

Bowerhill Village Hall Trust

Registered Charity Number: 297945

Minutes of the Management Committee Annual General Meeting – Tuesday 9th July 2024 7.30pm

Members present

Chris Broom, Mark Harris, Lynne Smith, Rosemary Bellinger, Marilyn Mills, Ann Finch, Jemma Humphreys, Robert Shea-Simmonds, Penny Harvey-Hawkins.

1. Apologies for Absence	Vicky Dorey, Chris Light.	
2. Minutes of last meeting.	The minutes from the previous meeting held on 4 th July 2023 were agreed as a true record. Proposed Marilyn Mills, Seconded Rosemary Bellinger, all agreed.	
		Action
3. Matters Arising	None	
4. Chair's Report – Mark Harris	<p>We have 20 regular users plus numerous individual bookings, mainly party bookings at weekends. During the past year we have welcomed two new users – Restoring the Balance (Pilates) and Fitness With A Difference (fitness for the over-50's). The NHS Diabetes Prevention Programme continues with several courses currently running with a new one starting at the end of July.</p> <p>Radcliffe Fire Protection continue to maintain 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.</p> <p>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 the flooring in the main hall and both meeting rooms.</p> <p>The gully in the car park continues to be cleaned out regularly which has resulted in less flooding than in previous years. 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.</p> <p>As a result of a complaint from a user the old manual shutters between the kitchen and the main hall were replaced with electrically operated items at a cost of £3,500. These were paid for with money from our reserves and were not subsidised in way.</p> <p>The boiler in the kitchen broke down and required repairs totalling over £500.</p> <p>The Toddler Group have installed shelving in one of the large cupboards in the main hall and this will remain in situ if they ever leave the hall. They are also using the other cupboard in the main hall to store their small chairs on the understanding that they may be used by others.</p> <p>At our AGM in 2023 Mark Harris, Andy Russell and Chris Broom were re-elected to the positions of Chair, Vice-Chair and Secretary respectively. A replacement treasurer was still being sought following the resignation of David Morley. Other members of the committee continued in their previous roles.</p> <p>Lynne Smith was subsequently recruited and appointed to the post of treasurer and has made great inroads into sorting out our finances. Our website www.bowerhillvillagehall.org.uk and online booking system continue to work well with support from our web designers Primate Printing (formerly 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.</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>	

**5. Treasurer's Report
– Lynne Smith**

Steady Progress. Healthy financial position. Committee able to maintain high service standards to the community while further investing in Village Hall facilities and infrastructure.

Financial Position:

	2024	2023	2022
Treasurer's Account	12,740	16,008	15,252
Savings	14,303	14,139	19,951

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



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Bowerhill Village Hall Trust

5th July 2024

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

- We have not carried out an audit.
- We have not verified that expenses have been posted to the correct category.
- We have not analysed the Trial Balance provided since it covers the period 31/03/2023 – 31/12/2024, which extends beyond the period under review, being the year ending 31/03/2024.

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

- Lloyds Bank 02720296	Balance as at 31/03/2024	£12,740.62
- Lloyds Bank 03418194	Balance as at 31/03/2024	£14,303.71

We acknowledge that the Balance Sheet is incorrect, as identified by the Treasurer. We believe this to be because the Savings account balance is shown to have reduced by £4, 835.30, when in fact it has increased by £164.70. This discrepancy seems to be due to a grant of £5,000 not being correctly recognized.

Yours faithfully,

Balance Sheet

Bowerhill Village Hall Trust

06/07/2024

01/04/2023 - 31/03/2024

ASSETS

Bank

Bank Account BOW-30987503418194 11,173.60

Bank Account BOW-30987502720296 10,870.73

Bank in Transit 0.00

Total Bank 22,044.33

Other Current Assets

Undeposited Funds 0.00

Total Other Current Assets 0.00

TOTAL ASSETS 22,044.33

LIABILITIES & EQUITY

Equity

Paid-in Capital 30,147.91

Total Equity 30,147.91

Net Income (8,103.58)

