

**Bilbrough Village Hall  
Annual General Meeting Minutes  
7.45pm, Tuesday 19<sup>th</sup> March 2024**

**Attendees: Ben Russon, Brian Bussell, Laura Oxley, Lewis Knight, Elliott Noble, Tom Gregory, Samantha Dalton + 10 members of the public**

**Agenda**

- 1. Chairman's report**
- 2. Maintenance report**
- 3. Treasurer's Annual Financial Report**
- 4. Election of validator for Year End Accounts**
- 5. Prize draw report**
- 6. Bookings report**
- 7. Election of officers for 2024**
  - 1. Chairman – CBR**
  - 2. Treasury Lead – BB**
  - 3. Treasury Vice – TG**
  - 4. Treasury Vice – LO**
  - 5. Booking Lead - SD**
  - 6. Prize draw/Comms – EN**
  - 7. Maintenance – LK**
- 8. Any other business**

## **1. Chairman's Report**

Another year has rolled by and once again we arrive at the formalities of the Village Hall Annual General Meeting. This is a statutory event must be held once a year and be open to the public. Ultimately this provides an opportunity for any interested party to witness and understand the mechanics of the management of the hall and the finances that underpin this process. So we will proceed to complete the formal review of the year just gone and also formally elect the committee members for the year ahead. Before all of this, may I take the opportunity to thank everyone here for their tireless efforts to keep the hall functioning, it may not always be fully recognized by all those that utilise the hall but it is very much appreciated. And further to this, after several years of tireless service Helen Hatfield and Aidan Shaw have decided that they will not seek re-election to the committee this year – they have both contributed a great deal over several years and on behalf of all of us I'd like to extend our thanks and gratitude. And in the same context can I thank Samantha and Tom for stepping up to join the committee, we appreciate the support and will welcome fresh ideas and perspectives on the most effective way to fulfil our obligations as Village Hall Trustees. Although we are adequately resourced we can always utilise more help and I feel we should continue to seek out any further interested parties that may wish to join the committee. I look forward to all working together towards another successful year providing a valuable community facility for the benefit of our village. CBR 19/3/24

## **2. Maintenance Report**

Given all the maintenance that the hall has received in recent years, alongside the pressure on the hall's finances, it is fair to say it has been a second relatively quiet period in the year just gone. Discussions continue about the potential for investing in both the fabric of the kitchen and the AV provision – to be continued. The biggest area of improvement is actually intangible, that being the legal process to modernise our constitution – we are now close to a successful completion of this and we thank Laura especially for her leadership on this project, and also wish to acknowledge the help and assistance from Holly Knight also. As a general observation the village hall is in an excellent state of repair both internally and externally. CBR 19/3/24

## **3. Treasurer's Report Financial Year 2023**

The Village Hall recorded a deficit over the period of £2,455.95. However, looking into the accounts in more detail reveals deficit is entirely due to a “one off“ payment to Rollits LLP (actually two payments and 1 still to come) for the CIO incorporation work which was agreed to be funded from reserves. Taking this into account, the Village Hall recorded a small surplus of £190.72 compared with a small surplus of £287.54 in 2022.

Notable changes between 2022 and 2023:

- a) The net profit of social and fundraising events is significantly down. The quiz night was the only event in 2023 (which clashed with the rugby) with a net profit of £305.33. In 2022 pig racing was the only event, but it recorded a net profit of £659.38.
- b) Net proceeds from the Village prize draw lottery are down, partly due to lower ticket sales from the 2022 record year, but primarily due to 2023 including the payment of the fourth instalment of 2022 prize draw as well as all four 2023 prize draws.
- c) Water charges are significantly higher due to the monthly contribution of £13 being insufficient over the last 2 years and with the top up payment made in 2023. The average 22/23 cost is £190, which compares well with the 2020, and 2021 amounts after allowing for inflation. Monthly contributions will be adjusted later this year.

- d) Internet fees are significantly down from 2022, but the 2022 fees consisted of monthly Talk Talk fees plus the two yearly renewal of the domain hosting. The domain hosting is shared with Bilbrough Parish Council, but the payment was not received until 2023 (recorded as miscellaneous). As a result, 2022 costs (high due to the two year domain costing) are further inflated by £259.03.

