

Bilbrough Village Hall

Annual General Meeting Agenda

7.30pm, Wednesday 21st April 2026

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

Apologies: None

Agenda

1. Apologies
2. Chair's report
3. Treasurer's Annual Financial Report
4. Bookings report
5. Prize draw report
6. Maintenance report
7. Trustees

Trustees retiring 21/4/26: Brian Bussell, Samantha Dalton

New Trustees

8. Election of officers for 2026/27

Chair –

Treasury Lead –

Treasury Vice –

Treasury Vice –

Booking Lead –

Prize draw/Comms –

Maintenance –

9. Any other business

Chair's Report AGM 21/4/26

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.

The first quarter of 2025 saw the completion of the kitchen and toilet upgrade with many positive comments received from both villagers and hirers alike. Quotations were also received for replacement windows and exterior painting with the intention of progressing in 2026 probably subject to a successful grant application. The replacement of the main door and the fire escape is progressing independently of any grant application.

With hires increasing year on year and with the introduction of the hugely successful Thirsty Fridays, it feels like the Village Hall is becoming an increasingly important part of Village life.

Financially, the hall continues to run at broadly breakeven excluding major refurbishment costs with adequate reserves held for refurbishment for some time to come.

Nevertheless, the Village Hall requires significant volunteer help to continue to function and with two trustees leaving at the end of the AGM we are actively in need of more volunteers and particularly trustees. Without more volunteer help we cannot run the hall as we do now. Recognising the demand on trustee time, we are developing a "low touch" vision of how to use the Hall with less volunteer time (particularly for new bookings) but this will inevitably take a while to implement and I encourage anyone who has some time to spare to volunteer.

I would like to personally thank all of the trustees and volunteers for their continued hard work in keeping the Village Hall up and running.

Brian Bussell. Chair 19/4/26

Treasurer's Report Bilbrough Village Hall

Charity Number 1116903
For the Year Ended 31st December 2025

Introduction

I am pleased to present the Receipts and Payments Accounts for the year ended 31st December 2025. The Hall has remained on a stable financial footing following the significant capital investment undertaken in 2024, closing the year with a small operating surplus of £5.49 and reserves held substantially intact at £41,694.56.

The Year at a Glance

	2025 (£)	2024 (£)	Change (£)
Total Receipts	9,422.53	25,343.55	-15,921.02
Total Payments	9,417.04	28,876.26	-19,459.22
Surplus / (Deficit)	5.49	(3,532.71)	+3,538.20
Funds Carried Forward	41,694.56	41,689.07	+5.49

The headline reductions on both sides of the account relative to 2024 are driven by a single factor: the conclusion of the kitchen and toilet refurbishment project, which both attracted the grant income recorded in 2024 and accounted for the bulk of 2024's expenditure. On a like-for-like basis, underlying income rose by approximately £3,300 (+35%) year-on-year, driven almost entirely by a resumption of fund-raising activity.

Income

Receipts	2025 (£)	2024 (£)	Variance (£)
Hall & Equipment Hire	4,175.50	3,686.50	+489.00
Social & Fund Raising Events	3,019.65	0.00	+3,019.65
Grants & Donations	0.00	19,251.00	-19,251.00
Village Lottery Draw	1,450.00	1,460.00	-10.00
Interest Received	769.14	943.75	-174.61
Miscellaneous	8.24	2.30	+5.94
Total Receipts	9,422.53	25,343.55	-15,921.02

Commentary

- Hall & Equipment Hire rose 11% to £4,175.50, reflecting steady demand for the Hall and confirming a healthy underlying rental base.
- Social & Fund Raising Events delivered £3,019.65 of gross income, a notable achievement given that no such events took place in 2024. After deducting direct

Bilbrough Village Hall, Cat Lane, Bilbrough, YORK YO23 3PJ
Charity Number 1116903 (soon to become CIO Charity Number 1208906)

costs, the year's programme generated a net contribution of approximately £1,143, with the Pop-Up-Pub events contributing £593.03, Quiz Night £300.35 and Wreath Making £224.00.

- Grants & Donations were nil, as expected, following the completion of the capital project (2024: £19,251).
- Village Lottery Draw income was broadly flat at £1,450.
- Interest Received fell by £174.61 to £769.14, reflecting lower average reserve balances during parts of the year and a softer rate environment.
- Miscellaneous income of £8.24 relates to a small correction receipt.

