

SADBERGE VILLAGE HALL ASSOCIATION

TRUSTEES ANNUAL REPORT 1ST JANUARY 2017 – 31ST DECEMBER 2017

CHAIR PERSON	CHRIS SMITH.
VICE-CHAIRPERSON	BRIAN JONES
SECRETARY	ALASTAIR MACKENZIE
TREASURER	JANICE BURROWS
BOOKINGS SECRETARY	ANNE CAVE
ELECTED MEMBERS	IAN BURGESS
	JENNY HILL
	BARBARA LAZENBY
	DAVE LAZENBY
	MALCOLM SCHOTT
	EMMS SMITH
PRESIDENT	BEATRICE CUTHBERTSON
PREMISES SUPERVISOR	ROSS SERINO

SOURCES OF ADVICE AND SUPPORT

Tees Valley Rural Community Council, Sadberge Parish Council, Jones Day Civic law works '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 the later addition of a coffee lounge and main hall, is leased to the Sadberge Village Hall Association on a 25-year lease which is due to expire at the end of 2017. The Village Hall Committee is responsible for the keeping of 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 statements have been adopted; -

Equal Opportunity Policy

Child Protection Policy 2

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 the hire and identify 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 the NFU Mutual and the Village Hall is insured with respect to contents (£20,000), public liability (£5,000,000) and buildings (£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.

Gas appliances and portable electrical appliances are tested annually by qualified personnel. The mains electrical installation is checked every 5 years.

A fire risk assessment is updated annually.

Fire fighting appliances are inspected annually.

Volunteer's from the Management Committee carry out other regular maintenance checks.

OBJECTIVES OF THE CHARITY

The provision of a Hall for the benefit of the Parish of Sadberge without distinction of sex, sexual orientation, age, disability, nationality, race or political views or other opinions, Use of the Hall for meetings, lectures, and classes and 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 the villagers can meet and enjoy refreshments.

The Trustees consider these objectives to be consistent with the 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 preschool group, coffee shop, keep fit, badminton, orchid society, chiropody, eat n' meet, band practice, Morris dancing, art classes and a variety of meetings e.g. Parish Council.

Events during the year have included the Orchid Society Annual Show, a Halloween Party, a Dinner Dance, and a children's Christmas Party.

The Hall is available to hire for private functions including wedding receptions, parties for adults and children, funeral teas, christenings and conferences.

A coffee shop provides the venue for refreshments and socialising during weekday mornings.

VOLUNTEERS' EFFORT

The Management Committee meets every month for at least 2 hours and often longer and there are additional meetings when the need arises. Fund raising events are organised by the Committee with additional help from community volunteers.

2017 ACHIEVEMENTS

The Trustees have worked 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 risks that should be covered the Association General Reserve the Management Committee has adopted a policy that the target for the Association General Reserve should be £8,000.

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

FUTURE PLANS

Plans for the refurbishment of the Coffee Lounge are still ongoing in order to maintain the hall as an attractive and welcoming venue.

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

At the Annual General Meeting the Association members supported the Trustees suggestion that the Association convert into a Charitable Incorporated Organisation (CIO). A new constitution has been drawn up but further work is still on hold pending the outcome of the discussion about the renewal of the lease on the Village Hall.

Signed on behalf of the Charity's' Trustees,

Signature; - Chris Smith.

Position; - Chair

Date; - 28th February 2018.

SADBERGE VILLAGE HALL ASSOCIATION

BALANCE SHEET AT 31ST DECEMBER 2017

<u>CURRENT ASSETS</u>	1 st Jan.17	31 st Dec.17
Current Account	£9843.78	£5953.56
Savings Account	£6073.22	£6080.84
Credit Union	£1306.52	£1310.39
Cash	£ 275.00	£ 275.00
Coffee Shop Cash in Hand	£ 690.39	£ 730.20
Accounts receivable	£1032.00	£1129.00
 TOTAL CURRENT ASSETS	 £19220.91	 £15478.99
Polar PV System	£7530.87	£7183.29
TOTAL ASSETS	£26751.78	£22662.28
 <u>LIABILITIES</u>		
Creditors unreturned deposits	£ 150.00	£ 150.00
NET TOTAL ASSETS	£26601.78	£22512.28
PROFIT £455.61		LOSS £4089.50

SADBERGE VILLAGE HALL ASSOCIATION

INCOME AND EXPENDITURE COMPARISON FOR YEAR ENDED 31ST DECEMBER

2017

<u>INCOME</u>	<u>2016</u>	<u>2017</u>
Lettings	£19258.70	£16994.48
Functions	£ 8891.37	£ 4182.85
Bar	£ 1100.76	£ 1452.70
Coffee Shop	£17263.52	£14212.60
Membership Fees	£ 239.50	£ 5.00
Feed in Tariff	£ 1802.42	£ 1606.65
Petty Cash Account	£ 3907.28	£ 1890.96
Bank Interest	£ 20.22	£ 7.62
Donations	£ 11.00	£ 0.00
Catering	£ 0.00	£ 100.00
TOTAL	£52494.77	£40452.86

Income down by £12041.91

	<u>2016</u>	<u>2017</u>
<u>EXPENDITURE</u>		
Gas	£ 2155.31	£ 2138.91
Water	£ 919.04	£ 1268.46
Electricity	£ 2695.89	£ 2163.35
Functions	£ 4841.52	£ 2680.02
Bar	£ 2148.62	£ 926.67
Coffee Shop	£16711.53	£14170.66
Lettings	£ 1318.81	£ 238.75
Cleaning Supplies	£ 1406.43	£ 615.89
Wages	£ 7004.91	£10154.38
Insurance	£ 3053.54	£ 2279.19
Licences	£ 1058.53	£ 1064.69
Rent	£ 0.00	£ 240.00
Petty Cash Account	£ 4120.07	£ 1863.50
Maintenance : Day to Day	£ 2256.95	£ 1479.39
Building	£ 857.56	£ 1515.00
Subscriptions	£ 10.00	£ 12.00
Refuse Collection and Bin Hire	£ 0.00	£ 1383.92
Depreciation	£ 347.58	£ 347.58
TOTAL	£52039.16	£44542.36

Expenditure down by £6881.22

LOSS £4089.50



Section A

Independent Examiner's Report

Report to the trustees/
members of

SALDBERGE VILLAGE HALL ASSOCIATION

On accounts for the year
ended

31st DECEMBER 2017

Charity no
(if any)

506425

Set out on pages

2

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

Basis of independent
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 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 material matters have come to my attention (~~other than that disclosed below~~) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

* Please delete the words in the brackets if they do not apply.

Signed:

R. Rees

Date:

30/9/18

Name:

RICHARD REES

Relevant professional
qualification(s) or body
(if any):

FCA

Address:

VICTORIA HOUSE 17 HIGH CROSS STREET
LEICESTER LE1 4PF

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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