

BOSTON SPA VILLAGE HALL CIO (1194792)
199 High Street, Boston Spa, West Yorkshire LS23 6AA

Trustees' Annual Report for the period of 1 September 2021 – 31 August 2022

Summary of the purposes of the charity as set out in its governing document

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 Boston Spa and surrounding parishes. This is 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.

Summary of the main activities

The Village Hall is in the heart of the village and is the focal point of many community-based activities. These activities cater for the very young to the elderly population and everyone in between.

The building consists of the Main Hall, Jubilee Room, Lantern Room, Committee Room, Cafe area and two kitchens. On average 40 groups use the Hall on a weekly basis. These are made up of exercise classes, educational classes, music groups which includes regular live Saturday Evening Jazz, elderly social gatherings and various children's activities. A Community Cafe is run by Wetherby In Support of the Elderly (WISE) 3 days a week. WISE also run activities in the Hall such as Chairarobics and Nostalgia singing. A number of local groups and schools hold annual events such as Arts festival, Beer festival, Summer festival and Christmas pantomime. The Hall is also used as the local polling station.

Summary of the main achievements

Although the village hall has been operating as an unincorporated charity for a number of years, in 2021 the trustees applied to become a CIO in order to bring the charitable status into the twenty first century.

The trustees work hard to make the hall attractive to users and measure success by the range of users hiring the hall. During the last twelve months we have attracted new regular hirers and also seen an increase in the hall being used on a Sunday which was previously a day the hall was under utilised.

In 2021 we applied for and were awarded funding through FCC Communities Fund, The George Moore Foundation and Leeds City Council Communities fund totalling over £100,000.

The purpose of the grants was to reduce the carbon footprint of the hall. The grant enabled us to replace windows with double glazing, insulate the ceiling and floor of the main hall, rewire and install led lighting in the main hall and new ventilation fans. We hope that the completed work will reduce our heating costs which in turn will enable us to keep our hire costs down. The goal is to ensure the hall is sustainable for future generations.

The majority of work was invoiced by the contractors directly to FCC with £5,273 being funded from our own reserves in the year ending 31st August 2022. A second tranche of £15,710 was also funded by ourselves in September 2022

Plans for the future

The trustees aim to build on our success and continue the work towards reducing the carbon footprint in other rooms at the hall. The plan for 2023 is to apply for further grant funding to renovate the Jubilee room by replacing the remaining 13 windows that we were unable to fund with the last grants, insulating the room and updating the toilet facilities.

Long term plans are to create flow throughout the building so access to the Jubilee room can be from within the building itself rather than from outside.

Structure, Governance and Management

Boston Spa Village Hall Charitable Incorporated Organisation (the 'CIO') is governed by the current Constitution dated 20 May 2021. The constitution governs the appointment of trustees who can be elected or co-opted at the Annual General Meeting. In the event of a casual vacancy amongst elected or co-opted Charity trustees, the trustees may appoint a person who is willing to act to be a Charity trustee.

Newly appointed trustees are given the Charity Commission guidance on becoming a trustee and a copy of the Constitution, this ensures that the new trustees are aware of the scope of their responsibilities under the Charities Act. Each trustee signs the annual declaration of acceptance of office at the Annual General Meeting.

There are currently 11 trustees who aim to meet on a monthly basis with attendance being very good. The trustees are responsible for all decisions taken in relation to the running of the hall, maintenance of the building and activities held within.

Each trustee has a nominated area of interest and reports back at meetings as necessary. There are times, such as when applying for grant funding or fundraising event planning, that sub-committees are formed.

The hall employs two part-time caretakers who are responsible for cleaning and setting up rooms as required by hirers.

Risk Management

The Village Hall is insured with Ansvar Insurance Company, having buildings cover of £1,961,929, contents cover of £47,819 and business interruption cover of £76,000.

Our hirers are asked to provide a copy of their Public Liability Insurance. The trustees are conscious that a large, uninsured, event that damaged the building would be a risk to the Charity and we ensure that all such events are adequately insured before agreeing to the hire and copies of the relevant Insurance is received.

