

Notes for Annual Report

Sue - Introduction

In previous years we have produced a slide show, sorry but this year we haven't had time to do that.

The reason - in January 2018 we had 9 Trustees on the Management Committee but by December due to illness and retirements we only had 3 Trustees who were well enough to undertake the many tasks to keep the hall running day to day.

This wasn't the best way to end 2018 or to start the New Year.

Thankfully Margaret and Jackie are now well enough to help again but we are all very sorry that Audrey Holley, due to her continued ill health, has had to resign as Chair and a Trustee. For all Trustees it has been a challenging time trying to juggle the day to day running of the hall and trying and find time to plan for the future.

As a result, many lower priority jobs have had to be put on hold.

Hopefully all this explains the lack of slides and why I am standing here talking to you today, on behalf of the Trustees, instead of Audrey.

Sue to hand over to Ray for the Finance report

FINANCIAL ACCOUNTS / FACTS AND FIGURES (RAY)

Financial Accounts – Copies of our 2018 Accounts are on your chairs / tables and I will take any questions at the end. I would just like to thank Linda Hilton for checking our Accounts for us.

Highlights from the Accounts :-

Income – just over £37k compared to £39k in 2017 – mainly due to the impact of VAT on our Maintenance projects in 2017. Income from Hall Hire remained at just under £35k. We undertook our usual review of our Hire rates for 2019 and the majority of our Regular users have not seen an increase. We did decide however to introduce a new Regular Business rate to cover hirers who use the facilities for business purposes.

Expenditure - £28k compared to £49k in 2017 – mainly due to the car park resurfacing work and repainting in 2017. It is worth mentioning that we did make a reduction in our Cleaning costs by utilising a different contractor and we also made a saving on our Insurance, partly by having CCTV installed and partly due to agreeing for the company to undertake a desk top review of the property which will also mean that the reduced rate will continue for the next year as well.

Overall our income exceeded our expenditure by £8590. As part of our 3 year plan we had always intended to increase our 'reserves' to cover for potential future expenditure for the Reception project and further capital expenditure including general maintenance work

We finished the year with just over £15k in our Bank Account

Just a quick thank you to Peter Felton for all his hard work through the year on dealing with all of the Bookings work.

Number of bookings – 1895 compared to 1792 in 2017 and 1015 in 2014 when the Hall was modernised. Although the bookings increased this was not matched in income terms as there was a reduction in bookings in the Main Hall and increases in the New Hall and Meeting Room

Number of regular hirers – We currently have around 60 groups who have regular bookings at the Hall and cover a wide spectrum of activities – if you are not sure what goes on here please pick up one of our booklets

CDVH Lottery – Our lottery was launched at the AGM last year and we now have 76 people who have joined the scheme. Three draws have been made throughout the year and 12 prizes with a combined value of £270 have been made and there are a number of prize winners in the room tonight who wish to remain anonymous. Our next draw will take place next week and if you would like the chance of winning a prize in the future please see me afterwards and collect a form. Just a reminder if you are already a member and don't pay by standing order then your payment for the next year is due.

Any Questions

Hand over to Sue for

I am going to talk about some of the things we did last year. If you have any questions, please feel free to ask them as we go along.

As in previous years we have continued to work closely with the other groups who help and support our community. Thank you to the Methodist Chapel, Doctors Surgery, Bowling Club and of course our Parish Council.

Everyone is agreed that we should get more activities for children

We had two one off events - Drums for Fun in May and the Gaming Café in November. We hoped these would lead to regular activities, but nobody came forward to run them. So, this is still on the 'to do' list. We really need younger local volunteers to make something happen on a regular basis. If you have any ideas, we would love to talk to you.

We said we would to continue to promote health and wellbeing in our community

Several Trustees put a lot of time and effort into the setting up of the Wellness Café (and a loyal group of Friends of the Hall made and served refreshments each week and Mark Holley provided musical entertainment).

After 4 months the NHS decided the Café would become a branch of RVS (Royal Voluntary Service). They did this to secure funding and so RVS could help with Governance issues. The cafe moved to Perranwell Hall in October.

