2,103
Repairs	5,212	3,514
Maintenance	11,478	645
Venue Equipment	2,000	1,401
Computer Software	0	45
Internet & Telephone	461	461
Cell Phone	80	48
Printing	0	90
Stationery	31	19
Licenses and Permits	957	630
Miscellaneous	9	275
Advertising and Promotion	105	97
Legal & Professional	3,169	0
Postage	0	5
Charitable Donations	5	0
Subscriptions	114	114
Bank/Finance Charges	0	(141)
Insurance	1,111	1,915
Staff Costs	5,755	4,940
	40,102	28,275
Net Receipts/(Payments)	(11,972)	4,235

THE BURTON JOYCE AND BULCOTE VILLAGE HALL - Registered Charity 522195
Statement of Monetary Assets as at year ended 31st July 2024

Current Assets

Bank Account: The Burton Joyce and Bulcote Village Hall (522195)	49,786	
	<u>49,786</u>	49,786

less Current Liabilities

Debtors	783	
Creditors	<u>265</u>	
	1,048	1,048

Net Current Assets

Total Assets		<u><u>48,738</u></u>
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Charity Funds:

Brought forward surplus	60,710	
Deficit in the year	<u>(11,972)</u>	

Total Cash Funds

48,738

Statement of Other Assets as at year ended 31st July 2024

PERMANENT EMDOWMENT

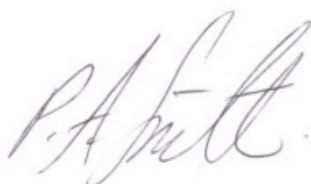
Land & Buildings used by the Charity:		
The Village Hall - Freehold title vested in the Trustees	1,215,169	Note 1

OTHER ASSETS

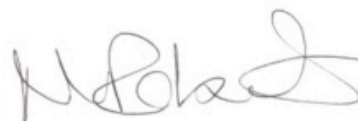
Furniture & Equipment used in the hall:	111,664	Note 1
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Note 1 - The amounts shown are the Insured Values

SIGNED - For and on behalf of the Management Committee - 21st September 2024



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 31st July, 2024 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.

7th October, 2024.