

Hale Village Hall New Forest

Charity no. 1175048

Trustees' Annual Report 1st January to 31st December 2020



Trustees as at 31st December 2020

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)
R. Barlow – User Group (Cricket Club)
D. Keniston – Village
J. Stewart - 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. During 2019 an extension to the ground floor room was added, together with kitchen facilities. Bookshelves have been installed in the extension area to provide a small book and DVD lending library for use by Hale residents. This room is now suitable and available for smaller events. The Trustees are working to ensure the Hall is maintained in good condition. During 2020 there were routine repairs carried out as required to include external lighting improvements and repairs to the front porch supports.

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.

Due to the Coronavirus Pandemic it was not possible to hold the AGM in our normal manner and after careful consideration the trustees determined that holding the AGM online was not a practicable option. In these exceptional circumstances the trustees continued to be in office for a further year.

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

There have also been additional Covid-19 related policies and risk assessments in force in 2020 and Hale Village Hall has been carefully managed as a Covid-secure building. A QR Code and sign in register for NHS Track and Trace and Covid cleaning records are requirements for all users and visitors to the hall.

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 although we did not renew this at the end of 2020 as no activities were occurring in the hall. The licence will be renewed once the hall is permitted to operate again.

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 (£1,086,661 cover). It is insured with the same company with respect to contents (up to £41,786) 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 and Land 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.

Firefighting 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

In normal times 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, Pilates, 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:
£10,000 Government Grant via New Forest District Council for Covid-19 support

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 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. However, due to reduced activity and difficulties in meeting the volunteer hours are significantly less this year.

2020 Achievements

As is well documented, 2020 was an unusual year for all organisations and for most of the year the virus resulted in the Hall being closed to public events. As a result there is less than usual in terms of activities to report in this section but we are pleased to report the hall has ended 2020 in as good a state, if not slightly better, than it entered in terms of facilities and financial stability.

Due to Covid-19 many of the planned improvements and additional activities have been put on hold but we have fitted out the new downstairs area and it now holds a comprehensive library of donated books. We will re-launch this area once the Covid-19 restrictions have passed, as detailed in the 'Future Plans' section below.

In what has been a strange year probably the biggest achievement has been our ability to support the local primary school and keep the hall available for their use for lunches and physical activities which has been part of enabling local children to continue school attendance. This involved a lot of work and planning by our Health and Safety manager, our Bookings Manager and our Chair for which we are grateful. We have also done our very best to support other activities such as table tennis, fitness activities and dog training when government regulations permitted, and adequate health and safety measures were in place.



Reserves Policy

The charity had cash and bank reserves of £40,073 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) £17,357
- Amounts to provide Trustees' operating and emergency reserves £16,564
- Amounts to contribute towards future projects requiring match funding £5,000
- Amount to provide repainting of Hall Exterior £5,000
- Trustees are comfortable that the current reserves at £40,073 are more than adequate for the short-term operation of the Hall and also that the shortfall against the desired reserves of £3,848 can be bridged from normal activities of the hall once these resume.

Community Involvement and Support

The Hall is a 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 a number of consecutive years despite significant increases in the costs of utilities and licence fees. However, with increasing cost pressures and with lower reserves than desired the Trustees approved an increase in hire rates for 2020. Local users continue to benefit from lower hire rates for their hires. A review of future hire rates will held once 'normal' operations and activities in the hall resume.

Future Plans

We reported last year a number of planned improvements and activities which have had to be put on hold for most of 2020. Before the virtual closure of the hall for public use we had achieved our stated key initiative to provide additional activities within the newly extended downstairs function/meeting room, and while this area is available for general hires Trustees are keen to promote activities open for residents to join. Activities so far include Qi Gong classes and Pilates classes and provision of a small book and DVD lending library as there is no longer a mobile library service to the village. Trustees are still aiming to open a regular occasional café facility in this area, staffed by volunteers, which will provide a social hub and enable visitors to enjoy a hot drink or snack whilst visiting the library once the Covid-19 restrictions are lifted. The Trustees also have plans to improve access to the downstairs areas by way of a new entrance via the garden which has had approval and is in the course of construction. It is planned to repaint the outside walls and quotations are being sought for sound proofing and insulation of the main hall ceiling, but this has also been delayed by Covid-19.

