

Withersfield Village Hall

Registered Charity No.304957

Trustees' Annual Report

1st May 2023 – 30th April 2024



Trustees as at 30th April 2024

Tom Mytton-Mills – Chairman & Treasurer

Sheila Horton – Secretary

Nick Harewood – Trustee

Keith Pinder – Trustee

Gill Jarvis – Trustee

James Sleightholm – Trustee

Sue Baxter – Trustee

Sally Day – Hall Warden

Email contact: withersfieldvillagehall@gmail.com

Bookings telephone number: 07917 167891

Website: <http://withersfieldvillagehall.onesuffolk.net>

Governance

Withersfield Village Hall was established as a charity by a Trust Deed dated 24th March 1965 and as such is registered with the Charity Commission under number 304957.

The building was originally the Withersfield Church of England School, built in or around 1863. The school closed around 1960 and the building was conveyed to the Parish Council as custodian trustee, to be held upon trust for the purpose of a Village Hall for the inhabitants of Withersfield and neighbourhood.

Withersfield Village Hall Management (WVHMC) are the administering trustees responsible for managing and maintaining the building in good repair.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity. The VHMC can consist of five elected members of the Committee and representative members from local organisations. Up until recently we had two representatives from the Parish Council and one from the Parochial Church Council.

All Elected Members of the VHMC retire at each Annual General Meeting which must be held in the month of April each year or as soon as practicable thereafter. Up to twelve further Representative Members of the Committee (two from each of the organisations mentioned below) shall be appointed by each appointing organisations and their names shall be notified by each appointing organisation to the Secretary of the Committee. They shall, except in the case of such members appointed to fill casual vacancies, be appointed before the Annual General Meeting in any year for a term of office commencing at the end of the Annual General Meeting next after their appointment and expiring at the end of the Annual General Meeting in the following year.

- The Committee of the Woman's Institute*
- The Committee of the British Legion*
- The Trustees of the Methodist Chapel*
- The Parochial Church Council
- The Parish Council
- The Committee of the Youth Organisation

(the organisations shown with an asterisk above no longer operate in the village, and only the PCC & PC have appointed representatives. For this reason we will be contacting the Charity Commission after the AGM in July 2024 to request a change to our governing document, which will allow us to appoint more elected members).*

There is no limit to the number of years in succession a trustee may serve, provided that he or she be duly re-elected each year or are nominated as representative members from the affiliated organisations.

The VHMC has the power to co-opt up to five trustees to hold office until the end of the Annual General Meeting following their co-option.

Policies and Procedures

To guide the VHMC in exercising its duty of care to members, employees and users of the hall the following policy statements have been reviewed and adopted during 2023/24:

- Health & Safety Policy
- Child, Young Person and Vulnerable Adult Safeguarding Policy
- Reserves Policy
- Complaints Policy
- Fundraising Policy
- Conflict of Interests Policy
- Antibribery Policy

Copies of these can be found on the Village Hall website.

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 Village Hall has a Premises Licence (not including alcohol). It is not registered with the local authority for small society lotteries. The hall is licenced by the Performing Rights Society for live and recorded music.

Risk Management

Insurance

The Village Hall is insured with respect to property damage (buildings insurance) by Allied Westminster (Insurance Services) Ltd (£722,059 cover). This includes cover for the new store extension (an additional £34,000 cover). It is insured with the same company with respect to contents (up to £8,483), Public Liability (£10,000,000), Employers Liability (£10,000,000) 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

A valuation and building condition survey is undertaken at 5 yearly intervals by a qualified surveyor at the request of our insurer. The most recent was undertaken on the 1st February 2023.

Portable electrical appliances are tested by qualified personnel every 2 years. The last test was undertaken on 28th June 2023. However, it is now

recommended that PAT inspections take place annually so the next test will be due in June 2024.

The mains electrical installation is checked by a qualified engineer every 5 years. Although not due, because of the building work, a full review was undertaken in April 2024, with remedial work undertaken in July 2024. The next review will be due in April 2029.

Monthly checks are made of all the emergency exit lighting. Firefighting appliances are inspected annually under contract with Chubb Fire & Security Ltd. The fire alarm system is tested monthly by a member of the committee and inspected twice yearly by Swift Fire & Safety Ltd.

Objectives of the Charity

The objectives of the charity are: *A Village Hall for the use of inhabitants of the Parish of Withersfield in the County of Suffolk without distinction of political, religious or other opinions including use for meetings, lectures, classes and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life to the said 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 below.

Principle Activities in Pursuit of Objectives

The Hall is in use most days of the week for a variety of activities including Bowls clubs, Bridge clubs, Yoga, Pilates, Dance, Drama and Early Years clubs – My Little Village and Mamas Playdate.

