

SOUTH WOODHAM FERRERS VILLAGE HALL TRUST
Charity no 301405

ANNUAL REPORT FOR THE YEAR DECEMBER 2018

The South Woodham Ferrers Village Hall, 25 Hullbridge Road, South Woodham Ferrers, Essex CM3 5PL, is registered with the Charity Commissioners (no 301405) and constituted by Deed of Trust.

The charity is administered by a Management Committee comprising of:

Chairman

Vice Chairman

Secretary

Treasurer

Mr Ian Roberts

Mr Daniel Stephenson

Mr David Frost

Other Members Mrs Carol Lingham, Mr Terry Payne, Mrs Maureen Perry, Mrs Sandra Rolfe, Mrs Joan Lockett, Miss Lauren Payne, Mr Martin Turner, Mr Bob Bell, Mr Kenny Bentham, Mrs Ann Boyle, Mr Ivan Lambert, Councilor Sam Coley, Mr David Courtenay.

COMMITTEE

Committee members are nominated by affiliated groups and subsequently appointed at the Annual General Meeting, there are also independent members elected at the AGM. The South Woodham Ferrers Town Council is the Custodian Trustee and nominates a trustee to the Management Committee each year (Councilor Sam Coley in 2018/19 until May 2019 when the Town Council appoint a Councilor for another year). A detailed committee member list is included elsewhere within this Annual Report. In the absence of an elected Chairman the Vice Chairman – Ian Roberts, filled the role on an ad-hoc basis.

The Designated Premise Supervisor was changed in July from Ian Roberts to Mark Hatcher.

OBJECTS

The object of the charity is to maintain the Village Hall, for the benefit of the inhabitants of the Parish of South Woodham Ferrers and its environs. The Management Committee aims to provide first class hall facilities at an affordable price to individuals and organisations serving the community.

There are several different halls and rooms available for hire, including the social club lounges, to community groups and private individuals alike. During term time the halls are virtually fully used each weekday and for approximately 75% of weekends. Outside of term time the use falls to around 60% capacity. It is during these periods that any major maintenance and cleaning is scheduled.

The Social Club lounges, which are occupied each evening and at weekends under an Occupational Licence by the wholly owned trading company (Village hall Trading (SWF) Ltd); who operate as a Social Club are available to all affiliated groups members.

STAFFING

Up until the end of 2018 the charity employed part time; a Business Secretary, Assistant Business Secretary and Caretaker. Due to the increased usage of the premises an increase in staff working hours was agreed. The Village Hall continues to depend upon the help of volunteers, although it is getting more difficult to get people to commit their time due to other commitments.

TRADING PARTNERS

A wholly owned trading company (Village Hall Trading (SWF) Ltd) with full licensed bar facilities operates from the same address as the Charity and was set up for the purpose of financially supporting the Charity and providing facilities for affiliated members and individual hirers. It is set up to be non-profit making, with any profits made being passed over to the Charity. A covenant payment amount of £19,000 was received during 2018 for their year ending November 2017.

FINANCE

It was agreed that there would be an increase to headline letting rates for 2019. The Saturday night hire rate increased by £10.00. The Occupational Licence Fee was increased from December 2018 to £2000 per month. The continuation of the Executive Committee was agreed and has brought in extra business, benefitting both the Village Hall directly, the Trading Company and regular users by forward planning their events. The Snooker facilities here are still fully utilised and the Fish and Chip Van continues to occupy space in the Car Park paying a weekly rental charge for the use of the space.

ENTERTAINMENTS

A Band Evening was run as a joint venture between the Social Club and the Management Committee and proved very successful. There was no function on New Years Eve.

MAINTENANCE AND IMPROVEMENTS

The following areas were covered in the year

- High level clean of the Main Hall and replacement fluorescent tubes & starters.
- New accessible toilet and baby changing facility installed in place of the cloakroom in the foyer.
- New replacement notice boards outside the front and rear of the Hall
- Boilers replaced and several new radiators.
- The Snooker Tables were refurbished.
- An Oak Tree was removed from the entrance to the Car Park due to root damage caused to neighbour's property.
- The double-glazing glass was replaced in the Games Room windows.

During 2019 we plan to continue with our programme of refurbishment and improvements and have already agreed to look at replacing the carpets in the rear and front corridors.