Expenditure

Payments	2025 (£)	2024 (£)	Variance (£)
Cleaning	440.00	507.87	-67.87
Electricity	816.10	726.40	+89.70
Water	358.56	231.28	+127.28
Prize Draw	735.00	710.00	+25.00
Insurance	844.74	719.15	+125.59
Maintenance	843.63	1,377.53	-533.90
Event Expenses	1,875.96	0.00	+1,875.96
Kitchen & Toilets	1,502.22	24,011.43	-22,509.21
Other Modernisation	94.80	0.00	+94.80
Legal	1,140.00	0.00	+1,140.00
Equipment	194.38	0.00	+194.38
Miscellaneous	25.44	0.00	+25.44
Licencing & Fees	90.00	110.00	-20.00
Internet	368.88	373.66	-4.78
Bank Charges	87.33	108.94	-21.61
Total Payments	9,417.04	28,876.26	-19,459.22

Commentary

- Core utilities and insurance showed clear inflationary pressure: Electricity +£89.70, Water +£127.28 and Insurance +£125.59. Together these three lines cost £342.57 more than in 2024 and will need continued monitoring into 2026.
- Maintenance spend fell by £533.90 to £843.63, reflecting a less intensive year following the 2024 works.
- The Kitchen & Toilet project was substantially completed, with £1,502.22 of residual works in 2025 against £24,011.43 in 2024.

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- Event Expenses of £1,875.96 are the direct costs associated with the fund-raising programme described above, and should be read alongside the corresponding income line.
- Legal fees of £1,140 were incurred in connection with the Hall's incorporation as a Charitable Incorporated Organisation (CIO) and in preparing land-related documents.
- Equipment spend of £194.38 covered the kitting out of the refurbished kitchen; a further £94.80 went on other modernisation items.
- Smaller lines (Licencing & Fees £90, Internet £368.88, Bank charges £87.33 and Miscellaneous £25.44) were all in line with expectation. The Licencing & Fees line covers the Hall's alcohol and lottery licences.

Statement of Assets and Reserves

Account	31-Dec-2025 (£)	31-Dec-2024 (£)
CAF Current Account (Unrestricted)	1,482.31	1,742.74
CAF Deposit Account (Unrestricted)	40,212.25	38,946.84
CAF Deposit Account (Restricted)	0.00	999.49
Total Funds Carried Forward	41,694.56	41,689.07

Total funds carried forward at 31st December 2025 stood at £41,694.56, a nominal increase of £5.49 on the prior year-end position. The restricted balance of £999.49 held at the start of the year represented the residual Council grant for kitchen and toilet redecoration, required to be spent by 31st March 2025. This has now been fully applied to the project, and the Hall carries no restricted funds forward into 2026.

Summary and Outlook

The accounts demonstrate that the Hall is now self-financing at its current level of activity: core rental and community income broadly cover core running costs, reserves remain healthy, and the major capital programme is complete. The priorities for the coming year are to:

- Continue to grow the fund-raising programme, which has re-established itself as a meaningful source of surplus.
- Manage the ongoing pressure on utility and insurance costs, including a review of suppliers where sensible.
- Complete the transition to Charitable Incorporated Organisation status.
- Replace the main entrance door, which has reached the end of its serviceable life.
- Replace the fire escape doors to ensure continued compliance and safe egress.
- Replace windows where needed, prioritising those in poorest condition.
- Maintain reserves at a level sufficient to cover any unplanned maintenance on the Hall's fabric and equipment, alongside the planned door and window works set out above.

I would like to thank my fellow trustees, the volunteers and the users of the Hall for their support throughout the year.

Tom Gregory

Treasurer, Bilbrough Village Hall

Date: 19th April 2026

Bilbrough Village Hall, Cat Lane, Bilbrough, YORK YO23 3PJ
Charity Number 1116903 (soon to become CIO Charity Number 1208906)

