

THE SARRATT VILLAGE HALL MANAGEMENT COMMITTEE

BALANCE SHEET AS AT 30TH SEPTEMBER 2017

2016 £	ASSETS	2017 £
2004	Cash at bank-general account	19757
85472	Cash on Deposit with COIF/Camb&Counties	86187
113	Cash in hand	-19
<u>87589</u>		<u>105925</u>
3499	Debtors & prepayments	4047
<u>91088</u>		<u>109972</u>
	LIABILITIES	
1717	Creditors	1001
<u>89371</u>		<u>108971</u>
	REPRESENTED BY:	
	General fund	
73687	As at 1st October 2016	89371
15684	Surplus/deficit for year	19600
<u>89371</u>		<u>108971</u>

Note: In addition to the assets shown above, the Trust owns the freehold of the Village Hall and furniture, fixtures and fittings contained therein. The Committee consider it inappropriate to attempt to place a value on these items for incorporation in the Balance Sheet.

THE SARRATT VILLAGE HALL MANAGEMENT COMMITTEE

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30TH SEPTEMBER 2017

INCOME			EXPENDITURE		
2016		2017	2016		2017
£		£	£	£	
42484	Hire fees	47022			
			ADMINISTRATION		
			12916	Wages(incl tax & NI)	15885
			1580	Insurance	1731
			1384	Licences & subscriptions	1322
5440	Sarratt Parish Council -grant	5240	490	Computer maintenance	490
698	-reimbursement	<u>679</u>	5919	779 Telephones	767
				508 Miscellaneous	576
	Fundraising:			250 Professional fees	<u>250</u>
2522	Sunday Markets	2694			21021
1110	Quiz Night	1517		CLEANING & CARETAKING	
1152	Queen's celebrations	0	9560	Wages(incl tax & NI)	9602
0	Games night	435	1762	Materials	1632
501	Wine Tasting	0	117	Windows	<u>178</u>
598	St George's Day	<u>0</u>	4646		11412
5	Donations	110	520	CAR PARK & PLANTED AREA	400
894	Interest received	1034		REPAIRS & MAINTENANCE	
			3614	Structure, fixtures & fittings	466
			607	Fire Protection	<u>362</u>
					828
				UTILITIES	
			1068	Council rates	1155
			1618	Electricity	1782
			1657	Gas	1720
			595	Water	574
			695	Refuse	<u>239</u>
					5470
			15684	SURPLUS FOR THE YEAR	
<u>55404</u>		<u>58731</u>	<u>55404</u>		<u>39131</u>
					19600
					<u>58731</u>

INDEPENDENT EXAMINER'S REPORT TO THE **SARRATT VILLAGE HALL COMMITTEE**

I report on the accounts of the Trust for the year ended 30 September 2017 which are set out on pages 1 to 2.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

examine the accounts under section 145 of the 2011 Act;

to follow the procedures laid down in the general Directions by the Charity Commission under section 145 (5)(b) of the 2011 Act; and

to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met: or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
David Clough FCA
Tanglewood
Church Lane
Sarratt
Rickmansworth
WD3 6HL

30th December 2017

SARRATT VILLAGE HALL
(Registered Charity Number 302464)
Minutes of Annual General meeting
Wednesday 10th January 2018 at 8.00 p.m.

Present:

Chris Youell (Chairman) – elected
Muir Stratford (Administrator) – elected
Colin Plummer (Treasurer) - elected
Margaret Stratford (Kitchen & Bar Administrator) – Horticultural Society
Carol Chorley (Kitchen & Bar Administrator) – British Legion
Larry Griffiths (Secretary) – elected
Anne Griffiths – SPLAT
Dawn Pitts – Afternoon WI
Mike Musk - Parish Council
Pam Turner – History Society
Steve Rickard – elected
Ted North – elected
Vicky Fern – Sarratt Festival of Music

Also in attendance:

David Clough

1. Welcome

The chairman welcomed all to the meeting, and welcomed Warren Gillmore to the committee, representing the Sarratt Scout organisations.

2. Apologies for absence

These were received from: -

Alan Poulton – Holy Cross
Eileen Adams – CARE
Linda Clough – elected
Mick Warner – Football Club
Roger Dudley – Tennis Club
Warren Gillmore - Sarratt Scouts
Jan Plummer
Joan North

3. Minutes of last AGM

These were distributed to all present.

It was pointed out that the time over which the hall had not had to pay council tax should be amended to 'many years' With this amendment, acceptance was then proposed by Carol Chorley, and seconded by Margaret Stratford. This was then carried unanimously.

4. Matters Arising

None.