The Hall is available for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fund-raising fayres.

Funding strategy

It is the strategy of the trustees to manage the revenue budget on a self-financing basis. The contributions made 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 regular maintenance of the hall. In a normal year, on average 10 hours of volunteer time is given each week to cover routine tasks such as fire alarm and emergency lights testing, administration and accounting, and maintenance. In addition, Trustees give between two to three hours every quarter for meetings and discussions.

2023-2024 Achievements

This is the second full year after Covid, and we are pleased that the hall continues to be well supported by local groups and for parties, meetings, social events and even wakes. This year our lettings income has increased by £1,797 on the previous year.

The Committee would like to thank our Village Hall Warden, Sally Day, for all her work and support, for her ideas and comments on on-going improvements to the hall. Due to the increased number of lets the Committee agreed to employ an additional person to help with opening and closing. This is a paid post and has taken some of the pressure off of Sally and Trustees who previously covered opening and closing.

The key achievement this year has been the building of a large storeroom which provides much needed space for the storing of hall tables & chairs as well as staging. Thereby releasing more floor space in the main hall to increase capacity. We were able to undertake this work due to a £9,451 grant from ACRE, our own funds provided the remainder of the monies needed, ensuring that we are using Village Hall funds for the benefit of the community, rather than remaining in our savings account. We have of course been diligent in retaining adequate funds in our account to cover any emergency expenditure.

The completion of the storeroom in February 2024 has meant that we could finally open the committee room once more for hire – this facility has been missed resulting in some loss of income.

In February 2024 we were also delighted to hear that we were successful in securing a £20,000 grant from the National Lottery Community Fund. Although the application initially requested funds for repair of the existing flat roof – due to that roof developing leaks in January, remedial work had to take place quickly. The Lottery were therefore contacted as they are not able to fund work that has already started. We were delighted that they agreed to still fund our application, but with a revised focus on: on-going repairs to the existing flat roof, the installation of grass concrete blocks on the green to improve parking, the creation of an improved disabled entrance and the possible installation of a ceiling lantern – which will provide more natural light in the hall.

During the year there have been two Management Committee led fundraising events, the ever popular Quiz Night, which made £281 (a drop on the previous year) and a Table Top sale, which made £152. Because of the time overseeing the build of the new store room, capacity was limited to running other activities directly, however, the Committee continue to review what events the village community value, and plan accordingly.

The hall has also hosted key village events for the Church, namely the annual Village Fete – and a Christmas bazar. We also hosted a village 'street party' to celebrate the Kings Coronation. A small community grant (£1,950) was received for this from the National Lottery with the aim of producing a visual and oral history of our village, digitising publications already produced and recording stories from older residents who have many memories of work and life in the village over the past decades.

Committee changes and challenges

The VHMC continue to share responsibility for lead roles and welcomed two new Trustees, Gillian Jarvis, a representative from the Parish Council and James Sleightholm as a Co-opted Trustee.

During the year we were very sorry to say goodbye to Stephanie Watson, who has been a member of the Committee for many years, undertaking the role of Treasurer and Secretary. Stella Eve also resigned, although we are grateful that Stella continues to undertake H&S checks. Nick Harewood continues to lead on Buildings & Maintenance, Health & Safety has been taken on by Gill Jarvis and Sheila Horton has taken on the role of Secretary as well as Fundraising & Events. Tom Myton-Mills remains as Chairman and has taken on the role of Treasurer until a replacement is found. Going in to the new year we are pleased however to welcome Sue Baxter to the Committee as a new Trustee.

All policies required are in place, published on the website and reviewed annually/bi-annually as necessary. <http://withersfieldvillagehall.onesuffolk.net>

The installation of Wi-Fi has been a success, and due to the offer through Airband this has been a free service, with a further 'free' year being offered.

Reserves Policy

The charity held £17,684 in the bank as unrestricted reserves at year end (April 24). This is available for unforeseen expenditure in relation to building maintenance or furniture and equipment replacement. It is the trustees policy to maintain unrestricted reserves of 6-months running costs, this equates over the year to around £5,500 revenue expenditure.

The trustees are responsible, on behalf of the Parish Council, for the maintenance of the Village Hall and from time to time this will involve major works which exceed to cash held in reserve. On identifying such major works fundraising is undertaken with the object of meeting costs in full (ie without the need to take out a loan). The level of reserves held is high, and therefore it was prudent to use these funds for much needed improvement work.

