

# **Sadberge Village Hall Association**

Registered Charity No. 506425

Trustees' Annual Report

1<sup>st</sup> January 2016 – 31<sup>st</sup> December 2016

## **Names of Trustees at 31<sup>st</sup> December 2016**

Chairperson Chris Smith

Vice Chair Brian Jones

Secretary Alastair Mackenzie

Treasurer Janice Burrows

Bookings Secretary Anne Cave

Elected Members Ian Burgess

Jenny Hill

Barbara Lazenby

Dave Lazenby

Malcolm Schott

Emma Smith

President Beatrice Cuthbertson

## **Premises Supervisor.**

Ross Serino

## **Sources of advice and support**

Tees Valley Rural Community Council

Sadberge Parish Council

Jones Day (via Lawworks 'pro bono' advice scheme.

## **Governance**

Sadberge Village Hall was originally the village school, built in 1850. It closed in the 1960's and the building, which is owned by the Parochial Church Council, together with later additions of coffee lounge and main hall, is leased to Sadberge Village Hall on a 20 year lease which expires in 2017. The village hall management committee is responsible for keeping the building in a good state of repair.

## **Appointment of Trustees**

Trustees are elected at the Annual General Meeting held in March and form the Management Committee of the Village Hall which has the power to co-opt further trustees on an annual basis.

## **Policies and Procedures**

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

Equal Opportunities Policy

Child Protection Policy<sup>2</sup>

**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 hall has a Premises Licence, including sales of alcohol, a Public Entertainment Licence and a Performing Rights Licence for live and recorded music.

**Risk Management**

Insurance. The insurance company is NFU Mutual and the village hall is insured with respect to contents (up to £20,000) public liability (£5,000,000) and buildings insurance (£508,000). The management committee recognises that it is under a legal obligation to protect the building and its users through adequate and appropriate insurance.

**Building Issues**

Gas appliances and portable electrical appliances are tested by qualified personnel annually.

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

A Fire Risk assessment is updated annually.

Fire fighting appliances are inspected annually.

Volunteers from the committee carry out other regular maintenance checks.

**Objectives of the Charity**

The provision of a village hall for the benefit of the Parish of Sadberge without distinction of sex, sexual orientation, age, disability, nationality, race or political religious or other opinions.

Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants.

To provide a place where villagers can meet and enjoy refreshments.

The trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

**Principal Activities in pursuit of Objectives**

The hall is used every day of the week for a variety of activities, including a pre-school group, coffee shop, keep fit, badminton, monthly lunches, Orchid Society meeting, chiropody, book club, eat 'n' meet, band practice, Morris dancing, art classes for adults and children, meditation, theatre group rehearsals and a variety of meetings; e.g. Parish Council.

Events during the year have included an Orchid Society Open Day, the Village Festival, a Halloween party, a Dinner Dance, a Children's Christmas Party.

The hall is available for hire for private functions, including wedding receptions, parties for adults and children, funeral teas, christenings and conference.

A Coffee Shop provides the venue for refreshments and socialising during weekday mornings.

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**Volunteers' Effort**

The Management Committee meets every month for at least 2 hours and usually longer and there are additional meetings when the need arises. Fund raising events average out at about one per month; these are organised and run by the committee with additional help from villagers.

**2016 Achievements**

The Trustees work hard to make the hall attractive to potential users and measure their success by the range of users and the hall occupancy.

**Reserves Policy**

Having agreed a list of the risks that should be covered by the Association's General Reserve, the Management Committee has adopted a policy that the target for the Association's General Reserve shall be £8,000.

The Management Committee has also agreed to maintain a float of £2,000 to cover for short-term discrepancies between the timings of income and expenditure.

**Future Plans**

Plans Refurbishment of the coffee lounge is needed in order to maintain the hall as an attractive and welcoming venue.

Cavity wall insulation will be installed in the main hall's external walls during 2017.

Discussions are taking place with the Parochial Church Council about the renewal of the Association's lease on the village hall.

At the 2017 AGM the Association's members supported the Trustees' suggestion that the Association should be converted into a Charitable Incorporated Organisation (CIO). A new constitution has been drawn up, but further work is on hold pending the outcome of the discussions about the renewal of the lease on the village hall.

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

Signed on behalf of the charity's trustees

Signature

Full name Chris Smith

Position Chair

Date 25<sup>th</sup> February 2017

SADBERGE VILLAGE HALL ASSOCIATION

BALANCE SHEET AT 31ST DECEMBER 2016

<u>CURRENT ASSETS</u>	<u>1<sup>st</sup> Jan 16</u>	<u>31<sup>st</sup> Dec 16</u>
Current Account	£9451.46	£9843.78
Savings Account	6053.00	6073.22
Credit Union	1230.00	1306.52
Cash	30.00	275.00
Coffee Shop Cash in Hand	243.26	690.39
Accounts receivable	1410.00	1032.00
<b>TOTAL CURRENT ASSESTS</b>	<b>£18417.72</b>	<b>£19220.91</b>
 <u>CAPITAL ASSETS</u>		
Polar PV System	£7878.45	£7530.87
<b>TOTAL ASSETS</b>	<b>£26296.17</b>	<b>£26751.78</b>
 <u>LIABILITIES</u>		
Creditors unreturned deposits	150.00	150.00
<b>NET TOTAL ASSETS</b>	<b>£26146.17</b>	<b>£26601.78</b>
<b>PROFIT £455.61</b>		

SADBERGE VILLAGE HALL ASSOCIATION  
INCOME AND EXPENDITURE COMPARISON FOR YEAR ENDED 31ST DECEMBER 2016

<b><u>INCOME</u></b>	<b>2015</b>	<b>2016</b>
Lettings	£19121.90	£19258.70
Functions	7509.22	8891.37
Bar	2473.46	1100.76
Coffee Shop	16855.68	17263.52
Membership Fees	200.00	239.50
Bank Interest	28.29	20.22
Donations	-	11.00
Feed in Tariff	1684.99	1802.42
Petty Cash Account	4262.92	3907.28
<b>TOTAL</b>	<b>£52136.46</b>	<b>£52494.77</b>

**EXPENDITURE**

Gas	£ 2013.64	£2155.31
Water	1097.65	919.04
Electricity	2675.82	2695.89
Telephone	60.00	70.00
Functions	5254.90	4841.52
Bar	1229.36	2148.62
Coffee Shop	16655.46	16711.53
Lettings	1112.58	1318.81
Cleaning Supplies	1495.42	1406.43
Cleaning Fees	5456.73	7004.91
Bookings Management	757.25	1062.87
Insurance	2912.00	3053.54
Licences	1056.38	1058.53
Rent	240.00	-
Petty Cash Account	4212.00	4120.07
Maintenance ; Day to Day	3034.68	2256.95
Building	1939.11	857.56
Projects	-	-
Subscriptions	10.00	10.00
Depreciation	347.58	347.58
<b>TOTAL</b>	<b>£51560.56</b>	<b>£52039.16</b>
<b>PROFIT</b>	<b>£485.90</b>	<b>£455.61</b>