

MINUTES
ENGLISH BICKNOR VILLAGE HALL and BAR

A Committee Meeting of E.B. Village Hall & Social Club was held in the Bar on Monday 23rd Oct 2023 at 7.30pm to review the **VH and Bar Accounts**.

PRESENT:

Mr P. Gwilliam (Chairman), Mrs S Shelbourn (VH Treasurer), Mrs J Maxfield (Whist), Mrs D Gwilliam (FOSM & Functions), Mrs M Fox (Tuesday Lunch), Mrs C Sandler (Gardening), Mr K Froud (Table Tennis), Mr R Waldon (Bar Treasurer), Mrs A Watkins (Vice Chair), Mr J Entwistle (Secretary). Mrs R Lacey (History Group), David Gunter (Holding Trustee).

APOLOGIES:

Mrs J Bradley (Bookings Secretary), Mr P Warden (Parish Council), Mrs J McHattie (FOSM), Miss L Bonser (School).

1. Minutes of last meeting

It was decided by the Chairman and Vice Chair that the minutes of the last Committee Meeting would not be agreed at this meeting but at the next Committee Meeting.

2. Opening Comments

PG thanked all committee members for attending the meeting and stated that the VH AGM would be held on the Monday the 20th November at 7.30 p.m. PG asked if all committee members would be staying in their current positions? No changes were announced.

CS suggested that as all committee members/user groups were not present then an email should be sent out asking if there would be any changes in representatives.

Action: JE will send out a mail to this effect and also ask for nominations for a new Village Representatives.

3. ANNUAL ACCOUNTS

VH Bar Accounts

RW gave a report on the accounts for the Bar (copy sent to all committee members prior to the meeting). The accounts of both the VH and Bar are now much clearer as the Bar now only accounts for income and spend directly apportioned to the bar. The VH now picks up the payments for grass cutting, utilities etc.

RW questioned the high price of the Till Service at £432. The Card Machine costs are £316.28 and Credit/Debit Charges are £120.40.

JE asked if S&F also sold wines and spirit in addition to beer? DG pointed out that wines and spirits are bought in local supermarkets when offers are on.

The Bar no longer pays for a Performing Rights licence as this is now covered by the VH. In error two licences were being paid for one by the VH and one by the bar.

Casual staff wages are reduced compared to last year due to the volunteers who man the bar FOC at events. Total Bar Income was £12,238.37 with Bar Gross Profit/Total Operational Income of £4502.02. Banked cash, stock and cash in hand total £14,089.61.

SS proposed the acceptance of the Bar Accounts which were seconded by DG. RW proposed that a donation from the Bar to the VH Charity. RW proposed that £8500 should be left in the Bar Account only with the remaining amount being transferred to the VH as a donation (£3,500 donation).

JE asked if the bar suffered a major breakdown of equipment would the VH step in to give support. SS that in such a case the VH could loan money to the bar. The VH does support the bar with utilities.

KF asked if the bar takings have suffered as a result of the departure of the footballers. RW stated that the bar made 10% profit when the footballers were users. The bar now makes 30% profit.

SS proposed that the bar till float should be reduced from £250 to £150 as £250 is too much. This was agreed by the committee.

Main Hall Accounts

SS presented the VH accounts to the committee (copy sent to all committee members prior to the meeting) and started by saying that the VH has had 38 event bookings in the last year (£4,355). SS continued by saying that the user group fees may have to increase they have been the same since 2009.

Various events such as the various lunches/breakfasts, Jigsaw Sale, Lunch Club, Fete, Quiz etc. raised £3039.15.

The VH received a mowing grant from the PC, £350. The sale of the old container raised £1500 and the VH received a grant from the Gloucestershire FA of £1039 towards the cost of the goal posts for the Cheltenham Town Youth Football.

LPG costs have been reduced as the VH is now part of a buyers group. The British Gas servicing contract has been cancelled as it is expensive at £50 per month. SS has approached three local companies who can perform the annual service for £120-£150 and are available for callouts. After the accounts were finalised the VH paid out £1630 for playing field mowing.

SS applied for a Lottery Fund grant to complete the changing rooms; however, the request was declined. Mrs Joan Maxfield's prize of £1000 has been used to buy new round tables and table cloths for the VH.

