



Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	01	11	2017		31	10

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Howick Village Hall, Howick	
Alnwick	
Northumberland	
Postcode	NE66 3LE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Jeanette Archbold			Women's Institute
2	Jane Doleman	Booking Officer		
3	Rosemary Duns			
4	John Haughie	Treasurer		
5	Lady Claire Howick			Parish Council
6	David Jackson			Howick Trustees Ltd
7	Audrey Jamieson	Secretary		
8	Robert Jamieson	Chairman		
9	Lynsey Punton			
10	John Roper			
11	Stewart Sexton			
12	Cheryl Spark			
13	Philip Spark			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Longhoughton Parish Council	Custodian Trustees

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	This charity is governed by a Deed of Trust established on 6 July 2010
How the charity is constituted (eg. trust, association, company)	This charity is constituted as a Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed from within the community, always including representatives from the Parish Council, Howick Trustees Ltd and the Women's Institute.

Additional governance issues (Optional information)

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You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Longhoughton Parish Council act as the custodian trustees for this charity with the above trustees running the hall for the community benefit in line with the charities objectives.

As trustees, we have established policies and procedures to ensure the safety of the premises for all who use the facilities. This includes regulated checks for fire safety and food hygiene alongside PAT testing and other health and safety risk assessments. All trustees are up to date with the requirements of their role in line with Charity Commission regulations and additional guidance is available via Community Action Northumberland and the Village Hall Consortium.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

Our objectives are as follows:

- to provide and maintain a village hall for the use residents of Howick and surrounding area of Alnwick for recreational and educational purposes.
- To advance education and skills in an aim to enhance prospects for the community as required.
- To reduce any isolation in this remote rural area.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

- In line with guidance issued by the Charity commission, we are confident that we have carried out these aims for public benefit by :
- Continuing a programme of improvements to the hall and its facilities, including rewiring of the heating system, fitting of the new kitchen, installation of an audio visual (AV) system, installation of insulation to the annex and re-roofing. These improvements have extended the use of the hall particularly in the colder months. Also with the AV system in place the hall can now be used for talks and films thus widening the range of booking possibilities. We have recently completed phase three of the refurbishments by replacing the existing toilet facilities, including a toilet with easy access for all. The increase in the number of toilets overall has been very well received.
 - Providing a hall which is organised in a manner which ensures that it is welcoming, safe to use and inclusive. Trustees carry out regular risk assessments and work hard to maintain the appearance of the hall.
 - Increasing the revenue raised due to additional lettings.
 - Increasing the number of outside agencies who have used the facilities for training and information sharing. (e.g. First aid courses, wild life groups).
 - Increasing the number of smaller groups who use the hall which in turn has included a larger number of the local residents who have been able to join in.
 - Establishing a development plan for further improvements which will enhance the facilities and possibly increase usage and therefore revenue to meet maintenance and running costs.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

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Summary of the main achievements of the charity during the year

We would consider this a successful year for the village hall with grants obtained which have resulted in some major renovations being completed. The insulation of the annex and the re-roofing alongside the rewiring of the heating system has had a huge impact on the availability and suitability of the hall for use by new groups. The installation of Audio visual equipment opens up other avenues and alongside the general improvements we are generating more revenue to meet the hall running costs. We have recently completed phase three of the refurbishments by replacing the existing toilet facilities, including a toilet with easy access for all. The increase in the number of toilets overall has been very well received.

In general the Village hall has been used more with an increase in the number of groups and individuals using the hall for a wide range of purposes. Groups now established include the Coastal Choir, the Craft Club, the Film Club, the WI, the church Kneeler Group and regular bingo nights for all the family. Events such as a moth night has generated huge interest with children and adults excited to find out more. Training events such as First Aid have been well attended. Local cadets are using the hall for fundraising events and numerous members of the community have used the hall for private parties and celebrations. Whole community events celebrating events including Christmas are special occasions firmly placed on the calendar.

All in all a good year.