MEMBERSHIPS AND AFFILIATIONS

The South Woodham Ferrers Village Hall Trust is a member of the Rural Community Council of Essex (RCCE) and benefits from free advice on relevant legislation when required.

Ian Roberts
Vice Chairman
27th March 2019

SOUTH WOODHAM FERRERS VILLAGE HALL TRUST

BALANCE SHEET AT 31st DECEMBER 2018

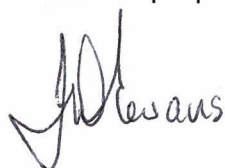
	2,018 £	2,017 £
<u>ASSETS</u>		
Shares Village Hall Trading Co.	2	2
Cash and Bank balances:-		
Bank deposit account	37,465	37,370
Bank current account	1,035	15,441
Cash in hand	163	156
	<u>38,663</u>	<u>52,967</u>
TOTAL ASSETS	<u>38,665</u>	<u>52,969</u>
 Represented by:- <u>Accumulated Fund</u>		
Balance at 1st January 2018	4,219	3,796
Surplus/(Deficit)	<u>696</u>	<u>423</u>
	4,915	4,219
<u>Extraordinary Repair Fund</u>		
Balance at 1st January 2018	48,750	45,750
Add/(Less) Tfr from/(to) Receipt and Pay A/C	<u>-15,000</u>	<u>3,000</u>
	<u>33,750</u>	<u>48,750</u>
TOTAL FUNDS	<u>38,665</u>	<u>52,969</u>

The accounts have been prepared from the records of the South Woodham Ferrers Village Hall Trust and have been prepared on a Receipts and Payments basis in line with the recommendations of the Charity Commission.



D. M. Frost F. C. A.
Honorary Treasurer.

I have examined the books and vouchers of the South Woodham Ferrers Village Hall Trust and the accounts prepared are in accordance therewith.



J. D. Evans F. C. C. A.
Honorary Auditor

SOUTH WOODHAM FERRERS VILLAGE HALL TRUST

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

		2,018		2,017
		£		£
<u>RECEIPTS</u>				
Lettings		60,116		45,873
Event lettings	10,537		10,760	
Less costs	<u>2,195</u>	8,342	<u>2,855</u>	7,905
Covenant		19,000		3,000
Fund Raising events/Donations		72		30
Snooker and pool		1,855		2,568
Net bank interest received		33		6
Sundry income/Playing Fields/Town Council		818		427
TOTAL RECEIPTS		<u><u>90,236</u></u>		<u><u>59,809</u></u>
<u>PAYMENTS</u>				
Office expenses		19,483		17,616
Advertising		219		406
Rates and water		2,453		3,092
Light and heat		11,991		8,343
Cleaning		25,696		5,774
Insurance		4,712		4,745
Telephone		1,169		1,094
Licences and subscriptions		1,762		1,397
General repairs and maintenance less grant		36,348		13,350
Sundry expenses		707		569
TOTAL EXPENDITURE		<u><u>104,540</u></u>		<u><u>56,386</u></u>
TOTAL RECEIPTS LESS PAYMENTS		-14,304		3,423
Transfer (to)/from Extraordinary Repair Fund		15,000		-3,000
BALANCE TO ACCUMULATED FUND		<u><u>696</u></u>		<u><u>423</u></u>

SOUTH WOODHAM FERRERS VILLAGE HALL TRUST

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st DECEMBER 2018

	2,018 £	2,017 £
<u>Snooker and Pool Tables</u>		
Takings	3,151	2,864
Less repairs and sundries	1,296	296
Profit to Receipts and Payments Account	<u>1,855</u>	<u>2,568</u>

Details of major items included in General Repairs and Maintenance

	2,018 £	2,017 £
2017		
Main Hall floor		3,312
2018		
Disabled Toilet	5,543	
New Boiler for heating system	15,453	
Village Hall signs	2,384	
	<u>23,380</u>	<u>3,312</u>

Costs and Insurance receipts for Porch included in General Repairs and Maintenance

	2,018 £	2,017 £
Demolition and building costs to date	38,627	6,697
Insurance payments received to date	35,167	6,447
Net cost to SWF Village Hall	<u>3,460</u>	<u>250</u>

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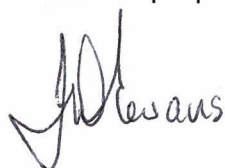
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