



**THE BURTON JOYCE AND BULCOTE VILLAGE HALL (BJBVH)
CHARITY NUMBER 522195**

AGM 2025 - Minutes

Date: Thursday 18th September Time: 19:00
Location: Small Hall – Burton Joyce and Bulcote Village Hall

1. Apologies:

Carol Walls (CW) TVS

2. Present:

Paul Smith (PS)	Chair
Hazel Chadbourne-Doyle (HCD)	Bookings Secretary
Mel Roberts (MR)	Treasurer
Colin Garratt-Flear (CGF)	Secretary
John Alls	Facilities
Lynn Drake Carr (LDC)	Phoenix Art
Jackie Kinsey (JK)	U3A
Deborah Craddock (DC)	Players

AGENDA ITEMS and BRIEFING NOTES - referenced to the submissions sent prior to the Meeting.

3. Minutes of Previous Meeting

The minutes were discussed and agreed as a true and accurate account. These were signed by Paul Smith.

4. Matters arising/updates – if not included in Agenda Reports

None to report.

5. Reports & Accounts

Individual Reports were delivered by the Treasurer, Bookings Secretary, Facilities Manager and Secretary. Each report is attached. The chair provided a thank you to the other trustees for all their work this year.

In addition to the reports attached, any questions or queries raised were as follows:

Treasurer: A representative from the U3A highlighted a concern over a previous disproportionate price increase and expressed concerns over the impending increase this year. Mel Roberts explained that this year's increases were as fair and equitable to all the groups as possible and each hirer and the proposed increase has been carefully looked at. The increases were due to be discussed with the Committee members immediately after the AGM, and would be rolled out with new prices to take effect 1st November 2025.

Secretary: It was suggested that advertising needed to be improved with a far greater audience reach. The GoFundMe for example is currently only available on Facebook and the Website, though it would be more beneficial for posters and other media sources such as the Village Magazine be utilised to reach members of the village that perhaps are not online. Colin Garratt-Flear will investigate improving the Halls advertising reach.

Booking Secretary: It was highlighted by the Players that we have still not bought the new chairs, as agreed, with a financial sum being pledged for their purchase. Delays have occurred due to concerns over storage of the current chairs, however the purchase would now be looked at with Hazel Chadbourne-Doyle taking this as an action point.

Facilities: A concern was raised about access to the hall during the planned works to upgrade the disabled access ramp. It was stated that disabled access would still be available by the rear door of the hall that leads into the Small Hall but with respect that needing to go through the kitchen to access the main hall, may for the next week, cause some unavoidable complications. Subject to weather the ramp would be installed as quickly as possible.

6. Appointment of Charity Trustees

Prior to the appointment of Trustees, Paul Smith announced that he would not be standing for re-election and would be stepping down from his role as chair & trustee.

The four remaining trustees were all standing for re-election as a trustee. The voting was as follows:

Mel Roberts

Proposer: Karen Taylor
Secunder: Jackie Kinsey
Carried Unanimously

Colin Garratt-Flear

Proposer: Hazel Chadbourne-Doyle
Secunder: Denise Green
Carried Unanimously

Hazel Chadbourne-Doyle

Proposer: Ros Tuffrey
Secunder: Denise Green
Carried Unanimously

John Als

Proposer: Karen Taylor
Secunder: Denise Green
Carried Unanimously

7. Any other Business

- 7a. Paul Smith had received an anonymous letter prior to the meeting with two questions.
1. When do Trustees stop being Trustees. Paul answered this stating that either trustees resign, don't choose to stand or if there is another reason to terminate their role.
 2. We voted for you as the chair of the trustees when you were first elected. Why did we not elect you as chair last year. Can we elect people to appointments this year? Paul answered that the new constitution allows for trustees to be elected as trustees and that you do not vote them into a specific role. This allows for the trustees to delegate and share duties far easier.
- 7b. A thank you was provided for the new defibrillator that is now installed at the hall.

There being no further business, the Meeting was closed.

Date of Next Trustee Meeting 7pm **Thursday 16th October 2025**

Date of Next Committee Meeting 7pm **Thursday 20th November 2025**

Meeting	Burton Joyce & Bulcote Village Hall Annual General Meeting
Paper	Treasurers Report – year ending 31 st July 2025
Date	15 th September 2025
Author	Mel Roberts – Treasurer and Charity Trustee
Purpose	Inform and update meeting attendees



The price increases announced at the last AGM have made a positive difference to our financial position, and although there is still lots to do, and even more potential, good progress has been made with limited resources. Our focus has been to address urgent maintenance matters, continuing to improve service, governance and process during the year.

