



# **Tempsford Stuart Memorial Village Hall**

Registered Charity No. 200249

## **Trustees' Annual Report**

1<sup>st</sup> January 2018 – 31<sup>st</sup> December 2018

Chairman: Brian Harrison  
New House, Church Street  
Tempsford, Sandy  
Bedfordshire, SG19 2AN  
Tel: 01767 641142 e-mail: b.harrison46@btinternet.com

### **Names of Trustees**

Brian Harrison (Chairman)  
Geoff Phipps (Vice Chairman)  
Tracy Hirons (Treasurer)  
Anne Francis (Secretary)  
Linda Collins (Bookings Secretary)  
Jesse Lawrence

Andy Wines (from 3<sup>rd</sup> April 2018)  
Sharon Clayton (from 3<sup>rd</sup> April 2018 until 26<sup>th</sup> November 2018)  
Steve Ward (until 3<sup>rd</sup> April 2018)  
Anne Northfield (until 3<sup>rd</sup> April 2018)

### **Sources of advice and support**

Bank: Barclays plc., Leicester, LE87 2BB  
Solicitors: Woodfines Solicitors, 6 Bedford Road, Sandy, Bedfordshire, SG19 1EN  
Independent examiner: Antoinette Gorst FCCA CTA, Anstee Gorst, Unit 4 Eaton  
Court, Colmworth Business Park, Eaton Socon, St Neots, Cambridgeshire, PE19 8ER

### **Governance**

Tempsford Stuart Memorial Village Hall was established as a charity by a Trust Deed dated 12<sup>th</sup> December 1935. The hall was originally built as a village hall by Dugald and Millicent Stuart of Tempsford Hall in memory of their son Esme who was killed in the First World War.

Over the past year an Operating Manual for the Hall has been further developed. This covers Governance in detail as well as the Constitution and Operating Procedures.

### **Appointment of Trustees**

The Trust Deed governs the appointment of trustees and the management of the charity. Eight trustees are elected at the Annual General Meeting held in April. The two longest serving Trustees must retire at each AGM. In addition, certain regular user groups (the Women's Institute and Tempsford Museum & Archives) each nominate one member of the Management Committee. The Trustees and nominated members form the Management Committee of the Village Hall, which has the power to co-opt up to 2 further members on an annual basis.

### **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been produced in draft form (yet to be approved by the Management Committee):

- Health & Safety Policy
- Fire Safety Policy
- Young and Vulnerable People Policy

Copies of these policies are included in the Operating Manual.

### **Hire of Hall**

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 (not including alcohol) and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society for live and recorded music. Alcohol licencing is done via Temporary Event Notices.

### **Risk Management**

#### **Insurance**

The village hall is insured with respect to property damage (buildings insurance) by Ansvar Insurance, Policy No: 2261928 (£1,032,204 Buildings Cover). It is insured with the same company with respect to Contents (up to £14,406), Public Liability (£5,000,000), Employers' Liability (£10,000,000), Trustees Indemnity (£250,000 and legal assistance (£250,000).

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.



## **Building Issues**

- Last year's Fire Safety Risk Assessment identified the need for fire alarm and emergency lighting systems. We applied for and were granted £10000 from the Big Lottery Fund to help to pay for this. The system was installed during June/July of 2018.
- Other fire-fighting appliances are inspected annually under contract with the supplier.
- During the past year we have continued to maintain the Hall as required. The north foyer and entrance lobby has been completely re-painted.
- A full maintenance plan has been formulated and we will shortly begin implementation
- The main roof has a number of slipped/missing tiles and this will require work in the near future.
- The boiler and heating system were serviced during June with no major issues
- PAT testing of electrical appliances still has to be completed
- Volunteers from the Committee carry out other regular maintenance checks.

## **Objectives of the Charity**

- Provision of a village hall for the benefit of the inhabitants of the Parish of Tempsford 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
- The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

## **Principal Activities in pursuit of Objectives**

- The hall is in use most days of the week for a variety of activities including Cardiac Exercise Class, Lindy Hop, Yoga, Martial Arts, Dog Training and the Women's Institute.
- The Hall also houses the Tempsford Museum & Archives (a separate charitable trust), which is open to the public on the first Sunday of every month
- The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions, concerts, theatre performances and various clubs.
- The Hall also runs and hosts the annual Tempsford Show which, in 2018, was the most successful ever, bringing in over 350 people and producing profits of over £5,000 once again.

