

BOWERHILL VILLAGE HALL TRUST

Registered Charity No. 297945



ANNUAL GENERAL MEETING

ON

TUESDAY 4TH JULY 2023
AT THE
BOWERHILL VILLAGE HALL
7.30PM

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Registered Charity No. 297945

ANNUAL GENERAL MEETING

AGENDA

Meeting to take place on Tuesday 4th July 2023 in the Village Hall, Bowerhill at 7.30pm

1. Apologies for Absence
2. Minutes of the Last Annual General Meeting
3. Matters Arising (not covered elsewhere in this agenda)
4. Chair's Report
5. Treasurer's Report
6. Adoption of Accounts for Year Ending 31st March 2023
7. Appointment of Auditor for Accounts for the Year Ending 31st March 2024
8. Booking Secretary Report
9. Adoption of the BVHT Constitution
10. Election of New Committee to Serve for the Year 2023/2024
 - a) Representatives of Village Hall Users
 - b) Election of 6 Members of the Public
11. Opportunity for Questions and Comments from the Floor
12. Any Other Business
 - a) Review of Hall Charges.

Following the Annual General Meeting there will be a short meeting of the new committee to elect Officers and consider any urgent business.

Bowerhill Village Hall Trust

Registered Charity Number: 297945

Minutes of the Management Committee Annual General Meeting – Tuesday 12th July 2022 7.30pm

Members present

Chris Broom, Mark Harris, Rosemary Bellinger, Marilyn Mills, Terence Broom, Ann Finch, Rob Whiffing, Lisa White, Julie Cole, Steve Chodley

1. Apologies for Absence	Andy Russell	
2. Minutes of last meeting.	The minutes from the previous meeting held on 17 th August 2021 were agreed as a true record. Proposed Rob Whiffing, Seconded Ann Finch, all agreed.	
		Action
3. Matters Arising	None	
4. Chair's Report	<p>Despite being closed or running at reduced capacity from March 2020 to October 2021 the hall has managed to come through the pandemic in very good shape. With support from Government grants (via Wiltshire Council) the hall has managed to weather the Covid storm remarkably well.</p> <p>We now have 19 regular users plus numerous individual bookings, mainly party bookings at weekends. In September 2021 the hall welcomed Melksham Free Dining, a much needed service providing a free meal and a place for those venturing out again after months of shielding or isolating to meet others socially in a safe environment.</p> <p>Due to the problems we experienced with Camera Security Services we have engaged local firm Radcliffe Fire Protection to take over the maintenance of the fire and intruder alarm systems. They will also take over the maintenance of the CCTV system next year when our contract with Camera Security Services expires.</p> <p>The roof of the hall has been de-mossed and chemically treated to prevent the moss growing back and the large glass skylight was cleaned at the same time.</p> <p>With the aid of a £3000 grant from Melksham Without Parish Council work has progressed to alleviate the flooding in the car park. A professional drainage consultant was employed and has come up with a plan to resolve the problem. Several local contractors have been contacted to provide quotes based on that plan but none have yet been received.</p> <p>As the flooding issue is unlikely to be resolved anytime soon we have allocated this year's MWPC grant of £5000 towards replacing the external doors in the main hall, both meeting rooms and the kitchen with uPVC units supplied and fitted by a local company. All the doors will have opening top-lights to assist with ventilation.</p> <p>We finally managed to hold our last AGM in person in August 2021 where we said farewell to our outgoing Chair and Treasurer. The committee would like to record their thanks to Gavin Owen and Chris Sealy for steering us through some difficult times and we wish them both well for the future.</p> <p>A new Chair, Vice-Chair and Treasurer were duly elected and we welcomed Mark Harris (previous Vice-Chair), Andy Russell and Julie Cole respectively to their new roles. We also welcomed Mr Terry Broom to the committee. Terry is our 'behind-the-scenes' man who carries out an awful lot of the day-to-day repairs and maintenance at the hall and is an invaluable member of the team.</p> <p>The 1st December 2021 saw our new online booking system go live along with our new website www.bowerhillvillagehall.org.uk As a result our bookings continue to increase month on month, so much so that there is little room to accommodate new regular user-groups. Since July 2021 bookings have more than doubled and the number of hours the hall is in use has risen from just under 90 to over 150 per month.</p> <p>We look forward to seeing the hall go from strength to strength and continue to provide a service to the local community.</p> <p>Three high speed hand driers were fitted in January 2022.</p> <p>Mark Harris - Chair</p>	

