

Hale Village Hall New Forest

Charity no. 1175048

Trustees' Annual Report 9th October 2017 to 31st December 2018



Trustees as at 31st December 2018

J. Hartas – Chair
G. Adams – Treasurer
M. Nobes – Secretary
M. Batterbury – Hall Manager
S. Adams – Village and Brownies
D. Vine – User Group (Social Committee)
J. Mangan – User Group (Parish Council)
G. Smith – User Group (Cricket Club)
P. Downard – User Group (Transition Group)
D. Keniston – Village
D. Mussell – User Group (Horticultural Society)

Website: www.halevillagehall.co.uk

Email contact: halevillagehall@btinternet.com

Bookings telephone number: 01725 510050

Legal Status

Hale Village Hall New Forest is established as a Charitable Incorporated Organisation and is registered as such with the Charities Commission under number 1175048. The operating name of the CIO is Hale Village Hall.

Land and Building

The Hall was built in 1932 at a cost of £670 and on completion was conveyed to be held in trust by the official Trustee of Charity Land. In 1990/91 major improvements were carried out providing new toilets, windows, roof tiles, insulation, heating system and increased storage space. In 1998 a National Lottery grant financed a two storey extension and the kitchen flat roof was replaced with a pitched roof. Between 2013 and 2016 the lighting, heating and hot water systems were renovated, a new fire alarm system was installed, the kitchen and toilets were refurbished and equipment replaced, some windows and the soffits and fascias were replaced, the outside and the main hall were redecorated and the floor was repaired. Recently broadband has been installed, a projector and new sound system installed and the downstairs area has been redecorated and refurnished to form a room available for smaller events and meetings.

The Trustees are working to ensure the Hall is maintained in good condition and have also prepared plans for an extension which is subject to securing necessary funding.

Appointment of Trustees

The Constitution governs the appointment of Trustees and the management of the charity. The minimum number of Trustees is three and the maximum permitted under the Constitution is seven Village elected Trustees, ten Trustees representing user bodies and three co-opted Trustees.

Village Trustees are elected at the Annual General Meeting (usually held in March): each trustee serves for 1 year and can stand for re-election at the AGM. In addition, approved regular user groups are permitted to appoint one trustee. The Trustees form the Management Committee of the Village Hall which has the power to co-opt up to 3 further Trustees on an annual basis.

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

Equal Opportunities Policy

Copies of these policies are included in the Trustees' Welcome pack

In addition the Committee are also guided by policies on Approval to Spend and Reserves.

Hiring Agreement

Use of the Village Hall by non-regular users 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. Regular hirers are subject to terms and conditions appropriate to their use of the Hall.

Licences

The Hall has a Premises License (including alcohol).

The Hall is licensed by the Performing Right Society for live and recorded music.

The Hall is licensed by the Motion Picture Licensing Company for the showing of films.

The Hall is not licensed for showing of live or catch up TV programmes and the internet system is disabled to prevent this occurring.

Risk Management - Insurance

The Village Hall is insured with respect to property damage (buildings insurance) by Allied Westminster Insurance (£876,659 cover). It is insured with the same company with respect to contents (up to £39,971) public liability (£10,000,000) employers' liability (£10,000,000), trustee indemnity 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.

Gas appliances and portable electrical appliances are tested by qualified personnel annually or three-yearly as required.

The mains electrical installation is checked by a qualified engineer every 5 years.

A Fire Safety Risk Assessment is reviewed annually by the Committee, or after significant material changes have been made to the fabric or layout of the building, as required by the Fire Safety Order law 2005 -

Fire fighting appliances are inspected annually under contract with Churches Fire Security Ltd.

Fire alarms are tested each week and recorded as such and are also tested twice annually by The Alarming Company Ltd.

Emergency lighting is tested monthly and recorded as such.

Volunteers from the Committee carry out other regular maintenance checks.

Objects

The objects of the CIO are to establish and run a Village Hall and to promote for the benefit of the inhabitants of the Parish of Hale (the area of benefit) and the local area of Hampshire and Wiltshire without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of 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 this period.

Principal Activities in pursuit of Objectives

The Hall is in use most days of the week for a variety of activities including use by Hale Primary school for assemblies, indoor PE, school plays, preparation and serving school lunches and other educational activities of the school, Toddlers Play Group, Brownies (including pack holidays), Table Tennis Club, Film Club, events hosted by Hale Social Committee, Cricket Club, Puppy Training, monthly Local Produce Market, meetings of the Parish Council, occasional meetings of local interest groups, Yoga, Tai-chi, Qi Gong, holiday activities for local children, the Horticultural Society, the Cricket Club, Community Teas and Friends' Café.

