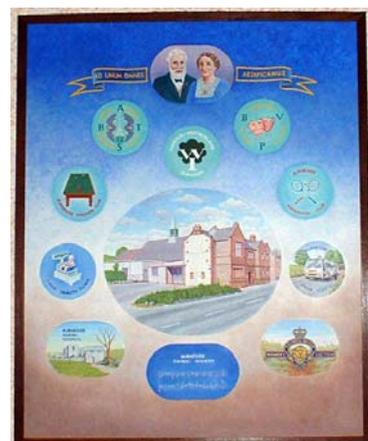


The Bryce Institute

Burneside

Kendal

Cumbria LA9 6QX



Registered Charity
No.: 233864

ANNUAL REPORT

This annual report has been prepared for the financial year 1st April 2010 to 31st March 2011.

Details

The Bryce Institute
Burneside
Kendal
Cumbria
LA9 6QX

email: brycebookings@btinternet.com

The Bryce Institute is registered with the Charity Commissioners (no. 233864) in a declaration of trust dated 17th April 1897 and sealed on the 15th October 1992.

The object of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of Burneside without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

A Management Committee that meets regularly throughout the year administers the Charity. The Management Committee is constituted as seventeen persons, consisting of seven elected and ten representative members, and assumes the roles and responsibilities associated with being the trustees of the charity.

The Bryce Institute Charity Scheme is approved and established with the Charity Commissioners For England & Wales and is administered and managed in conformity with the provisions of the Scheme by the Management Committee constituted as the charity trustees within the meaning of section 46 of the Charities Act 1960.

The Management Committee at the financial year end was as follows:-

Chairperson Mrs Yvonne Nelson (Elected)

Secretary	Mr Gordon Lawson	(Elected)
Treasurer	Mr Shaun O’Sullivan	(Elected)
Elected	Mrs Velma Giraldo	
Elected	Mr Malcolm Conway	
Elected	Vacant	
Elected	Vacant	
Representative	No Representative	(Burneside Parish Council)
Representative	No Representative	(Burneside Parish Council)
Representative	Mrs Sue Cook	(Burneside Amateur Theatrical Society)
Representative	Mrs Sheila Daws	(Burneside Badminton Club)
Representative	Mrs Doreen Newman-Holden	(Silver Songsters)
Representative	Mr Ronald Key	(Burneside Over 60’s)
Representative	Mrs Patricia Turton	(Burneside Youth Club)
Representative	Mrs Francis Caruthers	(Royal British Legion – Burneside Branch)
Representative	Mr Ian Conway	(Kendal Model Railway Club)
Representative	Mr Mitch Platt	(Cumbria Woodturners Association)

The format of the Management Committee is changed from the listed representative user groups in the registered scheme document due to activities ceasing to exist (Burneside Women’s Institute, Burneside Choral Society and Burneside Village Players) and, in the case of James Cropper plc, no longer wishing to provide a representative member.

☞ Independent Accounts Examiner Mr Colin Benson

☞ Bankers Barclays Bank plc

Finance

The banking arrangements were unchanged during the year with the main operating account being with Barclays Bank plc. The Bryce also holds a deposit savings account for future use if it desires to use. The Bryce has a CCLA – COIF Charities Deposit Fund account which is used for the longer term deposit savings investment due to the better interest rates available.

Total income from hire:-	2002 - £ 6767
	2003 - £ 8528
	2004 - £ 9129
	2005 - £ 9344
	2006 - £10077
	2007 - £ 9684
	2008 - £13004
	2009 - £15727
	2010 - £18777
	2011 - £17963

The income from hire, although slightly down on the previous year, is still encouraging in the current financial climate where everybody is needing to tighten their belts. As reported previously, I believe this can again be attributed to the work that goes into raising and maintaining the standard of the

facilities and the efforts of “the few” to go beyond the call of duty setting up and helping users, therefore enhancing the experience for each hirer of which some are very appreciative. The largest proportion of the Bryce’s casual hire income is generated from users of the main hall, with some user groups also booking adjacent rooms in the same hire for their activities for tea/coffee making, changing or session breakout rooms.