We have spoken to the Parish Council about the possibility of them setting up a new Wellbeing Café or Meet & Eat Group in Carnon Downs, similar to the one held monthly in Devoran and they are keen to progress this in the coming year.

We continue to work with Carnon Downs Surgery – they have held fundraising and awareness raising events at the hall and they are holding a ‘Living Well in our Community’ day here on 30th April.

It is amazing the number of fundraising events run by local residents – Coffee Mornings, lunches, teas, plant sales, socials etc. These all provide a focus for the community to get together, so contribute to the wellbeing of our community, **and** they help raise funds for some very worthwhile charities.

And of course, the events run by the Community Association have been a very welcome addition to the Village Social Calendar and it is great to see the Village Market continuing to thrive. As Trustees we know how much effort it takes to make these events happen, so well done to everyone involved.

We have made some progress on the Reception Project thanks to advice and support from local architects NHB, we now have planning permission for a new Reception area. We have also spoken to a local company about how they might help manage the next phase on the project. All this is linked to the future of the hall that Peter Jefferson will touch on later.

Last year we said we needed to recruit more Volunteers

We have done a lot of work on this and we are extremely grateful to the small merry band of people who came forward to offer their time and skills. They do everything from weeding to small maintenance jobs and meeting new hirers.

Additionally, an employee of Cornwall Council is helping us with Technical Support for the Hall web site as part of their Corporate Volunteering Scheme. This is a win/win arrangement as he is learning new skills at the same time as helping us.

We held a volunteer recruitment evening in June, a thank you for volunteering evening in November and two group cleaning and maintenance afternoons, in August last year and in February this year. These proved to be a lot of fun and we plan to hold another one in May! We were able to get a Community Chest grant from Councillor Martyn Alvey to fund these. So, many thanks to him too.

But we still need more volunteers, so this is on the ‘to do’ list too.

Managing the hall

We also said last year, if we couldn't find volunteers for specific tasks, we would need to take a different approach.

Our complex Information Technology used to be managed by one of the Trustees on a voluntary basis with support from CRCC – Cornwall Rural Communities Charity. This was proving un-sustainable so last December we began a trial period of paying a contractor from CRCC for 3 hours a week to maintain our CCTV, Wi-Fi network and the lap top computers needed for our Web site, online booking system, file sharing and email. His help is proving invaluable and is continuing on a rolling basis.

We also took the decision, early this year, to offer a small honorarium to attract new booking officers and we are absolutely delighted that Katie and Clare responded to the advert they saw at the surgery. At long last we have a 'Booking Team'. They are doing an excellent job and we are very glad to have them on board.

As volunteer Trustees we are aware that we are not experts in every field, so whenever we need to, we take advantage of free expert advice that is on offer locally and nationally.

So, for anything to do with Policy and Procedure such as our new Terms and Conditions of Hirer we use model policies or templates provided by ACRE – Action for Communities in Rural England, then we know their legal team will have covered everything. We also use guidance documents published by the Charity Commission.

We have also obtained independent expert advice on Health and Safety matters both from a local company that holds Health and Safety training session at the hall for local organisations and small businesses and from the Fire Brigade.

We have had advice on Youth engagement, Grant applications and General Data Protection Regulations from Cornwall Rural Community Council staff, and most recently 2 Trustees and our volunteer Booking Manager attended the excellent crcc Community Buildings Conference held in Lanivet. This was an inspiring day of presentations covering everything from Licencing and Digitizing your Hall to Lottery Funding.

And lastly, we proactively keep in contact with a variety of Village Halls both nearby and further afield to share ideas. None of us want to re-invent the wheel if one of the other halls has already found a solution to the same problem!

There are lots of people to say thank you to

1. We are all very grateful for everything that Audrey did in her role as chair last year and we hope she will soon be feeling much better and thanks too, to her husband Mark who was always willing to lend a hand.