5. Treasurers Report

Colin Plummer distributed the balance sheet as at 30/9/2017, the income and expenditure account for the year ended 30/9/2017, and gave the following report for the year October 2016 to September 2017: -

The hiring revenue compared with the previous year is up by approximately 9% taking into account the rise of 1.5% in hire charges over the previous year.

No major works were carried out in 2017 so the trading surplus for the year was £19,600 on accounts compared with £15,684 the previous year and £18,547 for the year before.

We had the Fundraising, Donation and Parish grant all amounting to £12,509 this year which puts our trading surplus to £6,038 which in my opinion is a fair result.

On behalf of the Committee I wish to express my thanks to the Parish Council together with those who donate and fundraise for their continued support; this also applies to all of those who give their time and talents so freely.

As of 1st January 2018 our hire rates were increased by 3% (current rate of inflation).

In my opinion we should be aiming for at least £5,500 Trading Surplus to cover Repairs and Maintenance which will increase year by year, as the 'new' hall is now nearly 18 years old.

Plea for the future, - please encourage the use of the halls, otherwise cost of hire will have to be increased beyond the rate of inflation which could have a detrimental effect and mean less hirings. We look forward to a successful year ahead still with the hope of making improvements to the front of the hall.

The accounts for the last year to September 2017 have been examined and agreed by David Clough, as our Independent Examiner.

Thanks to everyone who helps, maintains, and supports the successful running of the Hall, and to Machaela, Lynn and Pete for their efforts and especially to David Clough for his continued support and advice.

Anne Griffiths proposed that the meeting accept the accounts; this was seconded by Mike Musk, and carried unanimously.

The chairman thanked Colin for his report.

6. Appointment of Independent Examiner for 2018

Chris Youell proposed that David Clough was appointed as Independent Examiner for 2018. This was seconded by Steve Rickard and carried unanimously.

7. Administrator's Report

This was given by Muir Stratford, who said:

The village hall has as usual been much used this year with few major problems.

Our village hall is very much a community asset with a large number of people who work very hard to maintain the high standards that we desire. This large number of volunteers is supported by our 3 employees and all help to make the hall the success it is for both villagers and those outside who value the facilities and comfort we are able to provide.

Noise has always been a problem area particularly in the warmer summer weather but there has been less disturbance to our neighbours this year even though some hirers are reluctant to comply with the local authority requirement that the straps should remain on the doors when music is being played.

Machaela Gravestock must be thanked for keeping the bookings under control and our Hallmaster system helps with this. It is still important however that regular bookers keep Machaela fully aware of their usual dates as far ahead as possible.

We are very lucky to have Pete Watker and Lynn Clack who are both a great asset to the hall and keep it very tidy and clean at all times. For a few bookings the stage needs to be put up or down several times and thanks are due to all those who respond to the occasional calls for help.

We must also thank Larry Griffiths for his effective handling of the alcohol regulations and this works well. It is very important to the trustees that we maintain a happy relationship with our immediate neighbours and we hope that we do this.

Storage in the hall remains a problem, but easier access to the front loft has improved this and our future plans include more storage.

Our Health and Safety Policy has been reviewed and is located on the notice board in the front hall – all hirers should be aware of this policy.

Finally I would like to thank my fellow officers and trustees for their continued support as we try to ensure that the hall remains as everyone in the village would want it.

8. Chairman's Report

Chairman Chris Youell gave a short review of the previous year, thanking the committee for their support during his first year as chairman. The hall is well used and supported by the village.

He also thanked the Parish Council for their grant and the various fund raisers for the Quiz night and other fund raising activities. He looked forward to future events such as the St George's day celebration and the wine tasting event. He hoped that we would be able to undertake the planned improvements in the next year to improve the front and provide more ground floor storage.

Finally Chris thanked our staff – Machaela Gravestock, Pete Watker and Lynn Clack for all their hard work, and his fellow officers and trustees for their support.

9. Elections for Committee members

The committee currently consists of 12 members appointed by Sarratt Societies, Clubs, and Organisations, and 7 elected members, who have to be elected every year at the AGM. There are currently no co-opted members.

Linda Clough for did not wish to stand for re-election, and so the following six persons offered themselves for election to the management committee:

Chris Youell.
Colin Plummer
Larry Griffiths,
Muir Stratford.
Ted North,
Steve Rickard,

They were proposed by Margaret Stratford, and seconded by Carol Chorley. Their election was then agreed unanimously by the meeting.

The chairman thanked Linda Clough for her service on the committee over the years.

10. Any Other Business

None.

11. Next Annual General Meeting

The next AGM will be on Wednesday 9th January 2019, at 8 p.m.

12. Next Committee Meeting

This will be immediately following this AGM.

The chairman then declared the meeting closed at 8.30 p.m.