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 users of the Hall are set to achieve this.

The sources of income included the contributions from users of the Hall by way of hire charges, funds raised by the 100 Club draw, donations from the Friends Café who provide monthly sessions for local people and who are not charged for the use of the Hall, occasional grants for building and infrastructure works and occasional donations including money received via Give As You Live. While the Trustees are keen to encourage use of the Hall and for people to use Give As You Live in favour of the Hall the Trustees do not engage in any form of direct fundraising with the public. The Hall is advertised via its own website.

In the financial period the Hall has been in receipt of grants as follows;

A sum of £4243 has been received from The National Lottery Awards for All to provide soundproofing in the downstairs area and to provide additional storage by converting the part of the boiler room.

A sum of £14,000 has been pledged by the New Forest DC and £7,500 from Hampshire County Council towards the extension of the downstairs area, this has not yet been received awaiting final plans and financing.

Volunteers' Effort

Management costs are kept to a minimum through the use of volunteers for regular maintenance of the Hall. On

average 20 hours of volunteer time are given each week to cover routine tasks such as bookings management, fire alarm testing, administration and accounting, and maintenance. In addition, Trustees give 3 hours every other month for meetings and discussions.

2018 Achievements

The Trustees work hard to make the Hall attractive to potential users and measure their success by the range of users, attendance at Hall sponsored events such as Table Tennis Club and Film Club and by the trend of revenue received from year to year. Our operating revenue has continued to grow in 2018, and we have seen several new users hiring the Hall so, while not becoming complacent, the Trustees feel that the Hall is operating as a successful enterprise.

In 2018 unfortunately the Pre-School activity closed due to circumstances not related to the Hall and this is a sad loss to our activities and will also cause a loss of income. The Trustees have responded by redecorating the room previously used by the Pre-School to provide a room available for smaller events and meetings from which it is anticipated recovery of revenue will be generated but this may take some time to achieve. The bulk of the redecoration was carried by Trustees on a voluntary basis.



Reserves Policy

The charity had cash and bank reserves of £39,753 at the year end. The Trustees maintain a reserves policy that details the reserves held but in summary the reserves are built up as follows;

- Amounts for replacement of equipment at a future date (sinking fund approach) £9,948
- Amounts to cover short-term works £2,000 (decoration of landing area)
- Amounts to provide Trustees' operating and emergency reserves £10,450
- Amounts to contribute towards proposed extension works £7,500
- Amounts pledged to Parish Council for car park repairs £1,000
- Restricted grant for soundproofing and alterations £4,243
- Total Reserves required £35,141
- Free cash above the level of required reserves £4,612

Community Involvement and Support

The Hall is key asset for the local community as there are no other non-religious public buildings within the Parish of Hale and the Trustees work hard to ensure that it is kept available for local people to hire and use while also taking advantage of hire income from people and organisations from outside the Parish. The Hall has been well funded and this has been returned to the community by the holding of hire rates for the last three consecutive years despite significant increases in the costs of utilities and licence fees. Local users also benefit from lower hire rates for their hires.

The Hall has been made available for public meetings on a zero-charge basis to local action groups involved with discussions regarding the proposed removal of pylons at Hale Purlieu and those involved in discussions about the proposed community housing initiative. Corporate organisations involved with these initiatives will continue to be charged for any use of the Hall.

On request, the Trustees of the Hall have agreed to pledge a sum of £1,000 to the Parish Council to assist with the costs of improving the car park.

Future Plans

The key initiative is to provide additional space within the Hall as storage of equipment is problematic, with all available storage being used. In addition the Trustees wish to promote the use of the lower level of the Hall for smaller events and gatherings and as part of this are working to provide a single storey extension that will enhance the area in the downstairs room and make it more practicable as room for hire. In addition, provision of a compact kitchen on the lower level is planned as are enhancements to the lower level patio and garden area.

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 donations received.

Thanks are also given to those organisations who have generously given the Hall grants:

Hampshire County Council

New Forest District Council

The National Lottery

Garfield Weston Foundation

Bernard Sunley Foundation Trust

Hale Parish Council

A special thanks is also due to the organisers of the monthly Friends' Café who donate to the Hall funds but also provide a valuable meeting place for people within the Village.

