

Bilbrough Village Hall
Annual General Meeting Agenda
7.30pm, Wednesday 2nd April 2025

Attendees: Brian Bussell, Laura Oxley, Lewis Knight, Elliott Noble, Samantha Dalton, Sarah Cairns, Tom Gregory

Agenda

1. Apologies - none
2. Chair's report
3. Maintenance report
4. Treasurer's Annual Financial Report
5. Election of validator for Year End Accounts
6. Prize draw report
7. Bookings report
8. New Trustees
Sarah Cairns
9. Election of officers for 2025

Chair – BB

Treasury Lead – TG

Treasury Vice – BB

Treasury Vice – LO

Booking Lead - SD

Prize draw/Comms – EN

Maintenance – LK

10. Any other business

Chair's Report AGM 2/4/25

The AGM is a formal event, open to the public, where we, as trustees, review the past year, sign off the draft accounts, elect new trustees, assign the trustees to various roles and look forward to the next year.

2024 marked the start of the Hall modernisation program with substantial expenditure on replacing the kitchen and refurbishing the toilets. The kitchen is completed with the painting of the toilets earlier this week the toilets refurbishment is very close to completion. The work was completed with the help of an 80% grant from the UK shared prosperity fund.

Further infrastructure investment (replacement of blown or cracked windows, security front door, more sturdy French windows and exterior painting) are in the plans for 2025.

Other modernisation in 2024 includes the establishment of charitable incorporated organisation (CIO), and the new booking system, website and software.

Hall hire hours have risen by 7% in 2025 compared to 2024 and it is hoped this will become a steady increase year on year.

2024 also saw two new trustees joining the hall committee, Samantha Dalton and Tom Gregory, and a fond farewell to our Chair and long-standing trustee Ben Russon.

Before we move onto other matters, I want to take the opportunity to thank all the trustees past and present for their tireless efforts on behalf of the Village Hall. The Hall is a strong centre of social contact in the Village and long may this continue. This wouldn't be possible without the time the trustees giving willing to the Hall. Thank you.

Brian Bussell. Chair 24/3/25

Maintenance Report AGM 2/4/25

The most significant maintenance cost was the £21,975 for the kitchen and toilet improvements in 2024 funded 80% by a grant from the UK Shared Prosperity Fund. The kitchen replacement is complete and the toilet refurbishment complete save for some minor decorating. The grant will continue to support the kitchen and toilet refurbishment in quarter one 2025 on an 80% basis up to a total refurbishment cost of £24,064. Excess costs (which will be modest) will be met in full from Hall reserves.

Further significant maintenance costs are expected in 2025 (supported by a grant) to cover the refurbishment of the external face of the building.

Lewis Knight, Tom Gregory, Brian Bussell 24/3/25

Treasurer's Report AGM 2/4/25

Overall, the Village Hall recorded a deficit of £3,532 in 2024 (compared with a deficit of £2,456 in 2023) reflecting a deliberate policy of expenditure and use of reserves on the modernisation of the Hall infrastructure.

The most significant modernisation cost was the £21,975 for the kitchen and toilet improvements in 2024 funded 80% by a grant from the UK Shared Prosperity Fund. The grant will continue to support the kitchen and toilet refurbishment in quarter one 2025 on an 80% basis up to a total refurbishment cost of £24,064. Excess costs (which will be modest) will be met in full from Hall reserves.

Other modernisation costs of £2,036 were incurred on new booking system website and software, and the conversion to a CIO (Charitable Incorporated Organisation).

Further modernisation costs are expected in 2025 (supported by a grant) to cover the refurbishment of the external face of the building.

Hall hire income received in 2024 was £3,686 up 37% on 2023 but this is flattered by a large late 2023 payment paid in 2024 and some advance 2025 payments. Comparing invoiced hours and money by year shows rental hours up 7% to 328 hours and income up 15% to £3,110.50 reflecting a full year of increased hire charges of £10 p.h.

It is worth noting that there were no social or fundraising events taking place in 2024 but 2 to 3 events are expected in 2025.

The Hall, after allowing for maintenance costs, currently runs as a modest loss (£3,000 - £4,000) and requires the support of grants and reserves to break even. The modernisation program is trying to help achieve break even by improving the facilities. Break-even or modest profit can only be achieved in conjunction with increases in Hall hire charges and an increased number of fund-raising social events.