Section E Financial review

Brief statement of the charity's policy on reserves

We have a reserved fund which will meet the cost of refurbishments which are already planned and any unplanned emergency repairs which may occur.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

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Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Robert Jamieson


Audrey Jamieson

**Position (eg Secretary,
Chair, etc)**

Chair

Secretary

Date

	Charity Name			No (if any)		CC16a
	Howick village Hall Trust			1156634		
	Receipts and payments accounts					
	For the period from	Period start date	To	Period end date		
		1-Nov-17		31-Oct-18		

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Hall Hire/Usage	3,028	-00	-00	3,028	3,615
W I Rent	150	-00	-00	150	150
Entertainments/Events	1,203	-00	-00	1,203	974
HighlightsProductions	- 0	-00	-00	-00	825
Village Show	177	-00	-00	177	162
Northern Powergrid	- 0	-00	-00	-00	500
Polling Day	- 0	-00	-00	-00	192
Grants	22,514			22,514	
Miscellaneous	545	-00	-00	545	306
Sub total(Gross income for AR)	27,617	-00	-00	27,617	6,724
A2 Asset and investment sales, (see table).					
	- 0	- 0	- 0	-00	
	- 0	- 0	- 0	-00	- 0
Sub total	- 0	- 0	- 0	-00	- 0
Total receipts	27,617	- 0	- 0	27,617	6,724
A3 Payments					
Electricity Bills	1,096	-00	-00	1,096	805
Howick Trustees	230	-00	-00	230	104
Cleaning	520	-00	-00	520	515
Planning Application	- 0	-00	-00	-00	195
Fire Checks	59	-00	-00	59	21
Highlight Productions/Ents	681	-00	-00	681	520
Repairs/Maintenance	1,182	-00	-00	1,182	1,655
NNVHC - Subs/PAT	40	-00	-00	40	40
Miscellaneous/New WC/Float	33,000	-00	-00	33,000	602
Sub total	36,808	-00	-00	36,808	4,457
A4 Asset and investment purchases, (see table)					
	- 0	- 0	- 0	-00	
Sub total	- 0	- 0	- 0	-00	- 0
Total payments	36,808	- 0	- 0	36,808	4,457
Net of receipts/(payments)	- 9,191	-00	-00	- 9,191	2,267
A5 Transfers between funds	- 0	-00	-00	-00	-00
A6 Cash funds last year end	11,140	-00	-00	11,140	-00
Cash funds this year end	3,065	-00	-00	3,065	2,267

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds	
		to nearest £	to nearest £	to nearest £	
B1 Cash funds	Total Fund Held	1,365	1,700	-00	
		-00	-00	-00	
		-00	-00	-00	
	Total cash funds	1,365	1,700	-00	
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK	
		Unrestricted funds	Restricted funds	Endowment funds	
	Details	to nearest £	to nearest £	to nearest £	
B2 Other monetary assets		-00	-00	-00	
		-00	-00	-00	
		-00	-00	-00	
		-00	-00	-00	
		-00	-00	-00	
		-00	-00	-00	
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
B3 Investment assets			-00	-00	
			-00	-00	
			-00	-00	
			-00	-00	
			-00	-00	
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
B4 Assets retained for the charity's own use			-00	-00	
			-00	-00	
			-00	-00	
			-00	-00	
			-00	-00	
			-00	-00	
			-00	-00	
			-00	-00	
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)	
B5 Liabilities			-00		
			-00		
			-00		
			-00		
			-00		
Signed by one or two trustees on behalf of all the trustees	Signature		Print Name		Date of approval
	original signed		JOHN HAUGHIE		11/20/18
	original signed		Robert Jmieson		

Simon Potts, CPFA, 17 Astley Gardens, Seaton Delaval, Whitley Bay, NE25 0AE

To: The Committee Members of Howick Village Hall Trust

From: Simon Potts CPFA

Date: 06 December 2018

Audit of 2017/18 Annual Accounts

I refer to the above and would inform you that I have completed a review of the accounting statements and the documents supporting those statements for the year ended 31 October 2018 and confirm that in my opinion the statements show a true and fair view of the organisations financial position at that date.

A handwritten signature in dark ink, consisting of several loops and a long horizontal stroke extending to the right.

Simon Potts

CPFA