

FTNG

(FOR THE NEXT GENERATION)

Eastrea Village Hall Trust
Registered Charity No
2 Eastrea Roman Gardens
Eastrea
Peterborough
PE7 2DF
Tel: 01733

Email eastreabookings@gmail.com

Trustees Annual Report

This report is for the period spanning 31st March 2023 [to 31st March 2024](#)
Annual General Meetings (AGMs) have been impacted and ultimately postponed due the pandemic. It is our aim for the AGM to return to its traditional month of April as set out in the Articles.

Trustees

Ritchie Walton (Chair)

Mckinley Erysthee

Marsha Erysthee

Katharine Hopcraft

Committee Members

Peter Hale

Nicola Brooks

Susan Parnell

Katrina Eryshee

Mel Hopcraft

Sources of Advice and Support

Buckle and Mellows Solicitors
Hills Chartered and Certified Accountants
CCV Cambridgeshire
Fenland District Council
ACRE
Gov.uk

Governance

Eastrea Village Hall was established as a charity by trust deed document dated 04/05/1962. The Hall stands on donated land meaning no rent is payable and the offset build costs with residential dwellings alongside the development of the land. The village hall executive committee is responsible for keeping the building in a good state of repair.

Appointment of Trustees

The trust deed governs the appointment of trustees and the management of the charity.

Policies and Procedures

To guide the Trustees in exercising its duty of care to members, volunteers and users of the hall the following policy statements have been adopted.

Health and Safety
Vulnerable adults Policy
Computer Use Policy
Data Protection Policy
Guides for Trustees
Risk Management Procedure

Copies of these policies are included in the trustees pack

Hiring Agreement

Use of the 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.

Licenses

The Hall has a premises licence to sell alcohol and is licensed by the performing rights society (PRS) for live and recorded music.

Risk Management

The Village Hall is insured by (name) It is insured with the same company for £500,000> Insured for contents and public liability (£5,000,000) and legal assistance. The trustees recognise its legal obligation to protect the building, it's users and volunteers through adequate insurance.

Building Issues

- Gas appliances and electrical equipment appliances are tested by qualified personnel annually.
- The fixed wiring system for the building has been inspected and tested in this year 2023 and a number of repairs have been carried out to maintain the compliance with current regulations. Next full inspection due in 2033.
- Fire safety risk assessment is updated annually and a review as required by law
- Fire fighting appliances are inspected annually under contract with the supplier
- Volunteers from the Trustees and Executive Committee carry out regular maintenances checks and annual maintenance review and stock take to check all items in the building and to make sure that they remain fit for purpose.

Objectives of the Charity

- Provision of the Hall is for the benefits of Eastrea village and without distinction – of sex, sexual orientation, age, gender, disability, nationality, race, political, religious, or other opinions.
- Use of the Hall for meetings, lectures classes and 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 residents.
- 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 pursue last year.

Principal Activities

- Use of the hall most days has been through the following regular bookings: tai chi classes, Whittlesey archery, keep fit groups, slimming world, quilt craft group, local Elections.
- The Hall is available for private functions including, annual family day, children's parties, wedding receptions, village social functions and occasional fundraising events.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self financing basis. The funds received by the users of the hall are set to achieve this.

Volunteers Effort

Management costs are kept to a minimum through the use of volunteers for the regular maintenance and additional cleaning of the hall. On average 20 hours of volunteer time are given to cover, cleaning and maintenance bookings management. Trustees give 20 hours for meetings and 60 hours per annum in organising and fund raising events through the management of the executive committee.

Yearly Achievements

The Executive under the guidance of the Trustees have worked hard to make the Hall attractive to users measure the hall attracted the following during the course of the Year.

During the pandemic the Trustees and Committee members have continued to with activities in line with the national guidance at the time. This included ensuring the hall complied with all now rules and regulations throughout the pandemic.

A return of the Christmas craft fare was successful and well attended by both stall holders and the public. A fantastic event and enjoyed by all.

Reserves Policy

The charity held **£43,510.74** in the bank as unrestricted reserves at year end 2023. This cash is 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 with the object of meeting the costs in full without needing a loan.

Current funds held at present **£40,119.25**

Future Plans

It is still in our outline plan for an expansion of the meeting room; to extend to the rear of the building to increase the capacity of the room is being reviewed by the Trustees but has been put on hold due to the pandemic and the current cost of living increase that has also affected the financials of the Trust.