We were delighted to receive donations totalling £362 in the financial year, largely received from two of our regular and long-established hiring organisations; Burton Joyce Players £210 and Community Market £150, many thanks on behalf of the Trustees and Management Committee.

Our accounts for the 2024/25 financial year show receipts of £31,826, and expenses of £37,669, providing a net excess payment (loss) position of £5,850 in the year. This is much improved from the net excess payment position of £11,972 for 2023/24. Whilst this excess payment position does reduce our reserves, this includes our investment in our new kitchen (costing £14,277) during the year.

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 2025, and for confirming he will run payroll on our behalf (driven by new legislation) at a much reduced cost versus market rate.

Receipts from general Village Hall hire improved +18% year on year, with total receipts +13% overall. Receipts from donations and fundraising activity reduced year on year but given the Village Hall is celebrating its centenary on 14th November 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, and hope to raise additional funds.

It was encouraging to see Energy costs increases stabilise (-6%) versus costs seen in recent years, however as we moved into the new 2025/26 financial year we were made aware of an issue with our smart meter, which appears to suggest an additional catch up of circa £3k is pending. Repairs and Maintenance are our largest expense overall and totalled £18.4k in the year, but as mentioned above this includes the replacement kitchen, £14.3k of the total cost.

We have continued to incur wages inflation associated with National Living Wages increases announced by the Government in relation to our Cleaner and will now also incur costs associated with digital Payroll requirements and potentially National Insurance costs also announced at the 2024 budget.

Whilst our cash reserves of £42,888 position appears healthy and substantial, significant capital investment is required for replacement heating and insulation, roof replacement, fire alarm upgrade and the general maintenance of facilities for users of the Village Hall. Identifying and securing sources of funding to support this is a priority for 2025/6, and we have created a Go Fund Me page to support increased donations from the community.

To continue to support the inflationary running costs of the Village Hall, and essential repairs we will increase hire costs again this year. We propose these increases include charges for storage and use of the kitchen for hot food to spread the increases more equitably across the hirer base. We will discuss this proposal with the Committee at our Sept 25 meeting, with implementation from 1st Nov 2025.

THE BURTON JOYCE AND BULCOTE VILLAGE HALL - Registered Charity 522195
Receipts and Payments Account for the year ended 31st July
2025

	2024/25	2023/24
Receipts		
Hire Receipts	31,392	26,652
Deposit Held	0	0
Raffle Sales	73	0
Donations	362	1,228
Bar Sales	0	222
Event Ticket Sales	0	85
Grants	0	0
Bank Interest	0	0
	31,826	28,187
less Fundraising Costs		
Materials	7	0
Equipment Hire	0	0
Bar Supplies	0	49
Event Food	0	8
	7	57
less General Payments		
Water Costs	1,539	1,451
Energy Costs	5,394	5,764
Cleaning and Waste	2,200	2,126
Casual Labour	558	274
Repairs	15,055	5,212
Maintenance	3,307	11,478
Venue Equipment	215	2,000
Computer Software	0	0
Internet & Telephone	461	461
Cell Phone	80	80
Printing	0	0
Stationery	36	31
Licenses and Permits	937	957
Miscellaneous	52	9
Advertising and Promotion	95	105
Legal & Professional	1,080	3,169
Postage	0	0
Charitable Donations	50	5
Subscriptions	114	114
Bank/Finance Charges	0	0
Insurance	377	1,111
Staff Costs	6,119	5,755
	37,669	40,102
Net Receipts/(Payments)	(5,850)	(11,972)

THE BURTON JOYCE AND BULCOTE VILLAGE HALL - Registered Charity 522195
Statement of Monetary Assets as at year ended 31st July 2025

Current Assets

	43,83	
Bank Account: The Burton Joyce and Bulcote Village Hall (522195)	3	
	43,83	
	3	43,833

less Current Liabilities

Debtors	945	
Creditors	0	
	945	945

Net Current Assets

Total Assets		<u><u>42,888</u></u>
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Charity Funds:

Brought forward surplus		48,738
Deficit in the year		<u>(5,850)</u>
Total Cash Funds		<u><u>42,888</u></u>

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	Up to £1,500,000	<i>Note 1</i>
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OTHER ASSETS

Furniture & Equipment used in the hall:	Up to £60,000	<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 2025



M. ROBERTS, 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, 2025 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.

15th August, 2025.



Secretary's Report 18th September 2025

At the EGM in January 2025 the new Constitution for the Village Hall was approved. We can now confirm, with acknowledgement received from the Charity Commission that the new scheme is in force. It shows as having been amended as of 16th January 2025, though is not yet fully published as one final amendment needs the green light, which was the Object Clause Change. This is just a case of the wording amendment being approved, however all administrative changes, which forms the basis of the new constitution are in force.