## **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the Hall are set to achieve this. From time to time the Hall also applies for grants to fund specific projects. To this end we have recently applied for National Lottery funding to finance a permanent wheelchair ramp and adjacent car parking spaces. We also hope to do a major refurbishment of the interior of the hall.



## **Volunteers' Effort**

Management costs are kept to a minimum through the use of volunteers for running Hall events and for regular maintenance. Some cleaning is done by volunteers but we also employ a cleaner on a one day a week basis. We do not keep timesheets (except for the cleaner) but we estimate that at least 20 hours of volunteer time are given each week to cover routine tasks such as maintenance, meetings, administration, etc. In addition, trustees and other volunteers give many hours a year in organising and running fund raising events.

## **2018 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, as well as revenues earned. The revenues from hirings have increased by nearly 7% compared with 2017 and we are continuously exploring ways of increasing these.

The major success of 2018, as in the previous year, was the Tempsford Show, which contributed significantly to the revenue earnings for the Hall.

We also ran a very successful Burn's Night celebration at the beginning of the year.

The Hall website has been maintained and improved and that, together with our Facebook page, as well as registration with specialist hall booking websites, appears to be increasing our bookings, particularly for weddings and parties.

We were advised by our legal advisors that we should register the Hall and its land with the Land Registry. When we started the process, we discovered that a parcel of land to the north of the Hall, and which belongs to the Hall, had been mis-registered by land agents on behalf of the local landowner, Tempsford Estates. We have been working throughout the year to get this mis-registration reversed and the land agents have now admitted that it was their mistake. The process of re-registration is now well underway and the land agents have agreed to cover our costs over and above what it would have normally cost to register our land and buildings.

## **Reserves Policy**

The current Trustees decided to start with a reserve fund of £5,000, with the objective of adding to this by £1,000 per annum, this was achieved in 2018 even after using over £2,000 of the Hall's income to top up the grant received for the installation of the fire alarm and emergency lighting. This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement.

The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works far in excess of cash reserves held. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (i.e. without needing a loan).

## **Future Plans**



Last year, the Trustees recognised the need to improve communications with the villagers of Tempsford and its environs. We are doing this by face to face communication at events, regular articles in the Tempsford Times, the website and the Facebook page. In particular, we know that the main attendees at Hall events are of middle age and beyond. We therefore need to find ways of attracting the younger members of the community to the Hall. A plan to do this has been formulated.

The Tempsford Show is a mainstay of the Hall's income and we are hoping to expand this in 2019 with additional marquee space.

Depending on the result of our most recent lottery application we will make major strides on our maintenance plan.

## **Financial Review**

In 2018 the Hall generated an income of £30,403 compared with £20,690 in 2017. This increase was due to the receipt of a £10,000 grant from the Big Lottery Fund.

Expenditure in 2018 rose by £14,061 to £27,517 compared to £13,456 in 2017, this increase was due to the installation of the fire alarm and emergency lighting and essential roof repairs. General expenditure other than these areas was on par with 2017.

Revenue from rental income increased by nearly 7% in 2018 compared to 2017, and with ongoing updating of the website, Facebook page and regular articles in the Tempsford Times we expect to see a continued increase in the level of bookings throughout 2019.

The Hire Rates for the Hall were increased on July 1<sup>st</sup> 2017 and they have been maintained at the same level during 2018.

The production of both the Operating Manual and the Fire Risk Assessment for the Hall have highlighted numerous areas where significant investment is required and the Trustees have produced a planned maintenance budget to address these in order of their importance.

The Hall has Restricted Investment Funds of £8,782 (Market Value £13,249 at 31<sup>st</sup> December 2018 compared to £13,716 at 31<sup>st</sup> December 2017), which, in 2018, generated an income of £306 compared to £491 in 2017.

At the 31<sup>st</sup> December 2017 the Hall had Accumulated Unrestricted Funds of £25,060 comprised of £12,039 at Bank an In Hand and £13,021 in a Post Office Investment Account.