Bilbrough Village Hall
Income & Expenditure 2025

	Period to 31-Dec-25	Previous Year 2024	Variance 2024	Comparative Year 2023
			Fav/(Adv)	
Income				
Hall & Equipment Hire	£4,175.50	£3,686.50	£489.00	£2,696.50
Social & Fund Raising Events	£3,019.65	£0.00	£3,019.65	£533.50
Grants & Donations	£0.00	£19,251.00	£19,251.00	£0.00
Village Lottery Draw	£1,450.00	£1,460.00	£10.00	£1,360.00
Interest Received	£769.14	£943.75	£174.61	£435.61
Miscellaneous	£8.24	£2.30	£5.94	£261.33
	£9,422.53	£25,343.55	£15,921.02	£5,286.94
Expenditure				
Cleaning	£440.00	£507.87	£67.87	£773.26
Electricity	£816.10	£726.40	£89.70	£675.94
Water	£358.54	£231.28	£127.26	£303.72
Prize Draw	£735.00	£710.00	£25.00	£900.00
Insurance	£844.74	£719.15	£125.59	£698.70
Maint	£843.63	£1,577.53	£733.90	£969.12
Event Expenses	£1,875.96	£0.00	£1,875.96	£228.17
Kitchen & Toilets	£1,500.22	£24,011.43	£22,509.21	£2,646.71
Other Modernisation	£94.80	£0.00	£94.80	£0.00
Legal	£1,140.00	£0.00	£1,140.00	£0.00
Equipment	£194.30	£0.00	£194.30	£0.00
Misc	£25.44	£0.00	£25.44	£0.00
Licensing & Fees	£90.00	£110.00	£20.00	£70.00
Internet	£368.88	£373.66	£4.78	£417.76
Bank	£87.33	£108.94	£21.61	£60.00
	£9,417.04	£28,876.26	£19,459.22	£7,743.39
Surplus/(Deficit) for the Period (Includes Gold Account Interest)	£5.49	£-3,532.71	£-35,380.24	£-2,456.45

Statement of Assets
Cash

	Balance 31-Dec-24	Transfers	Surplus for Year	Balance 31-Dec-25
CAF Current Account Unrestricted	£1,742.74	£500.00	£-760.49	£1,482.31
CAF Deposit Account Unrestricted	£39,946.33	£-500.00	£765.90	£40,212.25
CAF Deposit Account Restricted				
Total	£41,689.07	£0.00	£5.49	£41,694.56

Notes / Analysis
1) Hire money received in '25 was £4,176.25 up (+11%) on '24.
2) Fund raising events received £3k, a huge achievement considering none took place in 2024. After deducting expenses this represented a profit of £1.3k. The 'Pop-Up-Pub' events represented £593.00 profit, Quiz Night £300.25 profit and the wreath making £234.00 profit.
3) No grants or donations were received in 2025
4) Lottery ticket income reduced by £10.
5) Interest received £768.39.
6) Minor correction payment received due to payment error to SD.
7) When discounting Grant Income from last year, increase in Income of £3,303.67, driven largely by the fund raising (+35%)
8) Cleaning costs lower due to one off additional clean in 2024
9) Electricity charges up due to increasing rates +£85.70
10) Water charges up +£127.26
11) Prize draw cost increase due to a one off charge from 2024 being made in Jan 2025
12) Insurance up +£125.59
13) Ongoing maintenance including gardening, heating and fire equipment.
14) Event expenses for Pop-up-pub, quiz night and Wreath making. Profit detailed above.
15) Kitchen and toilet remaining works expenses left over work from 2024.
16) Kitchen and toilet remaining works expenses
17) Legal fees for the incorporation of the CIO and the preparation of documents for land
18) Kitting out the kitchen with equipment where necessary.
19) Village hall expenses - one off item purchases
20) Includes alcohol and lottery license

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Bilbrough Village Hall, Cat Lane, Bilbrough, YORK YO23 3PJ
Charity Number 1116903 (soon to become CIO Charity Number 1208906)

Bilbrough Village Hall
Charity Number 1116903

Address:
Cat Lane
Bilbrough
YO23 3PJ

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

Bilbrough Village Hall
Charity Number 1116903
Receipts & Payments Accounts
For the Year Ended 31st December 2025

Receipts	2025 £	2024 £
Hall & Equipment Hire	4,175.50	3,686.50
Social & Fund Raising Events	3,019.63	0.00
Grants & Donations	0.00	19,251.00
Village Lottery Draw	1,450.00	1,460.00
Interest Received	769.14	943.75
Miscellaneous	8.34	2.50
	9,422.53	25,343.55
Payments		
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Electricity	816.10	726.40
Water	358.56	231.28
Prize Draw	735.00	710.00
Insurance	844.74	719.15
Maint	843.63	1,377.53
Event expenses	1,875.96	0.00
Kitchen + Toilets	1,502.22	24,011.43
Other Modernisation	94.80	0.00
Legal	1,140.00	0.00
Equipment	194.38	0.00
Misc	25.44	0.00
Licensing & Fees	90.00	110.00
Internet	368.88	373.66
Bank	87.33	108.94
	9,417.04	28,876.26
Excess income over expenditure	5.49	-3,532.71
Unrestricted Funds brought forward	38,156.36	41,689.07
Funds carried forward	38,161.85	38,156.36
Statement of Assets	2025	2024
Cash	£	£
CAF Current Account - Unrestricted	1,482.31	1,742.74
CAF Deposit Account Unrestricted	40,212.25	38,946.84
CAF Deposit Account Restricted	0.00	999.49
	41,694.56	41,689.07
Assets Retained for Own Use - value unspecified	-	-
Kitchen & catering items	-	-
Maintenance equipment	-	-
Sound system	-	-
Sundry incidentals	-	-
Other Asset	-	-
Liabilities - Contracted for	-	-

