

Withersfield Village Hall

Registered Charity No 304957

Trustees' Annual Report

1st May 2021 – 30th April 2022



Trustees as at 30th April 2022

Tom Mytton-Mills – Chairman
Grant Dobinson – Treasurer up to 15th April 2022
Stephanie Watson – Secretary (Treasurer from the 15th April 2022)
Nick Harewood – Trustee
Sheila Horton - Trustee
Jenny Rajack – Trustee
Jill Johnson - Trustee

Sally Day – Hall Warden

e-mail contact: withersfieldvillagehall@gmail.com

Bookings telephone number: 07917 167891

Website: <http://withersfieldvillagehall.onesuffolk.net>

Governance

Withersfield Village Hall was established as a charity by a Trust Deed dated 24th March 1965 and as such is registered with the Charity Commission under number 304957

The building was originally the Withersfield Church of England School, built in or around 1863. The school closed in or around 1960 and the building was conveyed to the Parish Council as custodian trustee, to be held upon trust for the purposes of a Village Hall for the inhabitants of Withersfield and neighbourhood.

Withersfield Village Hall Management Committee are the administering trustees' being responsible for managing and maintaining the building in a good state of repair.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity. The Committee can consist of five elected members of the Committee and four representative members of the Committee (two from the Parish Council and two from the Parochial Church Council).

All members of the Committee retire at each Annual General Meeting which must be held in the month of April each year or as soon as practicable thereafter. There is no limit to the number of years in succession a Trustee may serve provided that he or she be duly re-elected each year or are nominated as representative members from the affiliated organisations.

The Management Committee has the power to co-opt up to five further trustees to hold office until the end of the Annual General Meeting following the co-option.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall the following policy statements have been adopted:

- Health & Safety Policy
- Child, Young Person, and vulnerable Adult Safeguarding Policy
- Finance & Procurement Policy
- Reserves Policy
- Complaints Policy
- Conflicts of Interest Policy
- Equal Opportunities Policy
- Hiring Policy
- Fundraising Policy

Copies of these are included within the Trustees' Welcome pack.

There have also been additional Covid-19 related policies and risk assessments in force during the year to enable Withersfield Village Hall to be managed as a Covid-secure building. These policies and risk assessments are in line with guidance issued by ACRE and have been reviewed regularly and updated throughout the course of the year.

Hiring Agreement

Use of the Village Hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The Village Hall has a Premises Licence (not including alcohol). It is not registered with the local authority for small society lotteries. The hall is licenced by the Performing Right Society for live and recorded music.

Risk Management

Insurance

The Village Hall is insured with respect to property damage (buildings insurance) by Allied Westminster (Insurance Services) Ltd (£441,391 cover). It is insured with the same company with respect to contents (up to £7,409), public liability (£10,000,000), employers liability (£10,000,000) and legal assistance.

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Building Issues

A valuation and building condition survey is undertaken at regular intervals by a qualified surveyor at the request of our insurer.

Portable electrical appliances are tested by qualified personnel every 2 years and was due in 2021/22. This was completed on the 19th June 2021.

The mains electrical installation is checked by a qualified engineer every 5 years and is next due for review in November 2024.

Monthly checks are made of all the emergency exit lighting. Firefighting appliances are inspected annually under contract with Chubb Fire & Security Ltd. The fire alarm system is

tested monthly by a member of the committee and inspected twice yearly by Swift Fire and Safety Ltd. During the Autumn of 2021 the old fire alarm panel stopped working. As the panel was deemed obsolete, a new Fire Alarm Panel was purchased and installed by Swift Fire and Safety Ltd.

Objectives of the Charity

The objectives of the charity are: A Village Hall for the use of the inhabitants of the Parish of Withersfield in the County of Suffolk without distinction of political, religious or other opinions including use for meetings, lectures, classes and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

The trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued below.

Principle Activities in Pursuit of Objectives

The Hall is in use most days of the week for a variety of activities including Bowls clubs, Bridge clubs, Yoga and Pilates classes, dog training classes and My Little Village.

The Hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fund-raising fayres.

Funding strategy

It is the strategy of the trustees to manage the revenue budget on a self-financing basis. The contributions made by the users of the hall are set to achieve this.

Volunteers' Effort

Management costs are kept to a minimum through the use of volunteers for regular maintenance of The Hall. In a normal year, on average 10 hours of volunteer time is given each week to cover routine tasks such as fire alarm and emergency lights testing, administration and accounting, and maintenance. In addition, Trustees give between two to three hours every quarter for meetings and discussions.

2021-2022 Achievements

Whilst at the start of 2021/22 we were still in "COVID lockdown", it feels like we soon made up for it.