2. We would also like to thank Pam Jewiss for her work as a Trustee. She resigned last December so she could spend more time fundraising for the Friends of Royal Cornwall hospital.
3. Sandy – who took over as Secretary to the Trustees, having previously volunteered to do our Minutes.
4. All the volunteers that help at the Hall – those that meet new hirers, provide refreshments, do maintenance and cleaning jobs and help maintain the hall grounds.
5. Truro Camera Club for photos round the Hall
6. Our contractors for the cleaning, window cleaning, electrical and heating maintenance and gardening.
7. To all the volunteers who help organise the many clubs, groups and societies that use the hall on a regular basis. There would be no point in having a such a fantastic community facility without the activities being run in it!
8. Thank you to all the Trustees who work so hard to keep the hall running and to their partners who are always come and help with everything from putting up the Christmas decorations to cleaning the tables and chairs and anything else they get volunteered for!
9. And last but by no means least thank you to Ray.

So where do we go from here?

I think you will all agree that the Hall is very successful, and we can all be very proud of what has been achieved over the 49 years the hall has been open.

But what about the future?

Should we be doing more? Should we be doing less? Should we be doing things differently?

Should we rely on volunteers? Should we get more paid help?

We all need to consider these questions and to help us, we definitely need some expert advice.

Peter Jefferson is going to talk about this, but before he does, I would like to hand over to Sandy for the Reconstitution of the Management Committee of Trustees.

Carnon Downs Village Hall

Income and Expenditure for the year ending 31st December 2018

| Income | 2018 | 2017 |
|--------------------------------|-------------------|-------------------|
| Hall Hire | £34,998.00 | £34,984.00 |
| Donations | £686.99 | £1,774.00 |
| PV's | £744.95 | £686.37 |
| Lottery | £825.00 | £0.00 |
| VAT | £0.00 | £2,073.24 |
| Total | £37,254.94 | £39,517.61 |
| Expenditure | | |
| Honorarium | £400.00 | £320.00 |
| Cleaning / Caretaking | £10,488.93 | £9,964.51 |
| Window Cleaning | £245.00 | £185.00 |
| Consumables | £131.52 | £365.85 |
| Electricity | £726.31 | £752.81 |
| Gas | £717.79 | £565.85 |
| Telephone | £905.92 | £906.64 |
| Water | £1,117.42 | £1,237.11 |
| Repairs / Maintenance | £1,648.63 | £5,058.43 |
| Boiler Maintenance | £160.36 | £0.00 |
| Stationery / Admin | £1,151.70 | £1,289.24 |
| Gardening | £915.00 | £429.00 |
| Performing Rights | £777.60 | £792.00 |
| Piano Tuning | £40.00 | £80.00 |
| Insurance | £1,560.51 | £2,549.41 |
| Projects | £3,115.67 | £21,565.74 |
| VAT | £4,093.15 | £2,918.79 |
| Lottery | £208.51 | £0.00 |
| Accounts Checking | £0.00 | £0.00 |
| IT | £259.99 | £283.99 |
| Total | £28,664.01 | £49,264.37 |
| Income over Expenditure | £8,590.93 | -£9,746.76 |

Expenditure Breakdowns

Repairs / Maintenance

| | |
|---------|---------|
| Repairs | £861.00 |
|---------|---------|

Maintenance £787.63

£1,648.63

Projects

Strictly Tables & Chaira £1,407.12

I Pad £364.99

Mobile Phone £129.95

Laptop x 2 £800.61

Allied Westminster Valuation £120.00

Planning Portal £254.00

Small Items £39.00

£3,115.67

Building Insurance Valuations

Village Hall £1,454,576

Contents £39,605

£1,494,181

Monetary Assets

Bank Current Account £15,597

less Cheques Outstanding £965

plus Income due £488

Total £15,120

Signed :-

Ray Goddard, Treasurer

Date :-

14/2/19

These accounts have been prepared from the management books and records and, in my opinion, they give a true and accurate financial view of the financial position and results of Carnon Downs Village Hall as at 31st December 2018

Signed :-

Independent Examiner

Date :-

15/2/19



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Carnon Downs Village Hall

On accounts for the year
ended

31st December 2018

Charity no
(if any)

300527

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and
basis of report

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~ *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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:

M. J. Hilton

Date:

15/2/19

Name:

MRS L. J. HILTON

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

Address:

TREVINT, QUENCHWELL RD

CARNON DOWNS, TRURO, TR3 6JF