

BROUGHTON PLAYING FIELDS AND VILLAGE HALL ASSOCIATION

COMMITTEE MEETING 7.30pm Monday 25th March 2024

Broughton Village Hall

Item No	Welcome and Apologies	Action
	<p>Present: Clive Gresham (CG) (Chair), Bryony Gates (BG), Andrew Tempest (AT), Pat Scouse (PS), Mark Coster (MC), Helen Cattanach (HC), Don Harper (DH), Barbara Zutshi (BZ) and Ros Gresham (RG).</p> <p>Apologies: Ravi Zutshi, Triv Fleckney and Mark Malitskie. Alex Cattanach</p>	
2024/113	2024/2025 Budget Proposal	
	<p>AT circulated the budget proposal and recommendations detailed below.</p> <ul style="list-style-type: none"> • A provisional amount of £1000 has been included for accountancy software and support. • Electricity costs have run below expectations this year and AT suggested that an additional £1000 be added to budget costs for 2024/25 in addition to the £11318 proposed. The fixed tariff expires in 2025 which could see a rise in costs during the next financial year. • other running costs are generally in line with inflation. • As a result, prime surplus is near zero prior to the change in hire costs against the target of plus £5000. <p>Following research by BG it is evident that our charges are very competitive compared to other village halls and a nominal increase in charges is unlikely to impact future demand.</p> <p>Proposed projects under Building Major Maintenance include: Repointing Gable £3,000 – committed. Main Hall Blinds and Curtains £5,000 – committed. Replacement Oven £4,000 Toilet Refurbishment £3,000 Water pooling around entrance £2,000</p> <p><u>Proposed by AT Seconded by BZ - All AGREED.</u></p>	
2024/114	Approval of Hire Charges for 2024/2025	
	<ul style="list-style-type: none"> - Suggested increase in hire charges presented – see below. Our Hire charges remain competitive for the facilities on offer and take into account the increased running costs for the Association. - The pitch hire fees for the junior pitches have been held to remain competitive and reflects the maintenance undertaken by Kettering FC. A 5% increase has been applied to the adult pitches. - The increases to be applied from 1st April 2024 – BG will advise regular hirers of the changes. All occasional hirer bookings already confirmed will remain at the old rate. <p><u>Proposed by CG Seconded DH - All AGREED</u></p>	BG

	Approval of Hall Blinds/Curtains	
2024/115	<p>CG previously circulated the various costs relating to the options for replacing the Ground level blinds and replacing/refurbishing the high level curtains and tracks. Preferred option from committee members was for internal blinds in window units on ground floor and cleaning and re coating existing curtains at high level together with replacing curtain tracks. Including a provisional sum of £500 for fitting, cost will be approximately £5000.</p> <ul style="list-style-type: none"> - CG to advise the quote providers on replacement curtains that we will not be proceeding. - BG and BZ to be satisfied internal blinds are sufficiently robust. - Alternative quote for internal blinds to be obtained prior to proceeding. - CG to contact curtain cleaners to liaise. - CG to order replacement tracks <p>All AGREED to proceed on this basis.</p>	
	Any Other business	
2024/116	<p>PS mentioned that Northamptonshire Community Fund – Refurbishment of Village Halls application ends 4th April. Another round was due later in the year. AT to investigate.</p>	
2024/117	<p>RG mentioned to the meeting that Broughton Players will be disposing of the stage units following the drama group ceasing, and asked whether to Committee would be interested in purchasing it at a cost of £1000. BZ thought it would be a useful addition to offer occasional hirers. Committee to consider and make decision at April meeting.</p>	Comm
	<p>Meeting closed at 8.20pm</p>	

Broughton Playing Fields and Village Hall Association

Proposed budget for the year ending 31 March 2025

Introduction

This paper sets out the proposed budget for the coming year. In drawing up the budget the following key principles have been observed:

- Hire rates should be set at a level that covers anticipated expenditure, plus a contingency for unexpected routine building maintenance costs, and results in an annual prime surplus of around £5,000.
- Hire rates should not be relied on to provide a subsidy for the Village Show, nor should the Show be relied on to subsidise the daily running of the Hall.
- The primary purpose of the Village Show is to provide an annual community social event, rather than a fundraising event. No budget is currently set for the 2024 Show as its scope is currently under review
- The budget does not assume any expenditure on the Hall development plan

In general, a cost inflation rate of 5% has been assumed, save for the following exceptions:

- Electricity – third and final year of a fixed term contract, therefore 0% inflation
- Cleaning – Mawsley Commercial has announced an 8% rise to £27/hour, effective 1st April. I have allowed a 5% increase in the hourly rate for Tony Brooks.
- Broadband and mobile phone – regulatory settlement is RPI plus 3.9%. TalkTalk has confirmed an increase of 7.7%, and I have allowed 8% for the mobile phones.

