

Draycott Memorial Hall

Registered Charity No 1003202

Trustees' Annual Report

1st October 2023 - 30th September 2024

Names of Trustees

Mr Martyn Warne	Chairman
Mr Stephen Young	Secretary
Mr Roger Reeson	Treasurer
Mr Miles Whittle	Vice Chairman
Mrs Sarah Knight	Booking Secretary
Mr Robert Elliott	
Mrs Christine Fulton	
Mrs Marcia Filer	
Mr Clive Harris	(Retired 30 th September 2024)
Mr Roger Dollins	Parish Council Representative
Custodial Trustee	Rodney Stoke Parish Council

Sources of advice and support

Bank: Lloyds Bank plc, High Street, Wells
Somerset Community Council, Victoria House, Victoria Street, Taunton, TA1 3JZ.
Rodney Stoke Parish Council;
Insurers: Allied Westminster (Insurance Services) Ltd. Allied House, Holgate Lane, Boston Spa LS23 6BN

Governance

Draycott Memorial Hall (Draycott War Memorial Institute) was established by a Trust Deed dated 5th February 1991.

The hall was originally sited in the centre of the Draycott, which site was sold and a new hall built in 2000. The building is owned by the Rodney Stoke Parish Council and is leased to the Draycott Memorial Hall. The lease is a full repairing lease which means that, although no rent is payable, the village hall management committee is responsible for keeping the building in good state of repair.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity.

Committee members are elected at the Annual General Meeting held in November. At the first meeting following the AGM committee members are required to sign Trustee acceptance papers. Each trustee serves for one year, however, they are eligible to be re-elected. In addition, the constitution states that each regular user group nominates one trustee (although this has not been implemented since an amended constitution was submitted). The trustees form the Management Committee of the Memorial 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, employees and users of the hall, various policy statements have been adopted and are currently under review. Further details can be found on our web site.

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 hire and identifies the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence and is registered with the local authority for small society lotteries.

Risk Management

Insurance

The village hall is insured with respect to property damage (buildings insurance) by Allied Westminster Insurance (£1,736,004 cover). It is insured with the same company with respect to contents (up to £40,000) public liability (£10,000,000) employers' liability (£10,000,000) and legal assistance.

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

- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is checked by a qualified engineer every 5 years.
- A Fire Safety Risk Assessment is updated annually as required by law.
- Fire fighting appliances are inspected annually under contract with the supplier.
- Volunteers from the Committee carry out other regular maintenance checks.

Objectives of the Charity

- The provision and maintenance of a village hall for the use of the inhabitants of Draycott and the immediate neighbourhood (the area of benefit) without distinction of 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 conditions of the life of the said inhabitants

Principal Activities in pursuit of Objectives

- The hall is in use most days of the week for a variety of activities.
- The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and fund raising events.

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.

Volunteers' Effort

Management costs are kept to a minimum through the use of volunteers for regular maintenance of the hall.

2023/24 Achievements

- Achieved Hallmark 1 standard
- Installed new remote controlled blinds to the north windows
- Replaced rotten windows to the north (field) side of the hall with upvc units
- Installed new cinema equipment with drop down screen (the latter is available to hire subject to a nominal charge)
- Installed heating control equipment linked to the Hallmaster on line booking system
- Installed new wifi equipment to aid users who stream their particular sessions

Reserves Policy

The charity does not have a Reserves Policy. At the end of September the bank balances were £25,015.84 which is held for the general running and maintenance of the Hall together with any major projects identified by the Management Committee.

Future Plans

The Trustees will continue to maintain the Hall in first class condition to be attractive and practical to user groups.

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

Signed on behalf of the charity's trustees

Signature

Martyn Warne

Position

Chairman

Date

12th November 2024

Independent examiner's report on the accounts

Report to the trustees and members of Draycott Memorial Hall for the year ended 31st December 2006.

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the accounts.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Name: Paul Jelley

Date: 12th November 2024

The accounts are presented as a separate report.

Draycott Memorial Hall

Financial information from 1st October 2023 to 31st August 2024

Income and Expenditure

Income

	<u>September</u>
Art Club	0.00
Bingo	62.22
Blood Transfusion Service	192.13
Cheddar Bowls	290.00
Cheddar Judo Club	198.00
Cheddar Male Choir	130.50
Cheddar Community Church	410.10
Community Cinema Group	969.65
Dances/Dance practice	188.50
Donations	180.00
100 Club	0.00
Draycott Bowls	116.00
Film Night	0.00
Fitness classes	66.00
Funded events	0.00
Grants	0.00
Interest	5.19
Mendip Players	0.00
Miscellaneous Bookings	18.13
National Childbirth Trust	229.50
Orchard Vale	42.00
Parties	368.43
Pilates	115.50
Sale of surplus equipment	708.00
Summer Social	0.00
Tai Chi	0.00
TENs licences (excluding own use)	0.00
Village Show	0.00
Web site Advertising	0.00
Weddings	0.00
Whist Drives	0.00
WI	0.00
Yoga	0.00
Zumba	0.00
<u>Total Income</u>	<u>4,289.85</u>

Transfers from Maintenance account	0.00
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Total	<u><u>4,289.85</u></u>
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Expenditure

Booking Secretary	266.00
Broadband	207.49
Cleaning	1,511.56
Community Cinema Group	1,352.48
Electricity	795.94
Equipment	1,466.37
Funded events	0.00
Film Night	0.00
Gas	0.00
Inspections	0.00
Insurance premiums	0.00
Janatorial	0.00
Licences	0.00
Publicity	169.00
Repairs renewals & maintenance	71.25
Sewage Pump	0.00
Stationery	0.00
Subscriptions	0.00
Summer Social	0.00
Treasurers expenses	0.00
Waste Recycling	71.28
Wage Costs	0.00
Water	0.00

<u>Total Expenditure</u>	<u><u>5,911.37</u></u>
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Transfers to Maintenance Account	180.00
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Total	<u><u>6,091.37</u></u>
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** = Classed as "Fund Raising"

Year to date

4,158.40	
2,944.75	**
623.08	
1,620.85	
2,465.10	
1,696.15	
4,735.05	
8,975.88	
690.80	
1,765.00	**
4.00	
1,381.60	
2,358.97	**
1,674.15	
0.00	**
0.00	
17.88	**
5,102.01	
5,273.66	
1,258.05	
1,569.63	
1,150.06	
1,306.80	
983.00	
2,683.43	**
0.00	
60.00	
0.00	
36.00	
2,250.00	
1,167.50	
478.50	
1,666.05	
486.50	

60,582.85

1,247.00

61,829.85

Check

1,838.00

542.25

16,203.30

7,754.53

3,777.54

15,867.04

0.00

**

1,613.10

**

8,492.14

118.80

1,255.71

986.93

313.80

762.71

1,854.60

2,344.80

60.49

110.00

1,932.95

**

0.00

722.42

330.00

921.98

67,803.09

5,377.28

73,180.37

Check

Balances

Hall Current account	16,273.43
Fund Raising account	7,521.06
Cinema Club balances	1,221.35

Total balances (excl 100 Club) 25,015.84

100 Club account balance 1,248.00

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