Hirings recommenced during July, and we were pleased to welcome back our regular clubs and classes. Our annual Quiz Night was held in March and our thanks goes to our quiz Master, Geoff Aldsworth.

The Management Committee also had a bit of a restructure with new lead roles on the committee for Buildings and Maintenance, Health and Safety, and Fundraising and Events. Our policies have now been written and approved by the Committee and are available to view on our brand-new website at <http://withersfieldvillagehall.onesuffolk.net>.

During the year the Hall has benefited from 3 grants, 2 of which are to help with the costs of meeting COVID requirements and for getting restarted after COVID. The third substantial grant of £9,750 was received from "Awards for All" to pay for the refurbishment of the kitchen. This work was completed in March and included a new replacement fridge and the installation of an oven which has been requested by some users of the Hall. A microwave oven was also donated to The Hall.

The internal redecoration programme was also completed with all walls and paintwork in the main halls and kitchen receiving new coats of paint. The curtains and committee room carpet were cleaned but at this time the Committee felt that they didn't need replacing just yet.

The revised storage extension plans were drawn up by a local architect firm and submitted for planning permission. A small revision was required, and this was resubmitted just before the end of the financial year.

In December we said goodbye to our Village Hall Warden – Nicola Randall and we would like to thank her for all her help and support. But as one door closes another door opens, and we would like to welcome Sally Day as our new Village Hall Warden. Sally has been in post since December and has really settled into the role.

Moving on to our Trustees, we have three resignations for the AGM and the Committee would like to thank Grant Dobinson, Jill Johnson and Jenny Rajack for all their hard work over the years that they have been a Trustee of the Village Hall Management Committee.

Reserves Policy

The charity had £49,785 in the bank as unrestricted reserves at the year end. The cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture and equipment replacement. It is the trustee's policy to maintain unrestricted reserves of between 100% and 150% of an average annual revenue expenditure (£10,000 to £15,000).

The trustees are satisfied that the current reserves at £49,785 are more than adequate for the short-term operation of the Hall.

The trustees are responsible for the maintenance of the Village Hall and from time to time this involves major works far in excess of cash reserves held. On identifying such major works, fundraising is undertaken with the object of meeting costs in full (i.e., without needing a loan). Such funds would be restricted. The current storage extension plan fits into this category and for the year just ended, £1,656 was held as restricted funds. Small residual restricted funds were held for the Kitchen Refurbishment £490 and COVID Restart £51 bringing total reserves to £51,982.

Future Plans

As we move into financial year 2022/23, we are continuing our improvement programme.

The Village Hall is schedule to have the external paintwork painted in early Summer and the Committee are investigating the replacement of the existing flat roof over the main hall extension. This roof is now just over 20 years old and is beginning to show signs of age. Towards the end of the year or early the following year the main hall floor will be restored and resealed.

The plan to extend the hall to accommodate the storage requirements is going to be the main feature of work for 2022/23, with planning permission having just been granted. The design will push out at the back of the hall from the existing main hall extension and accommodate all the tables, chairs and staging, freeing up more space within the main hall. The existing store cupboard will be made into two smaller cupboards with a new door pushed through the external side wall to make a new disabled access. This will also become a new fire exit, replacing the existing fire exit at the back of the hall which will become the doorway into the storage extension.

The Committee continue to look for ways to raise the funds and for the first-time plan to hold an evening of Jazz music in May. The race night and quiz night are also planned for later in the year. Other ideas are actively being investigated and all ideas are welcome.

A last minute change due to the inclement weather meant that the Village Hall also played host to the Platinum Jubilee celebrations in June.

Having said goodbye to several of our Trustees we are hoping to also welcome a couple of new Trustees at our AGM...but more on that in next year's Annual Report.

Appreciation

The Trustees give their time and effort free of charge or benefit and in turn are grateful to all who support The Hall in terms of hiring The Hall, providing support to The Hall, attending events, running events and sessions and for the donations received.

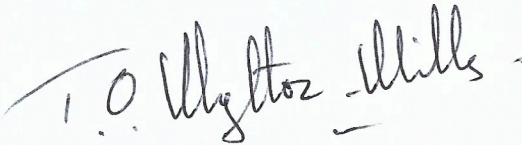
Contact

The Trustees endeavour to provide a village hall that the local community enjoy using and that they can carry a sense of pride in. We are always welcome any ideas for further improvements and would ask that local people do not hesitate to contact any of the Trustees with comments and feedback.

Declaration

The Trustees declare that they have approved the Trustees' report above and the accounts following this declaration.