The Village Hall has significant reserves of £45,221.78 in line with our reserve policy. Nonetheless the Village Hall is only making a very modest surplus and consideration should be given to:

- encouraging an increase in Hall hires,
- considering whether to increase the hourly hall hire rate further, perhaps from £10 to £11 per hour,
- considering whether to invest in the kitchen to encourage greater usage

The trustees are asked to:

- agree to report and accounts, and that they should be submitted to Mike Brown for an independent review,
- reconfirm the reserves policy.

BMHB 3/3/24

**Bilbrough Village Hall  
Charity Number 1116903**

Address:  
Cat Lane  
Bilbrough  
YO23 3PJ

Trustees:  
B Russon                   L Knight  
B Bussell                 L Oxley  
L Gledhill                 E Noble  
H Hatfield                 A Shaw

**Bilbrough Village Hall  
Charity Number 1116903  
Receipts & Payments Accounts  
For the Year Ended 31st December 2023**

<b>Receipts</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Hall & Equipment Hire	2,696.50	2,779.50
Social & Fund Raising Events	533.50	1,413.91
Grants & Donations	0.00	0.00
Village Lottery Draw	1,360.00	1,710.00
Interest Received	435.61	102.87
Miscellaneous	261.33	2.30
	<u>5,286.94</u>	<u>6,008.58</u>
 <b>Payments</b>		
Electricity Charges	675.94	726.53
Water, Sewage & Surface Water Charges	303.72	82.24
Insurance Premiums	698.20	650.90
Cleaning & Material Costs	773.26	721.35
Social & Fund Raising Events	228.17	754.53
Village Lottery Draw	900.00	780.00
Property Maintenance	969.12	847.34
Equipment	0.00	0.00
Licencing & Fees	70.00	70.00
Internet Fee	417.76	988.13
Bank Charges & Miscellaneous	2,706.72	100.02
	<u>7,742.89</u>	<u>5,721.04</u>
 Excess income over expenditure	-2,455.95	287.54
 Unrestricted Funds brought forward	47,677.73	47,390.19
 Funds carried forward	<u>45,221.78</u>	<u>47,677.73</u>
 <b>Statement of Assets</b>	<b>2023</b>	<b>2022</b>
<b>Cash</b>	<b>£</b>	<b>£</b>
CAF Current Account - Unrestricted	24,568.51	27,404.99
CAF Deposit Account Unrestricted	20,653.27	20,272.74
	<u>45,221.78</u>	<u>47,677.73</u>
 <b>Assets Retained for Own Use - value unspecified</b>		
Kitchen & catering items	-	-
Maintenance equipment	-	-
Sound system	-	-
Sundry incidentals	-	-
 <b>Other Asset</b>	<u>-</u>	<u>-</u>
 <b>Liabilities - Contracted for</b>	<u>-</u>	<u>-</u>

#### 4. Election of Validator for Year End Accounts

Once again Mike Brown has agreed to fulfill this function and the committee would like to express their thanks for his time and assistance in this regard.

#### 5. Prize Draw Report

### **BILBROUGH VILLAGE HALL AGM MARCH 2024**

#### ***REPORT FOR VILLAGE HALL PRIZE DRAW 2023***

Total tickets sold: 71 (69 @ £20; 2 pro rata @ £10)

Total raised = £1400

Proceeds to Village Hall funds = £700

Proceeds as prizes = £700

Although 2023 ticket sales were down on the previous two years, the draw still raised a healthy £700 for Hall funds. Unfortunately, the reduced prize pot meant we were only able to pay out five prizes per draw (1x £50 and 4 x £30).

We could potentially simplify the ticket-buying process by allowing entrants to set up a direct debit from 2025. This would reduce admin and give us chance to target reminders more selectively. This is obviously up for discussion.

As ever, any ideas for new and improved ways to promote the draw are most welcome.

Thanks again to Brian and the wider committee for their continuing support.

Elliott Noble

Prize Draw Secretary

18 March 2024

#### 6. Bookings Report

### **Bilbrough Village Hall**

### **Annual General Meeting**

**19<sup>th</sup> March 2024**

#### **Bookings Report**

The number of bookings in 2023 was similar to the previous year but was still significantly less than pre Covid levels.