The Restricted Account, which has been set up for the development of the play area owed £408.27 to the VH which has now been paid back. Various donations have been received throughout the year resulting in a closing balance of £3377.40. The bank has given £188.40 in compensation and the fund has received £234 from the George Wyrhall and Lucy Machens Charities which will pay for the annual inspection fee. No donation money will be used for the annual inspection fee as this will be paid for by the local charities year on year. It is expected that the local Rotary Club will donate £1000 when the fund reaches £10,000.

CS raised the point that the VH accounts do not include the Restricted Fund figures. **Action:** SS and DG will produce a Restricted Fund account statement and JE will send it out to the committee.

D Gunter asked if the VH is classed as a business or private property with respect to water supply and who is the VH supplier? SS stated that Water Plus was the supplier. DG believes that a better rate can be found and he can give references to SS. Action: SS to investigate other water suppliers.

SS explained that the VH has been subject to high levels of maintenance in the last year. The property has been cleaned and repainted, rendering has been repaired, a cooker and tea urn in the kitchen has been replaced. The 5 Year Electrical Inspection and Electrical PAT testing has been completed. The PA system has been checked out by Simon Andrews FOC.

The Two Rivers Housing Association have agreed to pay the VH £552 which is 50% of the costs for the repair to the drain which was blocked by tree roots which was on Two Rivers land. The payment has not yet been received. **Action:** JE to contact Two Rivers to chase payment.

CS asked where the income from the Youth Football was recorded. SS explained that as the footballers started playing in September which was after the accounts were finalised. They will appear in next year's accounts.

The VH accounts were accepted by the Chairman PG and seconded by JE.

4. AOB

D Gunter needs the conveyance document for the VH to take to the solicitors in Kington, North Hereford who will place the VH on the Land Registry. He also needs a letter signed by all Managing Trustees stating that they agree that the solicitors can carry out this work. A letter was written at the end of the meeting and signed by all six Managing Trustees and given to D Gunter.

AGM advertising: JE will ask for a notice to be placed in the Parish Magazine. Two weeks before the AGM DG will place a notice on the EBVH Facebook page and AW will place posters in the VH, Church, village notice board (bus stop) and finally on the Hillersland notice board (phone box).

There being no other business, the meeting closed at 8.45 p.m.

The next meeting is the AGM which will be held on the November 20th at 7.30 pm.

Signed

English Bicknor Village Hall Main Accounts
Year ending 30th September 2023

	2022/2023	2021/2022
Opening Balance	£30,466.76	£29,415.22
Income		
Hire bookings	£4,355.00	£5,761.81
Village Hall weekly/monthly	£2,212.00	£2,306.00
Donations	£3,000.00	£10,456.80
Functions	£3,039.15	£810.00
Total Operational Income	£12,606.15	£19,334.61
Other Receipts		
Mowing Grant	£350.00	£300.00
Social Club Rebate Cleaning /Insurance/Maint/Rates/Gas		£1,928.14
Goods sold	£1,520.00	
GRANTS	£1,039.00	
Government/FODDC Grant COVID 19		£2,667.00
Total Other Receipts	£2,909.00	£4,895.14
Total Operational Income & Receipts	£15,515.15	£24,229.75
Other Receipts		
Mowing Grant	£350.00	£300.00
Social Club Rebate Cleaning /Insurance/Maint/Rates/Gas		£1,928.14
Goods sold	£1,520.00	
GRANTS	£1,039.00	
Government/FODDC Grant COVID 19		£2,667.00
Total Other Receipts	£2,909.00	£4,895.14
Total Operational Income & Receipts	£15,515.15	£24,229.75