* Council grant to be
used on kitchen and
redecorated by
31/03/2025

BILBROUGH VILLAGE HALL

BOOKINGS SECRETARY REPORT – 2025

Hall hire income for 2025 totalled £4,303.50, representing a £1,193.50 increase (38%) on 2024 (£3,110). This reflects a strong and varied mix of regular hirers, private functions, and community events, alongside a number of additional short-term bookings earlier in the year.

Key contributors to income included:

- Maddie Samwell (Dance) – £735
- Jazzy J's Dance – £651
- Guides – £640
- Andrea (Yoga) – £425
- Diane (Yoga) – £272
- Private Parties – £240

We were pleased to welcome Jazzy J's on a temporary basis from January to August while their studio underwent refurbishment. Although this booking has now ended, it provided a valuable boost to hall usage during that period.

Following the summer, Maddie Samwell's dance classes ceased, however we are grateful for her recommendation of a new dance teacher who has since taken up a Monday afternoon slot, with encouraging signs of this developing into a regular booking.

The Guides continue to thrive, with attendance now close to capacity, demonstrating strong and consistent community engagement.

It has also been positive to see Diane's yoga class return in March 2025, now running successfully on Wednesday evenings with good attendance levels.

Regular bookings from the Wine Club and Parish Council remain an important part of the hall's ongoing use, complemented by a steady stream of adult and children's private parties throughout the year.

Community events have continued to grow, with "Thirsty Fridays" gaining momentum over time, most notably with a highly successful Halloween event. The December wreath-making workshop was also particularly well received, and we hope to repeat this in 2026.

In addition to paid bookings, the hall continues to support the community through free use for charitable and village activities, including coffee mornings and church-led events such as the Christmas Fair.

Our online booking system, Lemonbooking, continues to perform well, with the majority of hirers now using it effectively. Occasional reminders are still required to ensure bookings are submitted correctly, but overall administration has improved.

During the year, we addressed a cleanliness concern raised by a regular hirer, which has now been resolved through revised cleaning arrangements to ensure the hall is prepared in advance of use.

We have also experienced some issues following private party bookings, particularly in relation to cleaning and waste disposal. These have required additional committee time to rectify, and we will continue to reinforce expectations with hirers to protect the condition of the hall.

Summary

Overall, 2025 has been a strong and positive year for bookings, with significant income growth and continued high levels of community use. While some turnover in regular hirers is inevitable, it is encouraging to see new users replacing outgoing bookings.

Looking ahead, our focus will be to:

- Build on this momentum by attracting additional regular hirers
- Continue developing community events and engagement
- Review and strengthen policies to support smooth operation and protect the hall

Samantha Dalton
Bookings Secretary

BILBROUGH VILLAGE HALL AGM

APRIL 2026

REPORT FOR VILLAGE HALL PRIZE DRAW 2025

Total tickets sold: 71 (69 full + 2 pro rata @ £15)

Total raised = £1410

Proceeds to Village Hall funds = £705

Proceeds as prizes = £705

2025 ticket sales were down by a mere three on the previous year, realising £705 for hall funds and prizes. Quarterly prizes thus remained the same (1st prize = £50; 4 others at £30), with the remainder affording one extra prize in the last draw.

Administration is still slightly faffy as draw numbers and funds have to be confirmed and distributed manually. An online entry process would be ideal but this is beyond the scope of the website. The faithful core of 'regulars' remain but despite wider promotion on the village WhatsApp group and website, new entrants y-o-y are still rare. Sending more reminders may help, but at what point does that become 'spamming'?

The stability of the numbers suggest that the draw is something of a village institution, but any ideas for freshening it up would be most welcome.

Elliott Noble

Prize Draw Secretary

14 April 2026

Maintenance Report AGM 21/4/26

The kitchen and toilet upgrade completed in quarter 1 2025. Feedback from villagers and hirers has been very positive.

Quotations have been obtained for external painting and windows replacement. The intention is to be progress in due course in conjunction with a successful grant obligation.

The front door and fire exits have been separated out for more urgent replacement aiming to progress as soon as possible without any grant support to improve the security of the Hall.

Following a period of alarm malfunctioning, the burglar alarm has been replaced with a more modern Ring system consistent with our low touch strategy.

Lewis Knight 19/4/26