For the year ended April 2024, £17,253 remains as restricted funds, this balance includes receipts from various grants received: £20,000 Lottery grant for roof repairs – some funds have been spent on continued repair to the roof, prior to the grasscrete blocks, disabled entrance and roof lantern, being installed; a small amount remaining from a £10,000 grant for kitchen refurbishment – remaining funds go to kitchen equipment purchase and replacement; the grant of £1,950 received to commemorate the Kings Coronation - these funds have been used to create history boards for the church, celebrating its history, along with collating and digitising existing booklets written on the village and which include an oral history, where local residents have shared their memories of the past.

With the unrestricted funds standing at £47,423 in May 2023, it was agreed that this money should be spent on improvements to the hall. We were aware that the amount of storage space available in the hall was very low and far under the level

suggested by ACRE (Action with Communities) who recommend that: *the space for storage in a village hall should be between a quarter and a third of the size of the main hall. There should [also] be storage relating to each meeting place.* Having undertaken a review of options available, it was agreed to proceed with the store room extension at an agreed cost of £42,000. Architect plans were drawn up, approved by the PC, and tenders sent out to local builders. Building costs had escalated over the past years and as such the Committee agreed to put a limit on the amount we would pay towards the build, whilst retaining a contingency to cover any emergency repairs – such as repair to the existing flat roof which was reaching the end of its life. We were delighted to receive the £9,451 grant from ACRE without which we could not have proceeded. To ensure we retained sufficient funds we were also extremely grateful to receive a loan of £10,000 which was to be kept as a contingency. We are pleased to say that this loan has now been repaid and we didn't need to access.

Work started on the store extension in September 2023. In undertaking this work a leak was discovered from the existing flat roof. This had been anticipated given the age of the roof, because of this a new fiberglass roof was laid in January 2024, we are very pleased that these costs were met within the £42,000 budget agreed for the storeroom. In addition to this, brickwork surrounding the roof and chimneys was also found to be unsafe, and as such has been re-pointed and made secure.

Future Plans

As we move into financial year 2024/5 we continue our improvement programme. This has been greatly helped by the securing in February 2024 of the £20,000 grant from the National Lottery Community Fund.

Following agreement from the National Lottery, this money will now go towards, the creation of an improved disabled entrance, installation of grass concrete blocks on the green to improve parking and the installation of a new ceiling lantern – which will provide more natural light in the hall.

Once this work has been undertaken the next project will be to restore and re-seal the hall floor.

Appreciation

There have been significant changes to the Committee this year. Due to the work being undertaken on the storeroom, Tom Mytton-Mills agreed to stay on as Chair, even though he has now left the village, which has provided stability.

The Trustees give their time and effort free of charge or benefit and in turn are grateful to all who support the hall in terms of hiring, providing support and attending events and for the donations received.

We look forward to an exciting year as the improvements to the hall continue to increase its appeal to hirers both in the village and beyond.

Contact

The Trustees endeavour to provide a village hall that the local community not only enjoy but which they also have pride in. We are open to any ideas for further improvements and activities which will encourage residents to use this resource. The Trustees are always pleased to receive comments and feedback.

Declaration

The Trustees declare that they have approved the Trustees report above and the accounts following this declaration.

Signed on behalf of the Charity Trustees



Tom Mytton-Mills.
Chairman & Treasurer

Date 17th September '24



Sheila Horton
Secretary

Date 17th Sept. '24



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Withersfield Village Hall

On accounts for the year
ended

30 April 2024

Charity no
(if any)

304957

Set out on pages

10 to 11

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/04/2024.

Responsibilities and
basis of report

As the charity's trustees, 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 all 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 in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

11/09/2024

Name:

Robert Coote

Address:

c/o Bidwell House, Trumpington Road, Cambridge, CB2 9LD

Withersfield Village Hall Management Committee
Financial statements for the year ending 30 April 2024

Notes

- The financial statements of the Withersfield Village Hall Management Committee have been prepared on a receipts and payments basis.
- The movements in restricted funds during the year were:

	Bal B/fwd £	Receipts £	Payments £	Transfers £	Bal C/fwd £
Access & Storage Extension Fund	1,056	9,451	(10,507)	0	0
Kitchen Refit Fund	377	0	(74)	0	303
Covid Restart	51	0	0	0	51
Coronation & Legacy	1,950	0	(251)	0	1,699
Roof Replacement Fund	0	20,000	(4,800)	0	15,200
	<u>3,434</u>	<u>29,451</u>	<u>(15,632)</u>	<u>0</u>	<u>17,253</u>

Specific Donations and Grants were received in year with restrictions applied.

