

CHAIRMAN AND TRUSTEES ANNUAL REPORT FOR PERIOD **1st JANUARY 2023 to 31st DECEMBER 2023**

This was a year of stability and looking forward to how the JH could attract 'new custom' raise some much needed funds and survive.

As in 2022, luckily the committee, and in particular, Cynthia, (Treasurer) were able to apply for local and national grants to help with the financing of the hall and pay for essential maintenance that was required to keep the JH open for business. Without these grants and financial support that they bring, the Jubilee Hall would not have survived this period of time and with some careful management of the finances by our Treasurer, we were able to keep our 'heads above water' for another year. Thank you again Cynthia.

This report basically looks back at 2023, as to what we've needed to do, what we've done, what still needs to be done and where we go from here.

It was agreed that this was a time, as in 2022, that could be used to repair, improve or maintain essential areas of the JH but, we, the committee, still recognised and understood that we could not implement any of the costly upgrades and improvements to the hall as there were financial constraints that had to be adhered to and therefore we could only prioritise what needed to be done in order of necessity and affordability.

The hall continues to be maintained and decorated both inside and out and we must thank Wayne Sisson for doing such a great job - it looks a lot better than it did but there is still more to do. Thank you Wayne.

Building and Maintenance:

(1) Car Park

Again, Improvements have been made to the car park; a few pot holes had been gouged up by the Blakemore's vehicles continual use of the car park to access the rear of the Spar shop and another "trough" had developed. Once again, this has now been rectified by Wayne Sisson. The bollards have been re -fixed and a new section of tarmac aligns the pavement. Again Thank you Wayne for overseeing these improvements.

(2) Hall

All other 'improvement projects' and general maintenance issues which were due to be carried out in the hall for 2023 were carefully assessed and given the appropriate priority.

Energy efficient LED lights that were fitted in the corridor and toilets adjacent to the main hall in 2022 were also fitted upstairs in areas with the Angel room - enabling better control of the electricity used within the JH.

(3) Bookings and Entertainment

- (a) There was an increase of 'bookings' and events held in the JH during 2023 and the monthly Music Events and Film Nights were back in full flow and these proved to be an essential part of keeping the JH afloat.

(4) Bar

- (a) There must be a big 'Thank You' to Kim Sisson, our bar manager/licensee and husband Wayne for the excellent work in the bar and their supervision the bar and JH for the events held in 2023. Together, with the help of the rota bar staff, they continue to maintain the high standard they set for the bar and its facilities. It has been transformed from what it once was.
- (b) The bar servers area has been considerably improved and upgraded with the introduction of new beer pumps, air conditioning and a new range of goods to offer - again well done Kim and Wayne and your staff - excellent service given to the users throughout 2023.

(5) Staffing

- (a) There were no staffing issues of note during this period. I take this opportunity to thank all the ancillary staff, the cleaners support staff for keeping the JH in a presentable state for the users.

(6) Finance

- (a) The Treasurer, Cynthia Heath, will outline in more detail in her report, last year's expenditure and any known additional costs we are facing in the next 12 months.

(7) Rates for Hire of the Jubilee Hall

- (a) A small increase in the rates to the hire of the hall for the main room and the 'Angel Room', in line with the requests of the users at the last AGM, has been implemented and will be outlined in more detail by the Treasurer in her report.

(8) Future Plans & Going Forward

Our future plans remain the same as last year and there are a number of projects and improvements to the hall that have been discussed by the Executive Committee and are currently being considered for future implementation depending on funds available and any other grants that we may apply for. These include fitting new toilet cubicles and new flooring in the toilets and new windows to the Angel room, stairs and landing areas at either end. We are actively seeking grants to assist with financing these projects and Anne Holmes and Angus Parker are working together to try and make this happen.

We are also currently in the final development stages of upgrading our website and with the help and expertise of Committee member Mike Kay who has designed and developed the new website, it should have it up and running in the very very soon. Thank you Mike.

