

Chair's report AGM 2019

At a recent AGM that I attended, we were asked to list all the positive things about our local village halls and community. Speaking for Riding Mill, we easily came up with a list as long as our arm. But when it came to picking out the best 3 things, that was much harder. Out of so many good qualities, how can we whittle it down to only 3? After some deliberation, we decided our number one best asset was our core of people who take the initiative and get things done. I feel that's what we're really good at – getting things done for the benefit of others. As I set out below my round up of the year, you will see plenty of that in action.

After getting the nitty-gritty issues under our belts in the first part of the year, I really feel as a committee, we are going from strength to strength and doing more and different things to reach out to more people in the village and beyond. One of the issues that was identified very early on was to reach out to folk who may wish to stop by for a friendly chat but without necessarily wanting to make the commitment of signing up for a regular group. Our monthly **Film night** has been a runaway success from the start, regularly getting numbers in the high 40's. The accompanying food and bar has had a great take-up also. Thanks to all who organise it- sorting out the licences and DVD's, serving food and drink etc. Another new session is our **drop in games** on Tuesday afternoons. Whilst we have a certain sector of our community in mind – and Jan Walmsley will expand on this later in the agenda – all are warmly welcome. A personal highlight for me was our **Jazz evening** last month. The relaxed cafe-style ambiance was wonderful and the music was sublime. We have had a great deal of positive feedback from many who came and asked for 'more please'. One new thing we tried was not so successful; we opened up the hall one afternoon a week for **kids in the summer holidays** for a nominal charge and this was not well attended. Nevertheless, we lost nothing and it is important to give new things a try.

Our **regular clubs** remain our mainstay and the 'backbone' of hall use. We welcome one new one – Singing Ladies, who sing for fun on a Weds afternoon. We say goodbye to Rose Romani who through her yoga class has supported the VHT for many years. However a new yoga teacher will start in January. The craft group has disbanded. Selling off the gym equipment spells a permanent end to the gymnastics club as despite strenuous efforts, it was impossible to find a new gym instructor. Our very grateful thanks to Linden Furniss for donating to the VHT the proceeds of the sale of the gym equipment (which also did a good turn to a young lady setting up her own business). Beyond those arrivals and departures, I am happy to say that our regular hall groups have stayed with us throughout the year and I thank them for their loyal support.

It was super to see so many of them gathered together at the same time in our **clubs open day** in the Spring. What an impressive display that was of all the many activities that are on offer; really and truly there is no need for anyone in our area to feel isolated or lonely with so much going on. Promoting our regular clubs didn't stop there – our **club of the month** features one of our regular clubs on our noticeboards and Parish News. There is always potential for new members; people moving into the village or existing residents whose circumstances may have changed (eg retirement or kids growing up) who may wish to join in, so please do avail yourselves of this opportunity to promote yourselves. We encourage Riding Mill based groups to be **affiliated** and thus enjoy the mutual benefits of reduced hall rates in return for a trustee. However I do understand if not all organisations wish to affiliate.

On the topic of promoting ourselves, we have a new VHT **Facebook** site. We have also been enormously fortunate in having Colin Craig-Gilby setting up a **website** for us which is currently in production; thank you Colin! If you haven't already done so, and you wish to do so, please give your club's contact details to Colin (or me) for entry onto our website.

The cafe continues to be very popular indeed, often all tables are full. We have many 'regulars' turning up week after week to meet up with friends and enjoy some delicious cake which is testament to what it was set up to be – and still is – a community venture. It is one of the most successful community hubs in the village. From the outside looking in, it appears that this is so well run, it runs itself. The reality is of course, that it takes a lot of effort to bake and cook, draw up rotas, top up supplies, serve everyone, and count the takings. Time does not allow me to thank everyone by name, but extra special thanks to Val who has done sterling work in overseeing the running of the cafe and who will step down shortly from that role.

Fundraising – my goodness, when Riding Mill sets its mind to support something, people pull together big time! Nowhere was this more evident than our fundraising events. The **craft fair** with accompanying **raffle** was a huge success. Linda Shepherd (as fundraiser-in-chief) asked clubs for 'really good prizes' as their contribution to our fundraising efforts. What we got were amazing prizes – they looked fabulous on display 'front of house' at the craft fair and (here I speak from first-hand experience) sold many tickets on the day. A huge thank-you to all groups who contributed prizes, and those who worked hard to sell tickets to your club members, (and it was great to see many come back to club members by way of winning tickets). The ladies serving food worked like trojans all day. The hall was jam packed with traders with a varied selection of crafts. It was pleasing that many visitors from outside the village came along, and that may reflect that we advertised the event far and wide. The gross takings were over £1700 overall, and together with the match funding that we will receive (courtesy of Barclays, and which Pam and Andy Pryor have very kindly organised for us), the grand net total will be £2300. A fantastic result that we are all very pleased with, and you can feel really proud that all efforts were 'home grown' within the village.