3. **Receipts analysis**

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
a. <u>Hire Income</u>				
Village Hall Hire	12,643	0	12,643	10,996
Hire of Marquee	150	0	150	0
Hire of Equipment	0	0	0	0
	<u>12,793</u>	<u>0</u>	<u>12,793</u>	<u>10,996</u>
b. <u>Fundraising Events</u>				
Quiz Night	281	0	281	424
Race Night	0	0	0	273
Tabletop Sale	152	0	152	0
Dance Night	0	0	0	144
Jazz Night	0	0	0	544
Coronation	0	0	0	75
	<u>433</u>	<u>0</u>	<u>433</u>	<u>1,460</u>
c. <u>Grants</u>				
Platinum Jubilee Fund - Access & Storage	0	9,451	9,451	0
National Lottery Community Fund - Roof Replacement	0	20,000	20,000	0
National Lottery Community Fund - Coronation & Legacy	0	0	0	1,950
	<u>0</u>	<u>29,451</u>	<u>29,451</u>	<u>1,950</u>

Withersfield Village Hall Management Committee
Financial statements for the year ending 30 April 2024

Notes

4. Payments analysis

	Unrestricte d Funds	Restricted Funds	Total 2024	Total 2023
	£	£	£	£
a. <u>Cost of Fundraising</u>				
Quiz Night	89	0	89	113
Race Night	0	0	0	10
Table Top Sale	0	0	0	0
Jazz Night	0	0	0	21
Dance Night	0	0	0	93
Coronation	0	0	0	75
	<u>89</u>	<u>0</u>	<u>89</u>	<u>312</u>
b. <u>Premises & Facilities</u>				
Rates	84	0	84	82
Water	282	0	282	444
Energy	2,131	0	2,131	1,494
Cleaning Contract	1,654	0	1,654	1,612
Cleaning Materials	55	0	55	71
Security	0	0	0	0
Safety Inspections	863	0	863	662
Hire of Facilities	0	5	5	0
Repairs & Maintenance	(78)	4,800	4,722	6,714
Purchase of Equipment	42	245	287	313
	<u>5,033</u>	<u>5,050</u>	<u>10,083</u>	<u>11,392</u>
c. <u>Major Capital Expenses</u>				
Village Hall Storage Extension Fund	35,095	10,507	45,602	0
	<u>35,095</u>	<u>10,507</u>	<u>45,602</u>	<u>0</u>
d. <u>Administration Costs</u>				
Printing, postage and stationery	14	25	39	17
Advertising	0	0	0	0
Telephone	331	0	331	393
Insurance	919	0	919	930
Licence and Subscriptions	197	50	247	317
Legal & Professional	37	0	37	600
Sundry	71	0	71	245
	<u>1,569</u>	<u>75</u>	<u>1,644</u>	<u>2,502</u>

5. No payments were made to Trustees for carrying out their duties.

Withersfield Village Hall Management Committee
Financial statements for the year ending 30 April 2024

Receipts and Payments Account

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Receipts				
Donations	1	0	1	166
Hire Income (note 3a)	12,793	0	12,793	10,996
Fundraising Events (note 3b)	433	0	433	1,460
Interest	1,564	0	1,564	912
Grants Note (3c)	0	29,451	29,451	1,950
	<u>14,791</u>	<u>29,451</u>	<u>44,242</u>	<u>15,484</u>
Payments				
Cost of Fundraising (note 4a)	89	0	89	312
Wages	2,744	0	2,744	2,403
Premises & Facilities (note 4b)	5,033	5,050	10,083	11,392
Major Capital Expenses (note 4c)	35,095	10,507	45,602	0
Administration (note 4d)	1,569	75	1,644	2,502
	<u>44,530</u>	<u>15,632</u>	<u>60,162</u>	<u>16,609</u>
Excess/(Shortfall) of Receipts over Payments	(29,739)	13,819	(15,920)	(1,125)
Transfers between funds	0	0	0	0
	<u>(29,739)</u>	<u>13,819</u>	<u>(15,920)</u>	<u>(1,125)</u>
Opening reserves 1 May 2023	47,423	3,434	50,857	51,982
Closing reserves 30 April 2024	<u>17,684</u>	<u>17,253</u>	<u>34,937</u>	<u>50,857</u>

Statement of Assets and Liabilities

	Unrestricted Funds £	Restricted Funds £	Total 2,024 £	Total 2,023 £
Cash Funds				
Current Account	1,868	17,253	19,121	6,605
Less Deposits held in Current Account	(800)	0	(800)	(800)
CCLA Deposit Account	16,616	0	16,616	45,052
	<u>17,684</u>	<u>17,253</u>	<u>34,937</u>	<u>50,857</u>
Other Monetary Assets				
Hire Income	676	0	676	450
	<u>676</u>	<u>0</u>	<u>676</u>	<u>450</u>
Liabilities				
Legal & Professional	183		183	0
	<u>183</u>	<u>0</u>	<u>183</u>	<u>0</u>

Signed Chairman

T.O. Mythe

Signed Treasurer

S. H. H.

Date

17/9/24

*a behalf
of Treasurer*