However, on behalf of the Committee, the JH users and the community of Brewood as a whole, I would like to say a 'very special thank you' to a very special person, our departing Treasurer, Cynthia Heath, for all the work she has done as Treasurer over her time on the JH committee. Over 13 years loyal service and although there is an annual honorarium that goes with the role, Cynthia chose not to receive it - preferring to leave it in the JH bank account every year.

Without Cynthia's true dedication to the role, her persistence and perseverance when dealing with Utility company's in re-negotiating our terms - without the time Cynthia spent on the telephone and on line - we would be paying a lot more for our Gas and Electricity - and we were also thankful with the way she kept a 'tight hold' on the purse strings, banking funds, paying bills, keeping everything up to date with SAGE. Without any of this hard work and dedication, the Jubilee Hall would not have survived all this time and would have 'gone under' many years ago if not for Cynthia - a true friend of the JH.

As I have stated previously, the Treasurer's job is time consuming and very often a thankless task at times. Thank you once again Cynthia for doing a great job, you are going to be sorely missed and you will be difficult to replace. We wish you 'all the best' for the future after 'retiring' from the role of Treasurer of the BVCC/JH - but please don't forget to come back and see us when you can.

We are still actively looking for a replacement Treasurer. However, in the short term, Kim Sisson, who has worked closely with the treasurer over many years, has agreed to take on the role of Treasurer and with some guidance and support from Cynthia is currently actively undertaking that role.

I would like to formally thank all the Officers, the Executive Committee, the affiliated and regular users and our Jubilee Hall staff, for all the hard work and continued support they have given over these past 12 months and it is hoped it continues into 2024. It is very much valued and appreciated.

We the BVCC - thank you all.

A handwritten signature in black ink, appearing to read 'Angus Parker', written in a cursive style.

Angus Parker

Angus Parker
Honorary Chairman
Brewood Village Community Council – April 2024

BREWOOD VILLAGE COMMUNITY COUNCIL

Income & Expenditure Accounts for year ending 31st December 2023

All unrestricted funds

INCOME 2023

[1]	4000	Hire of Hall & Equipment - regulars	12777
[2]	4001	Hall Hire - one-offs	4396
[3]	4002	Bar Income	29352
	4003	Affiliation Fees	400
[4]	4004	Films	1535
[5]	4005	Donation & Grants Received	6890
	4006	Fund Raising Events	
	4007	Storage	76
[6]	4008	Sundry Income	
		TOTAL INCOME	55426

DIRECT CHARITABLE EXPENDITURE

[7]	5000	Bar Purchases	16520
	5001	Bar Contracts	6092
	5002	Cleaning Costs	294
[8]	5003	Repairs & Renewals	2726
	5004	Heat, Light, Water	6043
[9]	5005	Insurance	1772
	5006	Contracts	16138
	5007	Films	1316
	5008	Stationery & Print	79
	5009	Refunds	-17
[10]	5010	Sundry Expenses	4854
	7603	Payroll Fees	171
		Bad Debts	44
		General expenses	10
		TOTAL EXPENDITURE	56042

EXCESS OF INCOME OVER EXPENDITURE -616

Balance Sheet as at 31/12/2023. All unrestricted funds

Accumulated Fund

		Balance Brought Forward	26693
		Excess of Income over Expenditure for year	-616
		Previous year adj.	
		Total Funds	26077

Represented by the following Assets

Short Term Assets

[11]		Debtors & Prepayments	1554
		Cash at Bank	18038
		Cash in Hand	700
		Bar Stock	6311
			26603
		Less Liabilities	
		Creditors	412
[12]		VAT Liability	114