Similarly, the October **jumble sale** was its usual enormous success. Many organisations have given up on jumble sales as not worth the effort, so let's not lose sight of the fact that ours carries on being well supported and profitable. We are particularly grateful to the PCC, who whilst booking in the jumble sale as their own fundraising event, kindly agreed to split the proceeds 50/50 with the VHT. And our gratitude goes out also to all who sorted, sold, cleared, baked and served food on the day and to Linda Shephard for organising both events.

The Parish Hall's **gardens** have been transformed this year by landscaping the rear garden from what had been an eyesore into a beautiful and peaceful area in which you are welcome to sit and quietly enjoy the beauty of nature. Betel Gardens, who help people recovering from addictions by finding them purposeful work, were engaged to do the landscaping and turfing, and what a delightful bunch of young men they were to talk to and support with our business. A huge 'well done' to all Garden Invaders who organised this, and who helped out throughout the year with planting, watering, weeding, mowing and all other hard work.

Environmental concerns are (or should be!) top of everyone's agenda. I spoke earlier about people seizing the initiative. David McKenzie did just that by organising a **Climate Change meeting** and started off a conversation that we desperately need to have about

what we- as a community – can do to address the climate emergency. A wealth of ideas were brought up by a wealth of people (young people as well as older, and many new faces) making it abundantly clear that we have a lot of know-how and enthusiasm in the village to tackle this all-important topic. Whilst this was an event hosted by the hall as opposed to a VHT event as such, the VHT can have a voice in that conversation. Meanwhile, the VHT is doing its bit for the environment by changing one of its energy sources to a **green energy supplier**. Tree seedlings are on order, courtesy of the Garden Invaders, to **plant a row of young trees** in the new Peace Garden. It's a start; we can and will do more to support green issues. In another example of taking the initiative, Val set up a collection bin outside the Parish Hall to collect crisp and biscuit wrappers which she will take to a recycling point. Please use it!

Another initiative – David McKenzie and Graham Walmsley have organised a **food bank collection**. We are enormously fortunate to live in an affluent area. We can share our privileges with those who can't afford to eat. Please help others by bringing dried and tinned food and toiletries, or volunteering to drive them to Hexham. The collection boxes are outside the Parish Hall front door, you can leave items if the hall is open or closed.

Not so much to say this year about our **buildings** other than we finished off the snagging for the garage, and erected a wooden shed for garden equipment, as well as improving the fencing in and around the rear garden area. The **heating** has been problematic, sometimes too hot or too cold, and has needed a lot of tinkering with to get right; please bear with us while we try and optimise the temperature.

Coming in as a brand new committee in January, our initial focus was on getting the boring but necessary bureaucracy up to speed. Any organisation whether big or small, charitable or not, has to comply with a certain amount of red tape. It can seem tedious, but it's important to bear in mind that ultimately the red tape is there for someone's protection. It's there to prevent problems from happening in the first place. I have spent many, many hours updating our paperwork. Firstly, our **terms and conditions** with our booking form, to a format approved by CAN/ACRE. It is important for both VHT and hirer to ensure responsible use of the hall, and to know what is (and isn't) included in the hall hire price. This ensures that our trustees, who are giving of their time and their responsibilities for the buildings, are properly protected by a legally binding contract. I have updated our **health & safety policy** and **risk assessments**, and drafted a **data protection policy**. We thought about hiving off the tenancy of the flat to letting agents to manage on our behalf, but decided against, to maximise our income. This meant I had to draft a **tenancy agreement**. We also have a permanent **alcohol licence** as it was clear that we would quickly run out of temporary licences. Due to certain stipulations with the alcohol licence, we need to know (via the booking form) if you intend to sell or otherwise supply alcohol. Alcohol must be either sold at a set price or provided without charge. All of this paperwork would have come at some considerable cost were we not able to do them in-house. More importantly than the money saved, we are doing the right thing to provide the necessary protections for the issues concerned.

What's in store for the **next 12 months?** A recent audit by the Fire Brigade compels us to bring in a complete new fire system at considerable cost. This is not optional, the Fire Service has made it compulsory. We have major heating problems particularly in the Millennium Hall where we suspect there is a big leak to the underfloor heating. So we will have our work cut out, but nevertheless we plan to build on the many wonderful things that we are already doing.