The village hall website has been back in to use following a full review and overhaul. Opportunity to increase bookings for the use of the room occupancy through the current spare capacity will be promoted on the website once this has been redeveloped.

Pandemic

The Pandemic as with many organisations had a major effect on the centre. The centre is now in a period of recovery and looking to return previous events and activities at the centre that had taken place prior to the Pandemic. We are now starting to provide the

Account Report

Completed by Hills Chartered and Certified Accountants

Summary of Financial Report

Chairs Closing Comments

The period of 2022-2023 presented new challenges for the running of the centre following the easing of all restrictions from the pandemic. Our primary concern is still to maintain stability with a view to keeping the centre as a fresh and vibrant location to attract new hirers. Within the Trustees the direction remains the same to ensure the centre offers a well presented setting at rates inline with other settings within a reasonable geographical location of the Eastrea Centre.

A significant challenge to the running of the centre this year has been the significant cost increases seen for the day to day running. Wherever possible these have been mitigated through efficiencies. For example the lighting in the main hall has now been replace with LED.

As always I would as the chair of the Trustees give thanks to both my fellow Trustees and Committee members for the re continued support in the successful running and planning of the Eastrea Centre. The level of appreciation is echoed throughout the board of Trustees for all of the efforts provided by the committee and any volunteers that assist at the centre.

Further appreciation is extended to the individuals who volunteered time to assist with the refresh to the bund area at the front of the building. This area has been a topic of conversation over a number of years with various attempts made to make it look more aesthetically pleasing whilst maintaining the requirements for it to be in place.

The continued use of the Hall Administrator role to complete all required administrative duties has continued to provide a pleasant experience for prospective users of the centre.

Once again at the beginning of the 2024 calendar year a planned maintenance closure of the Hall will be planned to allow for all items to be stock checked and any areas requiring it to be freshened up with a coat of paint.

look



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Eastree Village Hall Trust

**On accounts for the year
ended**

31 st December 2022	Charity no (if any)	1040578
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Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

**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: 

Date: 08/06/2023

Name: Christopher Naylor

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

ACCA

Address:

14 St Marys Street
Whittlesey
Peterborough, PE7 1BG

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

**Eastrea Village Hall Trust
Income and Expenditure Account
for the Year Ended 31 December 2022**

**Hills Chartered Certified Accountants
14 St Mary's Street
Whittlesey**

Eastrea Village Hall Trust
Income and Expenditure Account
for the Year Ended 31 December 2022

	2022	2021
Income		
Income - Fees	26,993	13,682
Bank Interest Received	45	4
Grants	<u>3,830</u>	<u>17,374</u>
	<u><u>30,868</u></u>	<u><u>31,060</u></u>
Expenditure		
Direct Costs	6,777	1,527
Wages	5,413	6,140
Rates	1,618	722
Light and Heat	6,048	1,889
Insurance	933	916
Telephone	886	1,361
Repairs and Maintenance	2,266	414
Waste Disposal	923	923
Cleaning	4,731	1,145
Printing, Postage and Stationery	249	6
Computer and Website Costs	344	2,103
Accountancy Fees	720	720
Licences	307	351
Advertising	397	-
Bank Charges	2	-
Sundry Expenses	<u>818</u>	<u>738</u>
	<u><u>32,432</u></u>	<u><u>18,955</u></u>
Excess of Income over Expenditure	<u><u>(1,564)</u></u>	<u><u>12,105</u></u>

Eastrea Village Hall Trust
Accumulated Funds Statement
for the Year Ended 31 December 2022

	2022	2021
Accumulated Funds Brought Forward	43,815	31,710
Excess Income over Expenditure for the year	<u>(1,564)</u>	<u>12,105</u>
Accumulated Funds Carried Forward	<u><u>42,251</u></u>	<u><u>43,815</u></u>
 Represented By		
Barclays Current Account	1,614	2,239
Barclays Savings Account	<u>44,511</u>	<u>43,016</u>
	<u><u>46,125</u></u>	<u><u>45,255</u></u>
 Less		
Accrued Costs	<u>3,874</u>	<u>1,440</u>
	<u><u>3,874</u></u>	<u><u>1,440</u></u>
	<u><u>42,251</u></u>	<u><u>43,815</u></u>

CERTIFICATE

We confirm that we have reviewed the books and records for the year ended 31 December 2022 and that the Accounts reflect all the entries, vouchers and receipts contained therein.



08 June 2023

Hills Accountants