Signed on behalf of the charity's trustees



Tom Mytton-Mills
Chairman

Date: 24th June 2022



Stephanie Watson
Treasurer

Date: 24th June 2022

**Independent Examiner's Report
To the trustees of the Withersfield Village Hall Management
Committee**

I report on the accounts of the Trust for the year ended 30 April 2022, which are set out on pages 1 to 2.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether any particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

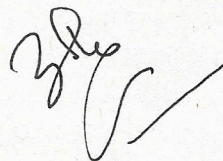
(1) which gives me reasonable cause to believe that in any material respect the Trustees have not met the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Felicity Slinger
Address: Turnpike House
Withersfield
Suffolk

Signed:



Date: 12th June 2022

Withersfield Village Hall Management Committee
Financial statements for the year ending 30 April 2022

Receipts and Payments Account

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Receipts				
Donations	0	428	428	2,000
Hire of Hall	7,026	0	7,026	1,210
Fundraising Events (note 3a)	251	0	251	0
Interest	34	0	34	93
Grants	2,667	10,879	13,546	10,000
	<u>9,978</u>	<u>11,307</u>	<u>21,285</u>	<u>13,303</u>
Payments				
Cost of Fundraising (note 3b)	320	0	320	0
Wages	1,951	0	1,951	1,100
Premises & Facilities (note 3c)	13,350	1,338	14,688	1,929
Major Capital Expenses (note 3d)	0	9,000	9,000	0
Administration (note 3e)	1,448	772	2,220	1,230
	<u>17,069</u>	<u>11,110</u>	<u>28,179</u>	<u>4,259</u>
Excess/(Shortfall) of Receipts over Payments	(7,091)	197	(6,894)	9,044
Transfers between funds	0	0	0	0
	<u>(7,091)</u>	<u>197</u>	<u>(6,894)</u>	<u>9,044</u>
Opening reserves 1 May 2021	56,876	2,000	58,876	49,832
Closing reserves 30 April 2022	<u>49,785</u>	<u>2,197</u>	<u>51,982</u>	<u>58,876</u>

Statement of Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	Total 2,022 £	Total 2,021 £
<i>Cash Funds</i>				
Current Account	5,945	2,197	8,142	14,770
Less Deposits held in Current Account	(300)	0	(300)	0
CCLA Deposit Account	44,140	0	44,140	44,106
	<u>49,785</u>	<u>2,197</u>	<u>51,982</u>	<u>58,876</u>
<i>Other Monetary Assets</i>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Liabilities</i>				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Withersfield Village Hall Management Committee
Financial statements for the year ending 30 April 2022

Notes

1. The financial statements of the Withersfield Village Hall Management Committee have been prepared on a receipts and payments basis.

2. The movements in restricted funds during the year were:

	Bal B/fwd £	Receipts £	Payments £	Transfers £	Bal C/fwd £
Village Hall Storage Extension Fund	2,000	428	(772)	0	1,656
Restricted Kitchen Refit Fund	0	9,750	(9,260)	0	490
Restricted Covid Restart	0	1,129	(1,078)	0	51

Specific Donations and Grants were received in year with restrictions applied.

3. **Receipts and Payments analysis**

	Unrestrict ed Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
a. Fundraising Events				
Quiz Night	231	0	231	0
Race Night	0	0	0	0
Jazz Night	20	0	20	0
	<u>251</u>	<u>0</u>	<u>251</u>	<u>0</u>
b. Cost of Fundraising				
Quiz Night	111	0	111	0
Race Night	0	0	0	0
Jazz Night	209	0	209	0
	<u>320</u>	<u>0</u>	<u>320</u>	<u>0</u>
c. Premises & Facilities				
Rates	380	0	380	69
Water	274	0	274	213
Energy	1,020	0	1,020	1,154
Cleaning Contract	1,211	0	1,211	29
Cleaning Materials	116	0	116	134
Security	32	0	32	0
Safety Inspections	72	0	72	0
Repairs & Maintenance	10,209	0	10,209	464
Purchase of Equipment	36	1,338	1,374	0
	<u>13,350</u>	<u>1,338</u>	<u>14,688</u>	<u>2,063</u>
d. Major Capital Expenses				
Kitchen Refit	0	9,000	9,000	0
e. Administration Costs				
Printing, postage and stationery	110	0	110	9
Advertising	42	0	42	0
Telephone	328	0	328	322
Insurance	798	0	798	765
Licence and Subscriptions	132	0	132	0
Legal & Professional	0	772	772	0
Sundry	38	0	38	0
	<u>1,448</u>	<u>772</u>	<u>2,220</u>	<u>1,096</u>

4. No payments were made to Trustees for carrying out their duties.