<p>5. Treasurer's Report</p>	<p>A copy of the final accounts for year ending 31.3.22 was presented.</p> <p>Current Account: £15,252.90 Savings Account:£19,951.93</p> <p>Report for the year ended 31st March 2022. The Accounts were audited by A & N Accountancy Services and certified by them as a true record. Despite operating reduced capacity from March 2020 to October 2021 the hall has managed to come through the pandemic in very good shape. With income and support from Government grants (via Wiltshire Council and Melksham Without Parish Council) the hall has received income of £31000 this year.</p> <p>A £3000 grant from Melksham Without Parish Council has enabled investigations to be completed to assess how flooding in the car park might alleviated. A professional drainage consultant was employed and has come up with a plan to resolve the problem.</p> <p>Plans are underway to replace the Hall doors with help of a grant from Melksham Without Parish Council of £5000.</p> <p>At the close of the financial year the bank balance was £35,204, a very strong position.</p> <p>I am happy to offer the accounts for adoption by the AGM.</p> <p>Julie Cole - Treasurer</p>	
<p>6. Adoption of Accounts for Year Ending 31st March 2022</p>	<p>The accounts were adopted: Proposed by Mark Harris Seconded by Marilyn Mills All agreed</p>	
<p>7. Appointment of Auditor for Accounts for the Year Ending 31st March 2023</p>	<p>A & N Accountancy Proposed by Chris Broom Seconded by Julie Cole All agreed</p>	
<p>9. Election of New Committee to Serve for the Year 2022/23</p>	<p>a. <u>Representatives of Village Hall Users:</u> Bowerhill Scout Group – Chris Broom PHAB – Rosemary Bellinger Craft, Coffee & Chat – Ann Finch Parish Council – Andy Russell Busy Bees – Marilyn Mills Craft, Coffee & Chat – Ann Finch Bowerhill Baby & Toddler Group – Lisa White Melksham Free Dining – Rob Whiffing</p> <p><u>Election of 6 Members of the Public</u> Julie Cole – proposed Chris Broom, seconded Mark Harris Terry Broom – proposed Mark Harris, Seconded Ann Finch Mark Harris – proposed Chris Broom, seconded Marilyn Mills Steve Chodley - proposed Chris Broom seconded Ann Finch</p> <p>Two more members of the public can be co-opted onto the Committee throughout the year.</p>	
<p>10. Opportunity for questions and comments from the floor</p>	<p>None</p>	
<p>11. AOB</p>	<p>a) Review of Hall Charges – The set up and set down of half an hour each side will be reviewed 2022/23 to bring it in line with other village halls who charge for this.</p>	

Meeting closed at 7.50pm

Date of Next AGM Meeting – Tuesday 11th July 2023 7.30pm Bowerhill Village Hall

Bowerhill Village Hall 2022-23 Chair's Report

Despite being closed or running at reduced capacity for 19 months use of the hall is now back to pre-pandemic levels, and we have discontinued our Covid protocols.

We now have 20 regular users plus numerous individual bookings, mainly party bookings at weekends. During the past year we have welcomed two new users – Businesswomen in Networking (monthly) and the NHS Diabetes Prevention Programme, who are now running three courses, which run fortnightly for three months and then monthly for six months.

During the past year local firm Radcliffe Fire Protection took over the maintenance of the fire and intruder alarm systems and the CCTV system. All the systems have been serviced and certified by them and they have been very responsive to any problems, and at a much lower cost than our previous service provider.

With the aid of grants totalling £10,000 from Melksham Without Parish Council and Wiltshire Council (via the Melksham Area Board) we were able to replace all the external doors (except the main entry doors, which were replaced not that long ago) with modern uPVC doors. This has made a considerable difference to the hall, not only in terms of appearance, but also in ambience – to the extent we were able to turn the heating down by two degrees centigrade!

Unfortunately, changing the doors meant we also had to make some changes to the intruder alarm system. New wireless contacts were fitted, and the main panel upgraded. As part of the upgrade some committee members now have the facility to monitor the system via an app on their smartphone and can arm and disarm the alarm remotely.

By having the gully in the car park cleaned out regularly there have been only two flooding incidents in the last year. It is hoped the drainage will be improved as part of the revised access and parking arrangements for the school and hall, but as this is a major capital project for Wiltshire Council it will be some time before we see any changes.

At our AGM in 2022 Mark Harris, Andy Russell, Chris Broom and Julie Cole were re-elected to the positions of Chair, Vice-Chair, Secretary and Treasurer respectively. Other members of the committee continued in their previous roles.

In March of 2023 our Treasurer Julie Cole tendered her resignation. Julie had gained a work promotion which meant she would have less time to devote to village hall affairs. The committee would like to record their thanks to Julie for her work over the last two years and wish her well for the future. A replacement was sought, and David Morley was duly co-opted onto the committee and took over the duties of Treasurer in June 2023.