Brian Bussell, Treasurer 24/3/25

Bilbrough Village Hall
Charity Number 1116903

Address:
Cat Lane
Bilbrough
YO23 3PJ

Trustees:
S Dalton L Knight
B Bussell L Oxley
T Gregory E Noble

Bilbrough Village Hall
Charity Number 1116903
Receipts & Payments Accounts
For the Year Ended 31st December 2024

Receipts	2024	2023
	£	£
Hall & Equipment Hire	3,686.50	2,696.50
Social & Fund Raising Events	0.00	533.50
Grants & Donations	19,251.00	0.00
Village Lottery Draw	1,460.00	1,360.00
Interest Received	943.75	435.61
Miscellaneous	2.30	261.33
	<u>25,343.55</u>	<u>5,286.94</u>
Payments		
Electricity Charges	726.40	675.94
Water, Sewage & Surface Water Charges	231.28	303.72
Insurance Premiums	719.15	698.20
Cleaning & Material Costs	507.87	773.26
Social & Fund Raising Events	0.00	228.17
Village Lottery Draw	710.00	900.00
Property Maintenance	1,377.53	969.12
Modernisation	24,011.43	2,646.72
Equipment	0.00	0.00
Licencing & Fees	110.00	70.00
Internet Fee	373.66	417.76
Bank Charges & Miscellaneous	108.94	60.00
	<u>28,876.26</u>	<u>7,742.89</u>
Excess income over expenditure	-3,532.71	-2,455.95
Unrestricted Funds brought forward	45,221.78	47,677.73
Funds carried forward	<u>41,689.07</u>	<u>45,221.78</u>

Statement of Assets	2024	2023
----------------------------	-------------	-------------

Cash	£	£
CAF Current Account – Unrestricted	1,742.74	24,568.51
CAF Deposit Account Unrestricted	38,946.84	20,653.27
CAF Deposit Account Restricted	999.49	0.00 *

* Council grant in 2024 to be used on kitchen and toilet replacement and redecoration by 31/3/25

41,689.07	45,221.78
-----------	-----------

Assets Retained for Own Use - value unspecified

	-	-
Kitchen & catering items	-	-
Maintenance equipment	-	-
Sound system	-	-
Sundry incidentals	-	-

Other Asset

-	-
---	---

Liabilities - Contracted for

-	-
---	---

VILLAGE HALL PRIZE DRAW REPORT FOR 2024

Total tickets sold: 74

Total raised = £1480

Proceeds to Village Hall funds = £740

Proceeds as prizes = £740

2024 ticket sales were up slightly on the previous year, realising £740 for both hall funds and prizes. The decision was made to continue with five cash prizes per draw (1st prize = £50; 4 others at £30), with the remaining prize pot affording one extra prize in December.

Avenues for simplifying the ticketing process are still limited (for both ourselves and payees) as we still have to distinguish draw payments from others and manually distribute the numbers. However, the vast majority of entrants are 'regulars' who are now familiar with the routine. The village WhatsApp group is also a helpful tool for promotion.

The draw is reliable fundraiser which also serves to keep the VH in people's minds, so it's always worth the effort.

Elliott Noble

Prize Draw Secretary

1 April 2025

BOOKING REPORT

Annual General Meeting - April 2025

Hall hire receipts in 2024 were £3,686.50 up 37% on 2023 but are flattered by a large late 2023 payment made in 2024 and some advance 2025 payments made in 2024. Looking at the receipts by event date shows rental hours up 7% to 328 and income up 15% to £3,110.50 reflecting a full year in 2024 of the increased hire charges of £10 p.h.

Below is a breakdown of the income from the larger regular bookings:

- **Girl Guides** £593
- **Yoga** £570
- **Wine Club** £180
- **Parties** £235
- **Dance Classes** £360

While our income has seen a modest increase, we would benefit from securing more regular bookings. Earlier this year, efforts were made to attract additional Parent and Baby/Toddler classes, but this only resulted in one new booking which was a one off. If there are specific classes or activities that villagers would like to see offered, I am happy to explore options to bring them to the hall.

We continue to host a range of regular bookings at the hall. These include the Girl Guides on Monday evenings, Yoga on Tuesday mornings, and a monthly Stay and Play session. Unfortunately, the additional yoga class that took place on Tuesday evenings ceased in March 2024 due to low attendance. The Wine Club and Parish Council remain frequent users of the hall, and throughout the year, we have accommodated various adult and children's parties and hosted the General Election. Village Socials have also been well attended and following the kitchen modernisation the Committee decided to offer the last social event in 2024 and the first in 2025 free of charge to promote the Hall.