Thanks: Please don't feel overlooked if I am unable to mention all of you wonderful people that have worked hard and contributed to the VHT, it's a good 'problem' to have that there are too many to thank by name! I do however wish to thank my fellow committee members for their hard work and their involvement in the various projects that we have ongoing – getting them off the ground in the first place, and sorting out the details when things are underway. We work really well together as a team, and we all have complementary skills and experience to 'bring to the table'. Finally, a massive thank you to Suzanne Barker, whose tireless energy, hard work and commitment for the VHT and the people within it, is a big part of our success. Suzanne goes way beyond what we pay her for. It is a big step to go from a wholly voluntary and unpaid management to one that is partly paid for, but it is one that has worked very much in our favour.

All in all, we have had a very successful year. We have a vibrant community and you can feel very proud of what you have achieved.

RIDING MILL VILLAGE HALL TRUST INCOME AND EXPENDITURE ACCOUNT 2018/2019

Registered Charities 501316

	<i>Unrestricted Funds</i>	2018/2019	2017/2018
<u>Non Trading Income</u>	Special Events	1,615	1,633
	Grants and Donations	8,656	34,899
	Affiliation Fees	330	330
		10,601	36,862
<u>Trading Income</u>	Hire Millennium Hall	6,750	6,673
	Hire Parish Hall	13,967	12,534
		20,717	19,207
	Miscellaneous	2,037	1,147
	Coffee morning	4,203	5,069
	Flat Rent	5,475	5,500
	Courant Money	0	653
		11,715	12,369
Total Income		43,033	68,438
Expenditure		2018/2019	2017/2018
<u>Parish Hall</u>	Running Costs	15,234	10,978
	Repairs & Refurbishment	37,221	31,355
		52,455	42,333
<u>Millennium Hall</u>	Running Costs	7,904	4,784
	Repairs & Refurbishment	6,477	6,238
		14,381	11,022
<u>Flat</u>	Running Costs	251	60
	Repairs & Refurbishment	425	7,172
		676	7,232
<u>General</u>	Insurance	2,405	2,294
	Sundries	3,449	4,132
	Income Tax Caretaker	0	188
	Telephone Both Halls	1,563	1,989
	Courant Payments	0	451
		7,417	9,054
Total Expenditure		74,929	69,641
Surplus / (Deficit)		(31,896)	(1,203)
Retained Surplus b/f		49,136	50,339
Retained Surplus c/f		17,240	49,136

Riding Mill Village Trust
Balance Sheet as at 31 August 2019

	31/08/2019	31/08/2018
Current Assets	£	£
Debtors	1,724	3,723
Cash In Bank	17,281	47,545
	19,005	51,267
Outstanding Cheques Short Term Liabilities	1,765	2,131
Retained Surplus Carried Forward	17,240	49,136

Grants and Donations income includes the following:-

All Churches Trust	2,000
Barbour Trust	500
Catherine Cookson Foundation	500
Barclays	681
Rothley Trust	1,000
Gym Club	1,250
Broomhaugh Parish Council	2,500
Others	225
Total Grants and Donations	8,656

Miscellaneous income of £2,037 includes £1,860 from the Poppy Weekend in November 2018.

Sundry expenditure of £3,449 includes £2,660 paid to the Poppy Appeal in February 2019.

Riding Mill Village Hall Trust
Bank Reconciliation
Year ended 31st August 2019

Current Account Bank Balance at 1st September 2018		£47,544.88
Income Relating to the Year to 31st August 2018	£3,722.50	
Income for the Year to 31st August 2020	£43,032.75	
Less Debtors Outstanding at 31st August 2019	(£1,723.50)	
Net Cash Inflow for the Year to 31st August 2019		£45,031.75
Expenditure for the Year to 31st August 2019	(£74,929.19)	
Expenditure in period but relating to prior year	(£2,131.02)	
Add Back Unpresented Cheques as at 31st August 2019	£1,764.79	
Net Cash Outflow for the Year to 31st August 2019		(£75,295.42)
Current Account Bank Balance at 31st August 2019		£17,281.21

Independently checked by:

Date:

Current Account Bank Balance at 31st August 2019		£17,281.21
Add Debtors as at 31st August 2019	£1,723.50	
Less Unpresented Cheques as at 31st August 2019	(£1,764.79)	
Adjusted Bank Balance		£17,239.92
Add Back Cash Defecit for the Year Ended 31st August 2019	£31,896.44	
Add Back Expenditure in the Period relating to Prior Year	£2,131.02	
Less Debtors outstanding as a 31st August 2018	(£3,722.50)	
Current Account Bank Balance at 1st September 2018		£47,544.88