The Girl Guides continued to use the hall on Monday evenings. There were also regular Yoga classes run by Diana on Tuesday evenings and by Andrea on Tuesday mornings and Thursday

evenings. The Wine Club used the hall 3 times in the year for wine tasting events. Black Diamond Dog Training only used the hall on one occasion in 2023. The Parish council continues to use the hall 6 times a year for meetings. In early 2023 the hall was used for regular exercise classes but they have now stopped. Towards the end of the year a Parent and Baby group started meeting in the hall on Wednesday mornings once a month. The hall has also recently started to be used as a 'pop up pub' venue on Friday evenings once a month.

The village coffee mornings have continued on Wednesdays once a month. The hall is used free of charge for this as the funds raised at the coffee mornings are donated to various charities. Bilbrough Church also uses the hall free of charge several times a year for various events. These include the Safari Supper (every other year) and the Christmas Fair both of which raise funds for the church or other charities.

The hall continues to be popular as a venue for children's parties, family parties and other meetings. It was also used for a Martial Arts course, dance exams, funeral wakes as well as being used as a polling station again.

The total income from bookings for 2023 was £2696.50. This is a similar amount to last year but significantly less than in the years prior to Covid. There was an income of £348 from Girl Guides, £304 from yoga with Diana and £650 from yoga with Andrea. The Wine Club events generated an income of £175 and parties generated an income of £360.50.

This year, the hire charge increased from £9/hour to £10/hour.

As I step down from my role as bookings secretary, I would like to thank everyone on the committee for their help and support over the years.

Helen Hatfield

## 7. Election of officers for 2024

Role	Trustee	Proposed	Seconded
Chair	CBR	EN	LK
Treasury Lead	BB	EN	SD
Treasury Vice	TG	CBR	LO
Treasury Vice	LO	LK	BB
Booking Lead	SD	LO	EN
Prize Draw/Comms Lead	LK	BB	CBR
Maintenance Lead	EN	BB	SD

## 8. Any Other Business

At the conclusion of the reporting and voting aspects of the AGM, the discussion was opened up to the public attendees of the meeting, who wished to air their views and ask questions of the village hall trustees:

- The VH kitchen
  - a. There was consistent and strong desire amongst the attendees to see modernisation work carried out upon the kitchen facilities in the hall utilising monies from the VH reserves.
  - b. The committee agreed the kitchen was a priority for 2024 but noted, post COVID,

the considerable loss of booking revenue had led to the hall only breaking even this year in the absence of any maintenance spending which is unsustainable on an ongoing basis.

- c. The committee acknowledged the delay in commencing the refurbishment of the kitchen due in part to requiring a clear view of what the financial position of the hall now is (post COVID) and what reserves should be held back to offset future loss-making years and maintenance requirements.
  - d. Additionally, the committee will explore grants as an alternative source of funding.
  - e. The committee would welcome any additional volunteers to assist.
- Transparency
    - a. Attendees wished to learn more about the workings of the VH committee and be afforded more opportunity to engage in regular dialogue with the trustees
    - b. The committee was happy to share more with interested parties noting there has not been any reduction in transparency over the past decade and an AGM has been held every March/April publicised on the VH noticeboard (there is a mandatory two-week notice period). This year the AGM was also advertised on the Village Hall WhatsApp group. It is also possible to contact the committee via the email address [billbroughvh@gmail.com](mailto:billbroughvh@gmail.com)
    - c. The committee felt the WhatsApp group was an effective means of communication and plan to continue its use.
  - General suggestions/observations
    - a. There were occasions where cleanliness has fallen short of expectations. The committee noted the challenge of finding a cleaner who was prepared to work both short hours and inconvenient hours. In practice the economics of driving to the village to clean for perhaps 1 hour per week at inconvenient times was challenging. Nonetheless this will be considered further alongside possible changes to booking procedures to increase compliance with the 'leave it as you would expect to find it' basis for hall hire.
    - b. There was a desire for a log book to enable systematic reporting of issues.
    - c. Labelling of the kitchen cupboards so crockery etc is stored in consistent locations after use would be helpful.
    - d. Similarly labelling to identify the hand washing sink would be helpful.
    - e. A tidy out of the storage cupboards would ease retrieval of relevant items.
    - f. It is likely that a working group could be put together at a mutually convenient time to resolve c,d and e.
  - Both the attendees and the committee asked that the minutes reflect sincere thanks and gratitude to Helen Hatfield for all that she did for the hall during her time on the committee.

Meeting closed