Our website www.bowerhillvillagehall.org.uk and online booking system continue to work well with support from our web designers Poison Web Studios, a local enterprise based in Melksham. Our bookings have increased to such an extent that there is little room to accommodate new regular user-groups and the number of hours the hall is in use has risen to an average of 175 per month, an increase of almost 17% on last year's average.

We look forward to seeing the hall go from strength to strength and continue to provide a service to the local community.

Mark Harris, Chair, Bowerhill Village Hall Trust

Treasurers Report - Executive Summary as at 31st March 2023

Steady progress. Strong post-COVID bounce back. Healthy financial position. Committee able to maintain high service standards to the community while further investing in Village Hall facilities and infrastructure.

Financial Position

	2023	2022	2021
Treasurer's Account	16,008	15,252	3,732
Savings	14,139	19,951	21,450

Copies of supporting bank statements at the end of March are available.

Would the Committee like me to investigate a better rate of interest on our Savings account (currently 0.80%)? I think Lloyds could do better.

Lloyds also offer an accountancy software package which connects up to business bank accounts. This costs £5 a month, compared with Quickbooks £45-odd per month. And we don't really make full use of Quickbooks' amazing (to me, anyway) facilities. Would the Committee like me to investigate?

Audit

Accountants A&N Services have written (Letter attached) to say they have not carried out an audit. The previous Treasurer does not know why, although the employee who usually conducted the (somewhat informal) annual audit suddenly died recently. But it doesn't sound as though the usual audit was very thorough, so I wonder if the Committee would like me to identify a new auditor?

A&N drew attention to a £5000 bookkeeping error, which my predecessor had confirmed was corrected in April (i.e. it was wrong on 31 March). Just a payment assigned to the wrong bank account.

NB As I have only been on seat for a few weeks I may not be able to answer questions as easily as I would wish. But I can find out the answers and revert.

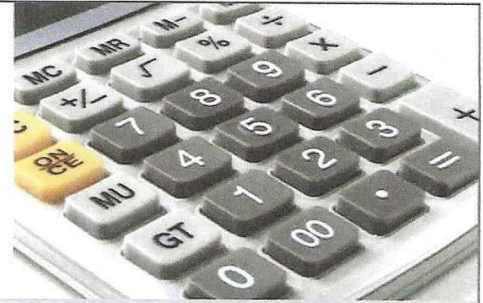
I am happy to offer the accounts for adoption by the AGM.

David Morley (Hon. Treasurer)



Accountancy Services Limited

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Western Way, Melksham
SN12 8BY



Tel: 01225 705758

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Bowerhill Village Hall Trust
Registered Charity Number 297945

29th June 2023

We have examined the computerised records provided, and would like to point out the following:

- 1 We have not carried out an audit
- 2 We have not verified that expenses have been posted to the correct category

We can confirm that we have copies of the year end bank statements for the following two bank accounts:

1	Lloyds Bank 02720296	Balance as at 31/03/2023	16008.90
2	Lloyds Bank 03418194	Balance as at 31/03/2023	14139.01

However on the computerised records the balances are showing as follows:

Lloyds Bank 02720296	Balance as at 31/03/2023	11008.90
Lloyds Bank 03418194	Balance as at 31/03/2023	19139.01

As you can see there is a £ 5000.00 difference on both accounts. Your previous treasurer has confirmed to us by email that this was an error and has been correct as at May 2023.

Yours faithfully



John Applegate (ICPA)

A & N Accountancy Services Limited
Registered Office: 1 Beech Avenue Melksham Wilts SN12 6JP
Company Reg No : 05888212 VAT Registration No: 753 2550 40

Bowerhill Village Hall Trust

Balance Sheet As of May 31, 2023

	TOTAL
Fixed Asset	
Total Fixed Asset	
Cash at bank and in hand	
Savings	19,158.75
Treasurers Account (0296)	15,677.78
Total Cash at bank and in hand	£34,836.53
Debtors	
Debtors	1,073.75
Total Debtors	£1,073.75
Current Assets	
Stock Asset	0.00
Uncategorised Asset	0.00
Total Current Assets	£0.00
NET CURRENT ASSETS	£35,910.28
Creditors: amounts falling due within one year	
Trade Creditors	
Creditors	38.00
Total Trade Creditors	£38.00
Current Liabilities	
Accruals	-173.53
Booking deposit	335.00
Key Deposits	650.00
Payroll Liabilities	
HMRC	77.00
Other Deductions	66.00
Total Payroll Liabilities	143.00
Payroll Liabilities (65)	-45.60
Total Current Liabilities	£908.87
Total Creditors: amounts falling due within one year	£946.87
NET CURRENT ASSETS (LIABILITIES)	£34,963.41
TOTAL ASSETS LESS CURRENT LIABILITIES	£34,963.41
TOTAL NET ASSETS (LIABILITIES)	£34,963.41
Capital and Reserves	
Opening Balance Equity	0.00
Retained Earnings	30,274.79
Profit for the year	4,688.62
Total Capital and Reserves	£34,963.41