The charging structure was changed at the start of the current Financial Year from a period based system to “per hour”. This has made it much easier to manage low usage user group and one offs, although some of the struggling user group have “special rates” attached or they would not have been able to afford and may have been lost to us or completely folded. The new rates were generated from an analysis of what we would charge under the old system along with investigation of other local venues. The rates are still cheap against the alternatives and this continues to stimulate usage.

An analysis of the figures from hire shows a significant rise in the income from usage of the Main Hall but this has to be read in conjunction with previous financial reports when the small Green Room and stage were charged separately to the Main Hall, whereas now they are inclusive. On a like for like basis, income from hire is similar to the last Financial Year. This is seen as a good consolidation where good growths lead up to last year’s figures.

In addition to income from hire the reports show significant contributions, the majority of which coming from the completion of the insurance claim for damage caused to the cellar and heating system during heavy rain flooding the previous year. The failed tanking of the cellar was replaced as part of this claim to reduce the chances of a reoccurrence. The heating boilers were relocated from the cellar to the Green Room to eliminate any effect on the heating systems if water ingress into the cellar was experienced in the future.

The main fundraising events held through the year contributed a healthy sum with profits of approaching £2k for the Cabaret Night in November and the Christmas Fayre held two week later. Both these events were supplemented by matched funding through a Barclays Bank scheme which contributed a further £1500 to the totals.

During last year one of our Committee passed a personal licence qualification funded by The Bryce so we are now able to provide a bar facility selling alcohol when requested. During the Financial Year this initiative started to bear fruit and contributed £941 of profit towards running the facilities.

Grants were gratefully received from Cumbria Community Foundation and Neighbourhood Forum toward some of the improvements undertaken during the year.

Also during the year the complete refurbishment of the gent toilets was completed. The total costs of this project was covered by James Cropper plc who will have free use of the Cropper Room for meetings for a period to be agreed.

The general running costs for The Bryce are still increasing significantly, up 14% on the year ending March 2010 (this on top of significant double figure increases around 20% each year for the last three of four years). It continues each year to be very disappointing that UU changed their pricing structure for surface water drainage, and chose not to exempt Village Halls, which makes even further financial strain on community Charities already struggling. This year The Bryce paid around £1500 for surface water and sewer services, four years ago we were paying approx £250. The cost of gas increased significantly, which has been a trend recently, and the cost of insurance was raised by £553. This was more expected as we had a large claim for completing the work associated with heating system and tanking of the cellar that started last year after flooding damage and was described in last year’s report.

As part of an ongoing programme, significant investment was again made during the year on maintenance and improvements. The reflection in the reports illustrates the completion of the insurance claim work but during the year other significant projects completed included; refurbishment of the gents toilet, improvement work in the ladies toilets, a new single ladies toilet built for the opposite side of the building to where the main ladies toilets are located and new carpet tiling of the Green Room.

In addition to the above, various work was undertaken on roofs to resolve some leaks and damp patches, some of which had been longstanding issues and where previous repairs had not addressed the issues fully. One example is the work on the flat roof over the gents toilet area which has now been covered with a sloping frame and rigid plastic sealed and seemed sheets.

During the year the lease on the adjoining flat where the “Bark of the Willow”, a complementary healing practice, had been operating from was not renewed. The decision was made to revert this area back to a flat and arrangements were made with a tenant to let from the start of April. Part of this arrangement was for The Bryce to provide £2500 towards the refurbishment and the tenant to perform the work and complete the project.

On the year as a whole, the published accounts show a surplus on the year of £1275.

It is an aim of the Management Committee to maintain a reserve equivalent to at least nine months of the running costs as a contingency against a total loss of income for a prolonged period due to unforeseen circumstances. This objective is being controlled well, balancing the income with the ongoing running and improvement project costs, whilst still maintaining this reserve.

£651 of bad and doubtful debts were written off at the Year End. These were made up of non payments covering the last six years and where payment cannot be expected for a variety of reasons.