Expenditure		
Water	£495.41	
Electricity	£1,656.00	£0.00
Cleaning	£1,500.75	£1,875.50
Cleaning Iteams	£404.57	
Insurance	£1,252.13	£1,171.66
Licence fees	£251.76	£417.41
Gas LPG	£1,579.32	£2,056.02
British Gas Service	£344.82	£584.20
Mowing Playing Field	£0.00	£0.00
Septic Tant emptying	£200.00	£600.00
Maint/Repairs/Renewals	£5,443.56	£1,741.16
Fire & Inspections	£1,049.01	£2,043.00
Mowing Glebeland	£0.00	£440.00
Plusnet B'band & Phone	£267.97	£407.80
Bank Charges	£106.97	£76.06
Supplies & Stationery	£36.73	£0.00
Returned Deposits/Refunds	£0.00	£150.00
Patio	£447.60	£11,615.40
Changing room extension & goal posts	£2,798.14	£0.00
Ladies Toilets & Flooring	£1,932.40	£0.00
Joan's hero Grant Money	£868.98	
Total Expenditure	£20,636.12	£23,178.21
Operational Profit/Loss	-£5,120.97	£1,051.54
Transfer, Restricted Fund A/C to HSBC	£408.27	£0.00
Transfer from Social Club to HSBC	£0.00	£0.00
Transfer to Restricted Fund A/C	£2,000.00	£0.00
Closing Balance	£23,754.06	£30,466.76

Accounts examined on 20/10/2023 and certified by R Fyffe as true and accurate

English Bicknor Village Hall Main Accounts

Balance Sheet Year ending 30th September 2022

	2021/2022
Current A/C HSBC	£23,754.06
Total Balance	£23,754.06
Memo:	
Restricted Funds A/C Lloyds TSB	£408.27

**2022/23 Accounts - Restricted Funds Bank Account
to the year ending 30th September 2023**

PLAYGROUND FUND

2022/23	
Opening Balance	£408.27
Income	
Donations	£2,000.00
Fundraising shoot	£935.00
Bank reimbursement	£188.40
Fundraising Tack sale	£254.00
Local Charity donation for annual inspection fee	£234.00
Total	£3,611.40
Expenditure	
transfer to HSBC hall main acc	£408.27
Annual Inspection fee	£234.00
Total	£642.27
Closing Balance	£3,377.40

English Bicknor Village Hall Bar Accounts
Year ending 30th September 2023.

	2022/2023	2021/2022
Opening Balance	<u>£8,500.94</u>	<u>£24,718.57</u>
Income		
Electricity from Hall	£0.00	£828.00
Sub Total	<u>£0.00</u>	<u>£828.00</u>
Bar Income		
Cash	£5,830.01	£8,747.86
Credit/Debit Cards	£6,408.36	£6,449.43
Total Bar Income	<u>£12,238.37</u>	<u>£15,197.29</u>
Bar Charges		
- Till Service	£432.00	£396.00
- Card M/C	£316.68	£316.68
- Credit/Debit Charges	£120.40	£119.43
Bar Purchases		
- S&F	£5,111.10	£6,016.20
- Booker	£0.00	£559.90
- Local Purchases	£1,718.17	£1,632.93
Bar Gross Profit	<u>£4,540.02</u>	<u>£6,156.15</u>
Total Operational Income	<u>£4,540.02</u>	<u>£6,984.15</u>

Expenditure		
Electricity	£0.00	£1,656.00
Gas	£0.00	£1,028.01
Performing Rights	£119.40	£113.75
Water	£0.00	£597.35
General maintenance/Glass washer	£0.00	£310.75
Fire/Alarms Service Maintenance	£0.00	£1,881.60
Licences	£0.00	£70.00
Insurance	£349.02	£891.00
Cleaning	£0.00	£937.50
Postage & Stationery	£43.31	£42.36
Business Rates	£108.43	£204.80
Mowing Field/Grass seed	£0.00	£1,400.00
T.V.Licence	£159.00	£159.00
Electrical Works	£0.00	£276.00
Casual staff wages	£135.00	£730.00
EBVH Donation - Patio	£0.00	£10,000.00
Heating repairs	£0.00	£336.60
Bar refurbishment	£0.00	£2,567.06
Bar equipment	£154.64	£0.00
Total Expenditure	£1,068.80	£23,201.78
Operational Profit/Loss	£3,471.22	-£16,217.63
Closing Balance	£11,972.16	£8,500.94

English Bicknor Village Hall Bar Accounts
Balance Sheet Year ending 30th September 2023.

	2022/2023	2021/2022
Lloyds Bank	£11,972.16	£8,500.94
Bar Stock	£1,867.45	£1,759.96
Cash in Hand	£250.00	£250.00
Total	£14,089.61	£10,510.90
Memo:		
Written off stock	£0.00	£195.23