Bowerhill Village Hall Trust

Profit and Loss

1 April, 2022 - 30 May, 2023

	TOTAL
Income	
Donations and legacies	5,000.00
Services	27,574.91
Uncategorised Income	11,493.19
Total Income	£44,068.10
Cost of Sales	
Cost of sales	-5,104.68
Total Cost of Sales	£ -5,104.68
GROSS PROFIT	£49,172.78
Expenses	
Advertising/Promotional	19.80
Cleaning and Security	1,435.50
Computer Costs	554.00
Dues and Subscriptions	50.00
Electricity	-406.95
Gas	4,299.70
Insurances	1,199.46
Office/General Administrative Expenses	679.23
Other Professional Services	1,196.51
Payroll Expenses	295.75
Taxes	0.00
Wages	9,576.04
Total Payroll Expenses	9,871.79
Purchases	-25.00
Rent or Lease of Buildings	638.70
Repair and maintenance	25,258.47
Telephone and WiFi	780.78
Travel and Accommodation	1,055.00
Uncategorised Expense	924.80
Water	622.61
Total Expenses	£48,154.40
NET OPERATING INCOME	£1,018.38
Other Income	
Lloyds Bank Savings Account	52.78
Total Other Income	£52.78
Other Expenses	
Other Expense	25.00
Total Other Expenses	£25.00
NET OTHER INCOME	£27.78
NET INCOME	£1,046.16

Booking Administrator Report 2022/2023

Monthly number of bookings, number of hours and income

May 2022 - 54 (150; £1833)

June 2022- 57 (145; £1770)

July - 51 (132; £1601)

August - 37 (104; £1266)

September - 54 (136; £1640)

October - 66 (166; £2012)

November - 62 (162; £1972)

December - 42 (107; £1406)

January - 70 (177; £2169)

February - 63 (165; £2011)

March - 68 (174; £2130)

April - 61 (176; £2219)

May 2023 - 62 bookings; 169 hours; income £2021; up 10.3% on last May

June 2023 - 67 bookings; 168 hours; income £1993; up 12.7% on last June

Our **average income** over the **last six months** is **£2,091 per month**, an **increase of 5.3%** over the previous six months. Bookings remain steady at 60 to 70 per month with hourly usage between 170 and 175 hours per month.

The situation with the Pulse Healthcare bookings (NHS Diabetes Prevention Programme) has improved. I am now in direct contact with the head of their accounts department and their regional co-ordinator so I only have to deal with one person for the bookings and one person for the invoicing. In view of that I have recently accepted a third series of bookings from them and there may be more to come.

Melksham Free Dining have changed their booking again - reduced from 2.5 hours to 2 hours per week, alternating between the main hall and the main hall and room 2 fortnightly.

Baby Sensory - As reported previously Chantelle is handing over to Rachel this month. The booking has been reduced from five hours a week to four. Despite several reminders Rachel has yet to put her booking on the system (Tuesday mornings).

Moo Music - Ruth is going on maternity leave until September of next year and has asked if we would hold her slot open until then. I said I would have to ask the committee. I think holding a one-hour slot open for a year is asking a bit much.

Magical Music - In the meantime I have received an enquiry from Magical Music (www.magical-music.com) asking for a regular 2.5 to 3.5 hour morning slot.

This a franchise business doing much the same as Moo Music, but would be more lucrative for us. The current Moo Music booking is one hour, but does get 'stretched' (with no financial benefit to us).

Little Voices - I have received an enquiry from Little Voices (www.littlevoices.org.uk) for a regular two hour booking on a Wednesday afternoon - drama and singing for 4-18 years. It would fit in between MFD and Willow & Grace Yoga.

Covid - We have now discontinued our Covid protocols so I am now only sending out Hire Agreements and the Standard Conditions of Hire.

I am still removing the buffer zones from party bookings, but making sure there is a gap between bookings to avoid any complications.

Just a reminder that the reduced rate for regular users represented on the committee increased slightly from the 1st of June as follows:-

Main Hall - up from £8.50 per hour to £9.00 (discount reduces from 32% to 28%).

Main Hall & Room 2 - up from £11.25 per hour to £11.50 (discount reduces from 25% to 23%).

The groups affected by this are Melksham Free Dining (since they changed their room usage), Toddlers, Busy Bees, Craft, Coffee & Chat and the 1st Bowerhill Scout Group (Beavers, Cubs, Explorers, Scouts).

The charges matrix on the website and the booking system have been updated accordingly.

Mark Harris, Bookings Administrator, Bowerhill Village Hall Trust