The Hall has a Premises Licence through the Local Authority which includes alcohol. The Hall also has a PPL/PRS Licence.

We undertake annual PAT testing of electrical appliances and review and testing of fire safety equipment.

Names of the Charity trustees who manage the charity

Carol Taylor – Chair
Joanne Sabin – Treasurer
Wendy Cochran – Secretary
Gillian Backhouse
Les Brown
Christine Harrison
Phil Harrison
Marina Heum

Richard Ormondroyd
Andrew Peace
Tina Weston

During 2022 Dennis Ashton resigned as a trustee. We would like to thank him for his service and dedication to Boston Spa Village Hall, particularly with regard to his involvement with the organisation of Boston Spa Arts Festival.

Volunteers

Management costs are kept to a minimum through the use of trustees and volunteers. Tasks such as bookings, invoicing, communication, maintenance of the building and fund raising are all completed by trustees and volunteers.

We would like to thank all the volunteers who have given their time to help at various fundraising events throughout the year.

Financial Review

At the inception of the new CIO, £14,632 of cash and the building (valued at £110,900) were transferred on to the Balance Sheet. Despite the first accounting period being less than 12 months, we have returned a healthy net profit of £15,471 from a turnover of £56,288. We end the period with a cash balance of £28,727 and debtors of £10,045.

We do not segregate reserves from cash balances. We currently hold £28,727 in cash so have ample reserves at present.

The principal source of income is fees from hirers accounting for 80% of the Hall's income, the remaining 20% comes from fundraising events such as the annual Arts Festival and Christmas Fair. Total administrative costs amounted to £40,817 of which 31% was for staffing.

The trustees have agreed to maintain a balance of £15,000 on the Bank Account which equates to approximately 6 months of 'normal' running costs. This is to enable us to ensure the building is maintained and serviced if we had an enforced period of closure (eg as happened during Covid-19). In addition to this all monies raised through fundraising are allocated to continuous Hall improvements and to support grant applications.

The financial risk for the Hall going forward is the current economic climate with regard to regular hirers being unable to continue running their activities. We were fortunate to fix our gas and electricity prices in 2018 on a 5 year fixed deal so have not been affected by the dramatic rise in energy costs during 2022.

Accompanying this report is a copy of the Profit and Loss Account and Balance Sheet for the year ending 31 August 2022.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees.

Signature _____ Full Name Carol Taylor - Chair

Signature _____ Full Name Joanne Sabin - Treasurer

Profit and Loss

Boston Spa Village Hall

For the year ended 31 August 2022

2022

Turnover

Bookings	44,940.15
Donation	4,083.55
Fundraising	5,169.69
Miscellaneous	300.00
Nostalgia	760.00
Xmas Fair	1,035.00
Total Turnover	56,288.39

Gross Profit

56,288.39

Administrative Costs

Bank Fees	84.12
Cleaning	1,261.38
Electricity	3,438.05
Events Expenses	215.64
FCC Project	5,273.58
Fundraising expenses	1,284.85
Gas	2,120.28
General Expenses	1,774.04
Insurance	886.66
IT Software and Consumables	240.75
Licences	736.20
Misc Expenses	649.06
PAYE	927.60
Rates	443.60
Repairs & Maintenance	5,328.41
Salaries	12,523.14
Toilet refurb	1,552.37
Waste	1,021.76
Water	1,055.70
Total Administrative Costs	40,817.19

Operating Profit

15,471.20

Profit on Ordinary Activities Before Taxation

15,471.20

Profit after Taxation

15,471.20

Independent examiner's report to the trustees of Boston Spa Village Hall Charitable Incorporated Organisation

I report to the trustees on my examination of the accounts of the Boston Spa Village Hall (the CIO) for the year ended 31 August 2021

Responsibilities and basis of report

As the charity trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Andrew John David Herberts

Associate of the Society of Investment Professionals (CFA Society of the UK)

Address: Merrick Farm; St Boswells; Melrose; Roxburghshire; TD6 0HG

Date: 16/01/2023