In addition to these, the hall is used free of charge for charitable community gatherings such as the monthly village coffee mornings and church-organised events, including the Christmas Fair.

We have welcomed several new bookings this year, including a dance class every Wednesday afternoon, meetings for the Friends of St Mary's, other ad hoc meetings, and an unusual request from a company using the car park as a drone landing zone. Additionally, a musical group from Belgium, practicing in the church, used the hall for their lunch and toilet breaks, and we also hosted the Rhythm Time toddler group on a lovely sunny Sunday afternoon for a tea party.

A significant development this year has been the introduction of an online booking system, **Lemonbooking**, which was implemented in November. This system allows customers to check live availability and book directly via the website, streamlining the

process. We have already received a few new bookings for 2025 through this system, which has proven to be a more efficient approach.

Additionally, we have updated and introduced new policies. The first change was to our Terms & Conditions, which were previously outdated and difficult to navigate. These are now automatically generated when a booking is made online. Furthermore, we have established policies for **Equality & Diversity, Health & Safety, Fire Safety, Safeguarding, Environment, and Data Protection**. All of these can be accessed via our website.

2025 has started positively with a number of bookings, in particular Jazzy J's, who left a few years ago as they had set up their own studio in Acomb, but now need additional space so have booked 2 hours on a Thursday evening during term time up to July 2025.

We look forward to another year of community engagement and continued improvements to our hall's operations.

Samantha Dalton 24/3/25

Minutes AGM 2/4/2025

1. Apologies

There were no apologies. The Trustees welcomed Sarah Cairns, a prospective new trustee.

2. Chair's Report

The Chair presented his report.

The year had been dominated by the kitchen replacement and toilet refurbishment and redecoration, now largely complete. Nonetheless this wasn't the only modernisation work that had taken place: work on the CIO incorporation was nearing completion, there had been substantial work on the Hall Policies as well as developing a new website and a new booking system.

Further works were planned for 2025.

During the year the trustees said goodbye to Ben Russon a trustee and latterly chair for many years.

The Chair thanked all the trustees for their successful efforts in modernising the Hall.

3. Maintenance Report

The Maintenance report was presented.

Further modernisation work was planned for 2025. In particular the Trustees decided to apply for a grant to cover outside painting, new windows throughout, replacement of the fire safety exit door, replacement of the secure front door, signage and any redecoration necessary.

- LK to progress quotations
- BB/TG to apply for lottery grant

The Trustees discussed the alarm system and favoured a more modern system with internet access. Ryther Alarms had quoted for different levels of functionality, but SD had a more competitive quote with the functionality we required.

- SD/LK to firm up on our requirements and obtain a quotation before proceeding if the quotation was competitive.

4. Treasurer's Report

The Chair presented the Treasurer's report. Again, the accounts were dominated by the kitchen and toilet replacement/refurbishment/redecoration and the grant (£19,251) obtained to 80% fund the work. As at 31/.3/25 the cost of the kitchen and

toilets was £23,470.64 with the grant paying 80% £18,776.51. The grant had now expired, and the Hall would need to pay back the remaining balance of £474.49. The Chair advised the Committee that he was completing quarterly monitoring forms against the benefits suggested in the grant application.

The Trustees discussed the fact that excluding grants the Hall was running at loss of c£3,500-£4,000 p.a. after allowing for reasonable maintenance costs. Although we had substantial reserves this gap would need to be covered over the next 3-5 years from a combination of increased hire charges, increased usage and fund-raising events.

- In the light of this the Trustees agree to raise the hourly charge from £10 p.h. to £15 p.h. discounted to £12 p.h. for regular customers with effect from 1/8/25.

5. Election of Validator

- The committee accepted the draft accounts and agreed to ask Mike Brown to act as the independent validator of the accounts.

6. Bookings Report

The Bookings report was presented and accepted.

7. New Trustee

The Committee welcomed Sarah Cairns as a new Trustee.

8. Election of Officers for 2025

The Officers were proposed, seconded and passed as follows:

Officer	Trustee	Proposed	Seconded
Chair	BB	TG	SD
Treasurer	TG	BB	LO
Treasurer Vice	BB	LO	TG
Treasurer Vice	LO	EN	LK
Booking Lead	SD	EN	LK
Prize Draw/Comms Lead	EN	BB	LO
Maintenance Lead	LK	BB	EN
Event Lead	SC	SD	LK

9. AOB

There was no AOB and the meeting closed.