	Net Assets				26077			
	Notes to the Accounts 2023							
	Accounting Policies							
	These accounts have been prepared as far as possible under the historic cost convention and in accordance with applicable accounting standards and the Statement Practice on Accounting by Charities.							
	There are no restricted fund, at present.							
	Fixed Assets							
	The land and buildings are held in trust for the people of Brewood and are treated as an inalienable asset and, therefore, have no book value. The insured value of the premises is £1,433,610.							
	Other assets are shown in the Income and Expenditure Account when purchased and are not capitalised							
	[1] 4000	Includes regular hire plus 'one-offs' for Affiliated users						
	[2] 4001	Increased slightly						
	[3] 4002	Increased slightly						
	[4] 4003	Tells its own story - see 2020						
	[5] 4004	Increase						
	[6] 4005 includes					Curry Inn		
		Food Van	at Band night		40.00	Food	515.00	
		Annual Parish Grant	2022/23		2,880.00	Raffle	240.00	
		Annual Parish Grant	2023/24		2,880.00	Donations	335.00	
							1090.00	
	[7] 5003 includes	Normal repairs and contracts +						
		Cathedral Hygiene			660.00			
		Outside maintenance			647.92			
		Hall & Bar maintenance			180.00			
	[8] 5005	Insurance			1772.59			
	[9] 5009	Error in Tax			-17.00			
	[10] 5010 includes	Cleaning materials +						
		Mobile Phone Contract			160.00	Ink Cart..	200	
		Quadrant Lifts			346.80	O2	108	
		TV license			159.00	CHESS	269.84	
		BT Broadband			576.00	Bar Licence	208	
		Bryland Fire			156.00	Cancelled Boo	400	
		Deposit for Web Site			597.00	PPL	275.04	
		Refund of deposit			130.00	SSDC Annual	180	
		Money paid into JH in error			270.00	Sage annual	319.2	
	[11] Debtors	Yoga JC			178.50	Booking 46	211.00	
	paying Dec. Fees	Yoga VT			84.00	Booking 41	205.00	
	in January	Trojan			290.00	Booking 42	57.50	
		Lollipop			78.00	S.Staffs Electio	450.00	
	[12] Creditors	HMRC			227.05	NEST	57.93	
	Billed in Dec.	Payroll Fees			19.50	BT Adjustment	83.88	
	Paid in January	Carlsberg			23.94			
	Cynthia Heath - Treasurer		Angus Parker - Chairperson			EXAMINED by A. Bradley		

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Notes to the Accounts 2021

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[1] 4000	Includes regular hire plus 'one-offs' for Affiliated users	
[2] 4001	Increased slightly but still low compared with pre-covid figures	
[3] 4002	Increased but still low compared with pre-covid figures	
[4] 4004	Significant decrease.	
[5] 4005 includes	Brewood Parish Council	2,880.00
	Brewood Parish Council PPE	250.00
	Furlough	4,262.66
	Restart grant	8,000.00
[6] 4008	None this year	
[7] 5000 includes	Current Stock	
[8] 5003 includes	Normal repairs and contracts +	
	Main entrance electrics	2227.00
	Bar area electrics	3200.00
	Lift belt & battery	618.24
	Adapter for stage lighting deck	95.20
[9] 5005	Insurance + individual extras	1,665.00
[10] 5010 includes	Cleaning/anti virus +	
	Mobile Phone Contract	144.40
	Quadrant Lifts	337.20
	TV license	157.50
	BT Broadband	315.00
	Bryland Fire	288.00
	Laptop update	570.00
	Christmas decorations	154.22
	Web set up	216.00
	Sage	242.40
	Fire Direct	200.40
[11] Debtors	Brewood Bowling cancelled an event after paying the deposit	- 114.00
[12] Creditors	Maintenance	34.19
	Kelsall paid in January	41.76
	Payroll expenses paid in Jan.	62.55
	TV License	159.00

EXAMINED by A. Bradley

Independent Examiner's report to the Brewood Village Community Council Board of Management .

This report on the financial statements of the Community Council for the year ended 31 December 2023 is in respect of an examination carried out in accordance normal accounting practises.

Respective responsibilities of the Community Council and the examiner.

As members of the Community Council, you are responsible for the preparation of the financial statements. It is my responsibility to issue this report on those financial statements.

Basis of this report

My examination includes a review of the accounting records kept by the Community Council and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the financial statements and seeking explanations from the Management Committee 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 the view given by the accounts.

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 requirements to prepare financial statements, which accord with the accounting records and comply with normal accounting requirements have not been met; or
- (2) to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached



28/02/2024

A W Bradley, Richmond House, The Saplings, Penkridge ST19 5DE