TOTAL LIABILITIES & EQUITY 22,044.33

Profit and Loss

Bowerhill Village Hall Trust

Income

Income from Solar Panels 2,767.05

Sales

Sales - Services 26,369.31

Sales Refund -945.00

Total Sales 25,424.31

Other Income 3,551.12

Interest Income 164.70

Total Income 31,907.18

Expenses

Quickbooks -581.52

Cleaning and consumables -1,084.16

Security & CCTV Maintenance -3,151.80

Council Tax -374.92

Gound Rent -62.50

Annual Subscription -276.80

Advertising -17.40

Boiler Repairs -333.60

Gas Safety Check -102.00

Website Update -129.00

Parking Sign -313.00

Water Boiler Service -168.00

Electric -3,426.81

Fire Extinguisher Service -90.00

Insurance Expense -1,199.46

Licenses Expense -293.79

Repairs Expense -15,529.51

Utilities Expense -4,073.88

Wages Expense -8,802.61

Total Expenses -40,010.76

NET INCOME -8,103.58

6. Adoption of Accounts for Year Ending 31st March 2024	The accounts were adopted: Proposed by Mark Harris Seconded by Marilyn Mills All agreed	
7. Appointment of Auditor for Accounts for the Year Ending 31st March 2024	Charlton Baker – formerly A & N Accountancy Proposed by Chris Broom Seconded by Mark Harris All agreed	
8. Booking Administrator Report	<p><u>Booking Administrator Report 2023/2024</u> <u>Monthly number of bookings, number of hours and income</u> May 2023 - 62 (169; £2021) June 2023 - 67 (168; £1993) July - 54 (139.5; £1,670) August - 27 (86.5; £1,132) September - 66 (171; £2,011) October - 70 (196; £2,431) November - 77 (200; £2,426) December - 45 (130; £1,550) January 2024 - 69 (182; £2,177) February - 67 (179; £2,216) March - 64 (172; £2,115) April - 55 (146; £1,848)</p>	

May 2024 - 60 bookings; 170 hours; £2,198
June 2024 - 53 bookings; 145 hours; £1,817
Our **average income** over the last six months was **£2,062 per month**, compared to **£2,055** over the previous six months. Our total income over the last 12 months was **£27,605** or an average of **£2,300** per month.

NHS Diabetes Prevention Programme - still running three courses at the moment, with another one starting later this month. Two other courses failed to materialise because I "didn't respond quickly enough". I had to chase May's invoices.

Moo Music - restarting in September. Has held several "specials" throughout the last year with another one booked at the end of July.

Redeemed Christian Church - used the hall once in May and once in June. They have now set up online banking, but I had to chase them twice for May's payment. Suggest we consider asking them to go elsewhere.

Fitness With A Difference (over-55s) - classes cancelled due to illness in the family. Intends to return in September.

Restoring the Balance (Pilates) - second six-week course now running with a third six-week course booked.

Little Voices - now using the whole hall.

Bobby Tots - have booked four more one-off sessions.

WaBAM - are using the hall more frequently, but still not a "regular" booking.

Piecemakers - are using the hall for several "workshops" in addition to their monthly sessions. Thanks to Vicki Dorey and her group for supporting the hall in this way.

Melksham Without Parish Council - have booked the hall for one of three Neighbourhood Plan consultation drop-in events being held in the area (1700-2000 on the 23rd of July).

Kitchen refit 29th July to 2nd August - as the main hall will not be available for use during the refit I'm trying to get users to move to the meeting rooms or cancel their sessions for that week.

SEN Stay and Play 7th August - a one-off booking, but could become an irregular ad-hoc booking like Bobby Tots.

Private Parties - not quite as many as previously, but still generating quite a bit of income.

I've had to decline several requests for new regular bookings recently because we just couldn't accommodate them.

Hire Charges
The last round of 'levelling up' was implemented on the 1st of June. We now have a 20% discount across the board for all our regular users represented on the committee.

Due to increasing costs and wear and tear on the hall and its contents a review of ALL charges is being carried out with a view to implementing them on the 1st of January 2025. I need someone to carry out a survey of other hall charges in the area.

Our treasurer will be given an overview of the booking and invoicing system to give her an understanding of how it works, but not with a view to taking over as Bookings Administrator!

<p>9. Election of New Committee to Serve for the Year 2022/23</p>	<p><u>Representatives of Village Hall Users:</u> Bowerhill Scout Group – Chris Broom PHAB – Rosemary Bellinger Craft, Coffee & Chat – Ann Finch Parish Council – Robert Shea-Simmonds Busy Bees – Marilyn Mills Bowerhill Baby & Toddler Group – Jemma Humphreys</p> <p><u>Election of 6 Members of the Public</u> Mark Harris – proposed Chris Broom, seconded Marilyn Mills Lynne Smith - proposed Chris Broom, seconded Marilyn Mills Penny Harvey-Hawkins proposed Rosemary Bellinger seconded Chris Broom Three more members of the public can be co-opted onto the Committee throughout the year.</p>	
<p>10. Adoption of the BVHT Constitution</p>	<p>Proposed by Mark Harris Seconded by Chris Broom All Agreed</p>	
<p>11. Opportunity for questions and comments from the floor</p>	<p>Robert Shea-Simmonds enquired about additional bookings for the hall to generate additional income. It was explained that the hall does not currently have any capacity for regular bookings although there are many enquiries. There is however capacity for ad-hoc bookings. The booking schedule was shown on the screen for all attendees to view. Images of the proposed new kitchen were shown on the big screen. The only request was for a none touch waste bin in the kitchen, this will be explored with a foot control (pedal bin) opening.</p>	
<p>12. AOB</p>	<p>None</p>	
<p>Meeting closed at 8:25pm Date of Next AGM Meeting – Tuesday 8th July 2025 7.30pm Bowerhill Village Hall</p>		