Changes are From: A village hall for the use of the inhabitants of the beneficial area without distinction of sex or political religious or other opinions but so that the Burton Joyce and Bulcote afternoon Women's Institute shall be permitted to use the premises free of charge (but subject to payment for heating and lighting) on 26 afternoons in each year in priority to other users upon due notice to the committee of management.

To: The Objects of the CIO are the provision and maintenance of a village hall for the use of the inhabitants of the parishes of Burton Joyce and Bulcote in the county of Nottinghamshire without distinction of political, religious or other opinions, including use for:

- (a) meetings, lectures and classes, and
 - (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.
 - (c) meetings of commercial, and other legally constituted organisations
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- One of the main areas I am now focusing much of my attention with the support of the trustees and committee members, is Grants and Fundraising.
 - The first biggest success was with the installation of the Defibrillator with London Hearts supporting us and The Jones 1986 Charitable Trust providing the defib for free.
 - Our GoFundMe page has also now been launched, which targets four of our main focus areas for fundraising which includes the Roof, heating system, fire safety and disabled access. My next mission is to go out in the village and direct approach the other business and seek their financial support. There is £280 so far and so its clear there is lots of work to do.
 - Furthermore, I am working on an application to Biffa Waste Management who I hope will support the majority of our funding needs for a total roof replacement. I remain optimistic, but am currently collating all the documentation required to evidence the public benefit.
 - The usefulness survey launched last month is designed to further understand what the community feel about the hall. I have some initial responses that I will share though the survey is still live so overall feedback is not yet set in stone.
 - Finally, with a passion for the hall, the villages and our residents, I am also supporting our social media presence to ensure that the community knows the hall is here and to showcase what we have to offer. Only last week we received a response from Buckingham Palace acknowledging our Centenary year, and whilst we have been quiet on the whole, we have at least three events planned over the next couple of months, two of which will take place over the Centenary weekend itself – all aimed at bringing the community together but raising the funds we need to invest in our hall.



Booking Secretary Report 18th September 2025

The year has seen a steady increase in bookings with a wide range of hirers and users, plus plenty of party bookings for children and adults. There is a good variety of activities provided for people of all ages and with a variety of interests.

During the year we have welcomed some new individuals who have held successful classes and events, and unfortunately, seen the demise of the Patchwork class, Baby Sparks and the U3A Flower arranging class. Nevertheless, the Village Hall is a very popular venue and I have to turn down several requests for bookings.

I would like to say a big thank you to all the hirers who send, in writing, or by phone, their required dates and cancellations, this really is appreciated.

In the next few weeks, we will issue the new Conditions of Hire for Regular hirers which will coincide with the price increases that we have implemented to start on 1st November. At this time, we would also like to check your door fobs to confirm that the number on each is valid and with the nominated person.

A new table trolley has been ordered, due to the previous one breaking, the GoFundMe link is now featured on our website and I will be taking a Food Hygiene Certificate in the next month for us to better understand and manage kitchen concerns.

With the new defibrillator now having been installed, we will be arranging for some free training sessions for the community to attend.

Finally, thank you all for your support over the last year.



Facilities Report 18th September 2025

We have had a challenging year in terms of facilities, but we have also made some improvements that will add to a more seamless experience for those in our community who hire the Village Hall.

Whether regular hirers or those who use it on an ad-hoc basis.

The kitchen was completely replaced after we found mould in the lower cupboards. We have upgraded what was already there by adding a dishwasher, energy efficient LED lighting and more heating.

The main hall had all the fluorescent tube lighting replaced with a more energy efficient LED light fitting.

We have appointed Mercury security to install a new fire alarm system. The works for this will begin in early November and will take approximately a week to complete.

Starting next week the accessible ramp will be replaced and a new one in line with the Equality Act of 2010. The new ramp will be larger than the current one so potentially we will be losing one or two car parking spaces next to the kitchen.

As a group of Trustees we spoke about the possibility of adding a defibrillator to the front elevation of the Village Hall. We approached a 3rd party supplier who was very supportive and we managed to secure a unit that is now fully operational for the local community to use.

There is still a lot we need to do namely the replacement of the roof and the heating system throughout the building. We have received quotes and are currently working on how we can apply for grants to move this on.

At this point I would like to add that all the work we have had done has been completed by local tradesman and businesses. Keeping the Village Hall refurbishments within the local community.

John Alls
Facilities BJ & Bulcote Village Hall.