Commentary

The detailed budget is shown on page 2. Key points are as follows:

- Current budgeted prime surplus is £1,008. To bring this up towards the target of £5,000, we propose to increase most hire rates by between £1.00 and £1.50 per hour. The purpose of the prime surplus is twofold:
 - To establish a “sinking fund” to allow us to commit to periodic major building maintenance as required, and
 - To protect against unexpected revenue loss and/or cost increases.
- Regular hire income has been budgeted line by line for each hirer. Occasional income is planned to be down slightly due to Bowie Hythe becoming a regular hirer.
- Major building maintenance of £17,000 comprises:

	£
○ Repointing gables	3,000
○ Main Hall blinds and curtains	5,000
○ Replacement oven	4,000
○ Toilets refurbishment	3,000
○ Water pooling around entrance	2,000
- Electricity is budgeted on actual consumption in the year to March 2024. Actual usage was down by around 8% compared with FY24 budget at 29,000 kWh. This may be due to a relatively mild winter, and we might consider it prudent to increase this estimate; the cost of this would be around £900.

Andrew Tempest

25 March 2024

	FY24 Budget	FY24 Forecast £	FY25 Budget £
Income			
Regular Hire	26,000	27,935	26,011
Occasional Hire	6,500	8,049	7,206
Storage Income	1,265	1,265	1,265
Other income	0	400	0
	<u>33,765</u>	<u>37,650</u>	<u>34,482</u>
Expenditure			
Building Maintenance - Routine	-5,775	-4,756	-6,825
Building Maintenance - Contingency	-1,155	0	-1,365
Electricity	-11,372	-10,382	-11,318
Other Utilities	-2,604	-2,609	-2,376
Cleaning	-6,342	-4,741	-6,222
Telecoms	-1,651	-1,815	-1,456
Insurance	-1,595	-1,543	-1,620
Music Licence	-548	-780	-800
Accountancy	0	0	-1,000
Other Expenditure	-154	-635	-491
	<u>-31,196</u>	<u>-27,262</u>	<u>-33,474</u>
Prime Surplus	2,569	10,388	1,008
Building - Major Maintenance	-8,500	-5,279	-17,000
Building Enhancement			
Costs	-5,050	-6,848	0
Grants	0	0	0
	<u>-5,050</u>	<u>-6,848</u>	<u>0</u>
Interest income	500	524	1,200
CIO Conversion	0	-2,221	-8,000
Events			
Village Show	3,000	6,642	0
250 Club	0	1,478	0
Other Events	0	245	0
	<u>3,000</u>	<u>8,364</u>	<u>0</u>
Total surplus/(deficit)	-7,481	4,928	-22,792

Broughton Village Hall Hire Charges 2024/2025

OCCASIONAL HIRERS

Room/Time	2023/24 charge per hour	2024/25 charge per hour	% increase
Hall weekday Mon/Thur	£10.00	£11.00	10.0%
Hall Friday daytime	£10.00	£11.00	10.0%
Hall Friday evening	£11.50	£13.00	13.0%
Hall daytime Saturday, Bank holidays)	£11.50	£13.00	13.0%
Sat evening, Bank Holidays New Year from 6pm	£17.50	£19.00	8.6%
Sunday Daytime/Evening	£11.50	£13.00	13.0 %
Meachem Room	£7.00 (£5 if hired with hall	£8.00 (£6 if hired with hall)	14.3%
Small Committee Room	£6.00 (£5 if hired with hall)	£6.00	0%

2. REGULAR HIRERS

Room/Time	2023/24 charge per hour	2024/25 charge per hour	% increase
Hall weekday	£8.50	£9.00	5.9%
Hall w/end (Fri evening, Sat daytime, Sunday)	£10.00	£10.50	5.0%
Sat evening from 6pm	£15.00	£16.50	10.0%
Meachem Room	£6.00	£7.00	16.7%
Small Committee Room	£5.00	£5.00	0%

3. FOOTBALL PITCHES

Pitch size	2023/24 charge, Broughton occasional hirers	2024/25 Charges occasional hire	2023/24 charge, regular hirers	2024/25 charges regular hire	% increase
5 v 5	£15	£16	£13	£13	0.0%
7 v 7 and 9 v 9	£23	£24	£20	£20	0.0%
11 v 11, no changing	£35	£37	£30	£31.50	5%
11 v 11 + changing	£45	£48	£38	£40	5.3%
Training	£23	£24	£20	£20	0.0%