At the Financial Year end the accounts show a balance in the Barclays account of £6353, COIF account of £1472 with £10,215 of Debtors and Pre-payments.

The accounts of The Bryce Institute were subjected to independent examination, as required by the 1990 Act, by Mr Colin Benson. The Management Committee thanks Colin for his work.

Bryce Institute Building

The only asset managed by the Committee / Trustees remains the Bryce Institute building consisting of-

- Foyer
- Main Hall with permanent stage area (including theatrical lighting)
- 3 meeting rooms (Cropper Room, Acland Room & Green Room)
- A room rented out on a sole user basis to the Kendal Model Railway Club
- The Hoyle Room (ex Reading Room) now 50% rented out for storage to KMRC and 50% rented to Cumbria Primary Care to store a hospital bed and run nursing courses
- An office used by the Community Police
- A rented out business premise (ex caretaker’s flat) consisting of entrance room and consultancy room on the ground floor with two further rooms upstairs.
- Male & female toilet facilities.

The project to renovate and refurbish the Bryce has continued and is now in the position where every room has been refurbished to a good standard and made a nice comfortable place to be. An ongoing painting cycle will continue so that the rooms do not deteriorate in quality as has previously happened.

Future Development

The larger project to renovate the building, including a small extension, and provide improved disabled access, toilet facilities, storage etc. is still being progressed, albeit very slowly. This will need significant funding work to be raised via any grants available from the Lottery or other appropriate charitable organisations.

The ongoing project to improve the facilities and perform urgent maintenance has progressed very well over recent years with every room now having been refurbished to a very good standard.

Work in the coming years will continue this programme with every opportunity being taken to raise the standard including creating further storage where possible.

User Groups

The Bryce user base is predominantly unchanged from previous years. The Institute is currently used on a regular basis by a wide variety of users ranging from various sports activities (karate, judo & kick-boxing) to theatrical performances and musical concerts, model railway to woodturning enthusiasts and Youth Club to over 60's activities.

The Bryce is also slowly picking up more business hire for meeting rooms from a variety of companies including James Cropper plc, Creative Support and Cumbria Primary Care Trust. The one thing we would like to see are new user groups using the meeting facilities from the local community, but there does not appear much movement on this front as society seems to be ever more reluctant to get involved, and less people are prepared to run activities, especially where children and teens are concerned.

The facilities continue to have regular and considerable use in the evenings but there remains substantial unfulfilled potential for daytime and Saturday activities.

Some examples of the regular activities available to people from the village and surrounding areas that they can visit The Bryce to watch or participate in are:-

- Burnside Amateur Theatrical Society - Pantomimes, plays, songs from the shows and cabaret evenings
- Burnside Badminton Club
- Burnside Judo club
- Burnside Over 60's club - Indoor bowling and other activities
- Burnside Youth Club
- Royal British Legion – Women's Section, Burnside Branch meetings
- Cumbria Woodturning Association – wood turning
- Kendal Model Railway Club
- MF Kickboxing
- Matthew Miller Karate
- James Cropper plc for AGM and Meeting Rooms
- Cumbria Primary Care for meetings and training courses
- Creative Support for meetings, training and office facilities

Cumbria Police

There is also regular usage, and irregular, by Local Council activity, WI, Schools, Majorettes and Young Farmers as well as a long list of others.

In addition to this the facilities have been used for a variety of private functions, charitable functions and rummage sales during the year.

Other

This report would not be complete without thanking all the members of the Management Committee for their attendance and efforts over the last 12 months and for their representation of their respective user groups. Special mention within this must also go to the small core of the Committee, and a couple of friends not on the Committee who know who they are, and whose efforts are well above and beyond anything that could be called reasonable. Without these few there would be far less progress on refurbishment and more significantly a reduced income from hiring.

There is no doubt that the village needs a building such as The Bryce to provide facilities to explore a range of hobbies, social & recreational activities, and without the dedication, time and effort shown by this group of people the position would not look as bright as it currently does for maintaining this provision for the long term use by the community.

Shaun O'Sullivan
Treasurer