RMVHT Accounts to show estimated viability after grants/improvements

<u>Year ended 31st August 2017</u>		<u>Year ended 31st August 2018</u>		<u>Year ended 31st August 2019</u>	
Surplus	6,787	Surplus	(1,203)	Surplus	(31,896)
Repairs/Refurb		Repairs/Refurb		Repairs/Refurb	
P. Hall	22,666	P. Hall	31,355	P. Hall	37,221
M. Hall	3,180	M. Hall	6,238	M. Hall	6,477
Flat	387	Flat	7,172	Flat	425
Less repairs (est)	(3,000)	Less repairs (est)	(3,000)	Less repairs (est)	(3,000)
Less Grants/donations	<u>(26,415)</u>	Less Grants/donations	<u>(34,899)</u>	Less Grants/donations	<u>(8,656)</u>
Estimated surplus	3,605	Estimated surplus	5,663	Estimated surplus	570
(excluding grants/improvements)		(excluding grants/improvements)		(excluding grants/improvements)	

Estimated repairs at £3k (all years) considered a realistic guesstimate.

Budget for the year ending 31 August 2020

<u>Income</u>		<u>Expenditure</u>	
Hire of Parish Hall	16,500	Running Costs Parish Hall	16,000
Hire of Millennium Hall	7,500	Running Costs Millennium Hall	8,000
Affiliation Fees	330	Repairs	3,000
Sundry Income	2,000	Insurance	2,500
Coffee Mornings	4,500	Sundry Expenditure	4,500
Rent of Flat	5,700	Telephone	1,700
Parish Council	2,500		
Fundraising (Craft)	2,000	Projected Surplus	5,330
	<u>41,030</u>		<u>41,030</u>

Above figures exclude grants (other than Riding Mill Parish Council) and one off capital expenditure

Riding Mill Village Hall Trust
Receipts and Payments Statement for the year ended 31st August 2019

Income:

	2019		2018	
<u>Hire charges</u>				
Millennium Hall	£6,749.50		£6,673.00	
Parish Hall	<u>£13,967.10</u>	£20,716.60	<u>£12,534.00</u>	£19,207.00
Coffee Mornings	£4,203.00	£4,203.00	£5,069.00	£5,069.00
Flat rent	£5,475.00	£5,475.00	£5,500.00	£5,500.00
Sundry Income	£0.00	£0.00	£1,147.00	£1,147.00
Grants/Donations	£8,655.90	£8,655.90	£34,899.00	£34,899.00
Special Events	£1,615.00	£1,615.00	£1,633.00	£1,633.00
Affiliation Fees	£330.00	£330.00	£330.00	£330.00
Miscellaneous	£2,037.25	£2,037.25		
Courant			£653.00	£653.00
Total Income		£43,032.75		£68,438.00

Expenditure:

<u>Parish Hall</u>				
Running Costs	£15,233.88		£10,978.00	
Repair/Refurbishment	<u>£37,221.11</u>	£52,454.99	<u>£31,355.00</u>	£42,333.00
<u>Millennium Hall</u>				
Running Costs	£7,904.37		£4,784.00	
Repair/Refurbishment	<u>£6,476.80</u>	£14,381.17	<u>£6,238.00</u>	£11,022.00
<u>Flat</u>				
Running Costs	£251.25		£60.00	
Repair/Refurbishment	<u>£424.58</u>	£675.83	<u>£7,172.00</u>	£7,232.00
Insurance	£2,405.31	£2,405.31	£2,294.00	£2,294.00
Sundry Expenditure	£3,449.32	£3,449.32	£4,132.00	£4,132.00
Telephone (both halls)	£1,562.57	£1,562.57	£1,989.00	£1,989.00
Courant			£451.00	£451.00
Income Tax (Caretaker)			£188.00	£188.00
Total Expenditure		£74,929.19		£69,641.00
Surplus for the year		<u>(£31,896.44)</u>		<u>(£1,203.00)</u>

Independently checked by: Jonathan Dodgeon BA Hons FCA

Date: 05/11/2019

Riding Mill Village Hall Trust – Annual Report

Independent examiner's report on the accounts

Report to the trustees and members of Riding Mill Village Hall Trust for the year ended 31st August 2019.

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), 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:
 - a. proper accounting records are kept (in accordance with section 41 of the Act); and
 - b. 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: Jonathan Dodgeon BA Hons FCA

Date: 5th November 2019