We are also very grateful to the organisers of the 100 Club for their efforts in raising further funds for the Hall.

Thanks are also given to our examiner of the accounts who generously carries out this task free of charge.

What Hale Village Hall offers

- A recently renovated, well-equipped and affordable setting for your event
 - An idyllic and peaceful location
- A welcoming and helpful management team
 - Business Broadband and WIFI
- A 5-star rated, brand new commercial kitchen
- A large main hall and/or a smaller meeting room
 - Parking for 50 cars



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 welcoming to 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;

J. Hartas
Chair

Dated 4/3/19

G. Adams
Treasurer

Dated 4/3/19

Independent examiner's report on the accounts

Report to the Trustees and members of Hale Village Hall New Forest for the period ended 31st December 2018. The charity's Trustees consider that an audit is not required for this period in accordance with the guidance of the Charities Act 1993) and that an independent examination is needed.

It is my responsibility to

- examine the accounts
- to follow the procedures laid down in the General Directions given by the Charity Commission, and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.


In the course of 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 ensure that:

- proper accounting records are and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the 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.

Signed



Name

JULIA NOBES

Address

SUMMERLEAZE, FOREST ROAD
HALE, FORDINGBRIDGE
HANTS, SP6 2NP

Professional Body

ICAEW

Dated

6/3/19

Receipts and Payments Account

Hale Village Hall presents accounts for the CIO on a receipts and payments basis as permitted under section 1.3 of the Charities Commission guidelines on Charity Reporting and Accounting as our revenue falls below £250,000 so all expenditure including major items is charged to the accounts as incurred.

The CIO was established on 9th October 2017 and these accounts represent the first accounting period of the CIO and runs from 9th October 2017 to 31st December 2018. As this is the first accounting period for the CIO no prior period reporting is included in this report.

On 1st January 2018 all the assets and liabilities of the previous charity (number 301842) were transferred to the new CIO and this included cash and bank balances of £27,363.70. These amounts correspond exactly to the closing balances of the old charity.

HALE VILLAGE HALL NEW FOREST - Charity no. 1175048

RECEIPTS AND PAYMENTS ACCOUNT from 9th October 2017 to 31st December 2018

RECEIPTS	2018	PAYMENTS	2018
Regular User Hires	15,274	Self Funded Assets & Equipment	869
Non-regular Hires	1,726	Grant Funded Assets & Eqpt.	-
Hall Managed Activities	6,011	Repairs & Servicing	2,205
Corporate Hires	676	Building Maintenance	471
Events	-	Cleaning & Supplies	3,918
Donations	363	Electricity & Gas	3,411
Grants Received	4,243	Water and Sewage	193
Other Income	123	Broadband & Web Site	429
	-	Hall Managed Activities	2,038
	-	Events	-
	-	Insurance	1,338
	-	Licences	793
	-	Sundry Expenses	362
	-		
TOTAL RECEIPTS :	28,416	TOTAL PAYMENTS :	16,027

END OF YEAR SUMMARY

SURPLUS/(DEFICIT) FOR YEAR	2018
Income in year	28,416
Payments in year	(16,027)
Surplus from Receipts and Payments	12,389
Opening Reserves Held	-
Reserves Transferred in	27,364
Closing Reserves Required	35,141
Movement on Reserves in Year	(7,777)
Overall Surplus/(Deficit) in Year after reserves	4,612

TOTAL FUNDS	2018
CURRENT ACCOUNT :	7,924
DEPOSIT ACCOUNT :	31,329
CASH IN HAND :	500
TOTAL FUNDS :	39,753
SURPLUS (DEFICIT)	2,018
1st JANUARY :	27,364
31st DECEMBER :	39,753
SURPLUS (DEFICIT) :	12,389

Notes to the accounts;

- Hale Village Hall New Forest is not liable for UK tax but is registered with HMRC as charity and is therefore able to recover Gift Aid on appropriate donations. No Gift Aid recoveries have fallen due at the year end.
- Grants received in the period, as detailed in the narrative above, have not been fully expensed and £4,243 are included in the cash and bank amounts carried forward.
- There were no major liabilities at the year-end other than those included in the reserves. Similarly, there are no significant receipts or benefits due to the Hall that have not been recorded.