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:
New Forest District 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 supporters of the 100 Club.

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 12/2/2021

G. Adams
Treasurer

Dated 12/2/2021

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 2020. 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.

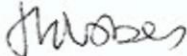
My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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
HAMPSHIRE SP6 2NP

Professional Body ICAEW

Dated 14 FEBRUARY 2021

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.

These accounts represent the accounting period from 1st January 2020 to 31st December 2020

HALE VILLAGE HALL NEW FOREST - Charity no. 1175048

RECEIPTS AND PAYMENTS ACCOUNT from 1st January 2020 to 31st December 2020

RECEIPTS	2020	2019	2018	PAYMENTS	2020	2019	2018
Regular User Hires	11,534	13,925	15,274	Self Funded Assets & Equipment	253	2,904	869
Non-regular Hires	715	1,978	1,726	Grant Funded Assets & Improvement	-	45,091	-
Hall Managed Activities	1,338	6,006	6,011	Repairs & Servicing	2,314	875	2,205
Corporate Hires	216	558	676	Building Maintenance	681	1,688	471
Donations	50	361	363	Cleaning & Supplies	1,985	3,314	3,918
Grants Received	10,000	27,500	4,243	Electricity & Gas	2,579	3,319	3,411
Other Income	704	1,805	123	Water and Sewage	184	201	193
	-	-	-	Broadband & Web Site	382	595	429
	-	-	-	Hall Managed Activities	480	2,192	2,038
	-	-	-	Events	-	-	-
	-	-	-	Insurance	1,326	1,323	1,338
	-	-	-	Licences	637	841	793
	-	-	-	Sundry Expenses	734	1,621	362
	-	-	-				
TOTAL RECEIPTS :	24,557	51,233	28,415	TOTAL PAYMENTS :	11,556	63,674	16,925

END OF YEAR SUMMARY

SURPLUS/(DEFICIT) FOR YEAR	2020
Income in year	24,557
Payments in year	(11,556)
Surplus from Receipts and Payments	13,002
Opening Reserves Held	27,111
Closing Reserves Required	43,921
Movement on Required reserves in Year	(16,810)
Overall Surplus/(Deficit) in Year after reserves	(3,808)

TOTAL FUNDS	2020	2019	2018
CURRENT ACCOUNT :	17,342	4,843	7,924
DEPOSIT ACCOUNT :	21,007	21,000	31,329
CASH IN HAND :	359	528	500
100 CLUB	1,405	740	-
TOTAL FUNDS :	40,113	27,111	39,753

SURPLUS (DEFICIT)	2,020	2019	2018
1st JANUARY :	27,111	39,753	27,364
31st DECEMBER :	40,113	27,111	39,753
SURPLUS (DEFICIT) :	13,002 (12,641)	12,389

Notes to the accounts;

Events

A net income of £858 was raised for Hall Funds from the Hall Managed Activities held, the major part of this being from the Film Club and the Table Tennis Club both of which are activities run directly by the hall committee and from which all proceeds are kept. This is significantly lower than previous years due to these activities being put on hold due to Covid-19 restrictions.

Building and Contents

Insurance is provided by Allied Westminster at a total premium of £1,326 to provide a total cover of £1,086,661 for buildings and contents plus liability cover.

Other Income

£10,000 was received as a Government Covid Support Grant paid via NFDC.

Reserves

At the year end total funds held are £40,073 against desired reserves of £43,291 which are to provide 'sinking funds' for the kitchen and toilets, plus specific sums for ongoing works, future decoration and an operating reserve. The calculated reserve requirements are;

Kitchen Eqpt sinking fund	£12,763
Toilet Refit sinking fund	£4,594
External Decoration	£5,000
Maintenance/special works	£10,000
Committee's	
Operating Reserve	£6,564
Match Funding Reserve	£5,000

Gift Aid

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

T grant received in the period, as detailed in the narrative above, is held in general reserves for use against operating expenses of the hall to compensate for loss of normal income.

Liabilities and Benefits

At the end of the year we have work in progress on new fencing and gate which when completed will cost £1,530.

The hall also has an outstanding liability for the cost of the website hosting from October 2019 to December 2020 of £180 which will be paid in 2021.

There are no significant receipts or benefits due to the Hall that have not been recorded.