The law applicable to the charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:



- Select suitable accounting policies and then apply them consistently
- Make judgments that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departure disclosed and explained in the financial statements
- Prepare ongoing financial statements

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the Charity and to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Report) Regulations and the Provisions of the Trust Deed. The Trustees are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The Charity prepares accounts on a receipts and payments basis.

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

**Signed on behalf of the charity's trustees**

Signature(s)

B. Harrison T.A. Harrison

Full name(s)

BRIAN HARRISON TRACY HARRISON

Position

CHAIRMAN OF TRUSTEES

Date

1 APRIL 2019

## INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

### The Board of Management of THE STUART MEMORIAL HALL, TEMPSFORD

I report on the accounts of the Trust for the year ended 31st December 2018, which are set out on pages 8 and 9.

#### 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 given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

#### Basis of independent examiner's report

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 account, and seeking explanation 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
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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.

Name: A Gorst FCCA CTA



Address: Anstee Gorst  
Ground Floor Offices, Eaton Court  
Colmworth Business Park, Eaton Socon  
St Neots, Cambs  
PE19 8ER

Date:

28/3/2019



**The Board of Management  
of  
THE STUART MEMORIAL HALL, TEMPSFORD**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2018**

	<b>2018</b>		<b>2017</b>	
	£	£	£	£
<b>RECEIPTS</b>				
Endowment fund investments	306		491	
Investment income	56		75	
Hall hire receipts	11,646		10,929	
Events	1,830		741	
Other income	0		107	
Security bond - refundable	0		100	
Donations	84		1,616	
Grants	10,000		0	
Village show and raffle	6,481		6,631	
		30,403		20,690
<b>PAYMENTS</b>				
Cleaning and caretaking	1,404		1,394	
Insurance	1,372		1,329	
Light and heat	1,642		2,253	
Water	366		-378	
Repairs, maintenance and replacements				
General	4,889		5,335	
Capital	12,141		0	
Security bond refund	100		0	
Postage, stationery and telephone	162		48	
Booking clerk	1,585		1,175	
Licenses and subscriptions	544		328	
Accountancy and professional fees	590		0	
Event costs	1,252		0	
Village show costs	1,357		1,867	
Miscellaneous	113		105	
		27,517		13,456
<b>EXCESS OF PAYMENTS OVER RECEIPTS</b>		<u>2,886</u>		<u>7,234</u>



The Board of Management  
of  
THE STUART MEMORIAL HALL, TEMPSFORD  
STATEMENT OF ASSETS AT 31 DECEMBER 2018

	2018		2017
	£	£	£
<b>ENDOWMENT FUND (RESTRICTED)</b>			
(see footnote)			
at 1 January 2018	<u>8,806</u>		<u>8,806</u>
at 31 December 2018		8,782	8,806
<b>ACCUMULATED FUND (UNRESTRICTED)</b>			
at 1 January 2018	22,174		14,940
Excess of payments over receipts for the year	<u>2,886</u>		<u>7,234</u>
at 31 December 2018		<u>25,060</u>	<u>22,174</u>
<b>TOTAL FUNDS AT 31 DECEMBER 2018</b>		<u><u>33,842</u></u>	<u><u>30,980</u></u>
<b>REPRESENTED BY:</b>			
Endowment Fund:			
Quoted investments at 1993 valuation and subsequent cost:			
2393.85 Charinco Common Investment Fund units	4,504		4,504
614.03 COIF Charities Investment Fund Inc. Units	<u>4,278</u>		<u>4,278</u>
(Market value £13,249 (2017: £13,716))		8,782	8,782
Accumulated fund:			
Cash: at bank and in hand	12,039		9,233
Post Office Investment account	<u>13,021</u>		<u>12,965</u>
		<u>25,060</u>	<u>22,198</u>
		<u><u>33,842</u></u>	<u><u>30,980</u></u>

**NOTE:**

*The Endowment Fund was created by Deed of Trust dated 12 December 1935 and is a restricted fund in that only the income of the fund can be applied to meet the running expenses of the Stuart Memorial Hall.*

APPROVED BY THE BOARD OF MANAGEMENT ON 1ST APRIL 2019

AND SIGNED ON ITS BEHALF

B. Hamer  
Pray Hester