



**Registered Charity No 305527**

**TRUSTEES' ANNUAL REPORT  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30<sup>TH</sup> SEPTEMBER 2022**

**Holt Village Hall  
The Street, Holt, Trowbridge, Wilts, BA14 6RW**

This document is the annual report for the accounting year ending 30<sup>th</sup> September 2022 by the chair of the of management committee of Holt Village Hall under the Charity Commission scheme 305527 dated 28<sup>th</sup> July 1995 as amended by an order dated 26<sup>th</sup> January 2005 and as amended on 2<sup>nd</sup> December 2019. This report covers activities since the last AGM report for the year ended 30<sup>th</sup> September 2021 and is to be presented to the Annual General Meeting of the trust to be held at Holt Village Hall on Monday 12<sup>th</sup> December 2022.

**List of trustees**

The Volunteer Management Committee is responsible for the day-to-day running of the Village Hall, for its continued maintenance, and for planning for its improvement and future use. Those who have served as trustees are:

Mrs S Bolden  
Mrs S Ennis  
Mr A Fox  
Mrs J Haggett  
Mr G Hill  
Mrs J Hopkins  
Mr T Hopkins

**The objectives of Holt Village Hall are:**

- to provide a meeting place for local community groups
- to maintain clean, safe & functional premises

Mrs D Hughes  
Mr P Lucas (deceased 18th Oct 2021) Mrs J Mason  
Mr T Mason  
Mr D McDonald  
Mr S Morris (from 6<sup>th</sup> December 2021) Mr R Page

- to ensure that the facilities provided comply with the necessary regulations (e.g. fire, health & safety, licensing act etc.)
- to improve facilities where possible
- to receive hiring fees from Hall users and to fund-raise when necessary to ensure income stays on a par with expenditure.

## Strategies for Achieving Objectives

The strategies employed to achieve these objectives during the year reported were:

- to maintain a hall management committee of elected members.
- to assign key management roles i.e. chairperson, secretary, treasurer, bookings secretary, health & safety, to individuals
- to hold regular (monthly) management committee meetings with minutes (including agreed actions on individuals) being issued prior to the next meeting
- to review the financial position of the hall at the monthly meetings
- to source local (volunteer) help where necessary, in the interests of minimising costs • to hold an Annual General Meeting (advertised in the Village Magazine) open to all villagers

With the reduction in numbers of trustees over the last few years our subcommittee structure (Admin, Finance and Planning, Maintenance, Decor & Aesthetics and events) has been disbanded.

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### *Public Benefit*

The trustees have met eleven times during the year and have kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The object of the charity remains valid, and we are confident that our activities fully reinforce the object.

## Achievements and Performance

### *a) To stabilise the committee:*

Membership of the trustees remained constant. Unfortunately, Phil Lucas died in October 2021 after a short illness, but we were pleased to welcome Mr Stephen Morris as a new trustee in December 2021. The committee failed to recruit a new treasurer following the retirement of Jo Hopkins after 30 years in that role. Sue Ennis has agreed to take on the role of Acting Treasurer in addition to Chairperson until a suitable candidate comes forward.

### *b) To focus on on-going improvements to the hall supported by fund raising and events programme:*

After a slow start whilst we gauged the take up of bookings following the easing of Covid related restrictions we were able to:

- Complete the work on the fascia boards and such like improving the external appearance to the hall.
- Replace all fire extinguishers which had become date expired.
- Put in hand remedial work to the Electrical system following its 5year inspection and commit to completing that work over the 2022 end of year period.
- Put in hand replacement flooring in all the downstairs toilets and commit to completing that work prior to the AGM.
- Carry out routine maintenance work.

### *Income and Expenditure on Activities of Public Benefit*

Income from lettings was £21,743 compared with £6,656 in 2021, £14,512 in 2020 and £20,800 in

2019. The difference was obviously due to the impact of COVID-19 restrictions; however, Holt Village Hall received Covid related grants which more than made up for the reduction in lettings as summarised below and also enabled us to pay our cleaner a proper wage through Covid which she greatly appreciated.

It is reassuring that our income from bookings has returned to pre Covid levels and we are indebted to our booking secretaries for the time and effort that they put in and unfortunately are not always fully appreciated by our clients.

|                      | 2022           | 2021           | 2020           | 2019           |
|----------------------|----------------|----------------|----------------|----------------|
| Total lettings       | £21,743        | £6,656         | £14,512        | £20,800        |
| Covid related grants | £2,667         | £20,863        | £11,428        | N/A            |
|                      |                |                |                |                |
| <b>Grand Total</b>   | <b>£24,410</b> | <b>£27,519</b> | <b>£25,940</b> | <b>£20,800</b> |

Our standing annual costs (excluding repairs and maintenance) of £16,479 compared with £13,571 last year and £16,542 in 2020. Again, the grants mentioned above subsidised our standing cost through Covid.

#### *Car park*

The committee continues to allow Holt Minibus to park in the car park in return for a donation to hall funds. We also came to an arrangement with a neighbouring business for limited parking in recognition of the free servicing of the Village Minibus.

Our arrangement with the National Trust was reviewed in February 2022 and increased by 5% to reflect general inflation. This arrangement is due for review again in February 2023 in addition, the NT staff and volunteers at The Courts continue to maintain the hedge around the car park at their own cost. We are ever grateful for this support which keeps up the appearance of the car park and its surrounds.

#### *Cleaning*

Our only employee (part time), as hall cleaner, Michelle Rafferty was appointed during October 2018 and is continuing to maintain a high level of cleaning. Michelle monitors and cleans the hall at strategic times and reports any issues.

Michelle salary was reviewed December 21 and increased by 5% to keep in-line with the recommended living wage.

#### *Licensing*

We continue to operate a premises licence which allows for the sale of alcohol during normal licensing hours. This system works to our satisfaction.

#### *Risk, Health & Safety*

Health and Safety remains a standing agenda item and there were no reported incidents during the year.

## **COVID-19**

Following the government removal of Covid restrictions in England, Holt Village Hall has encouraged users to adopt any appropriate precautions as may be appropriate their activities and participants.

Holt Village Hall will continue to take cognisance of Covid related guidelines as and when issued.

### *Fundraising Activities and Public Benefit*

The committee organised the following events during the year:

- Skittles Tournament £484 Profit • Plant sale £821 Profit • Barbecue in conjunction with the Holt; scarecrow weekend. £207 Profit • Flower and produce show. Break even • 200+ Club with 241 members £1,424

Our fundraising total profit from these events was £2,959 compared with a total of £2,293 in 2021 and £2,886 in 2020.

We offer continued thanks to all trustees and friends of the village hall for their help in making these events successful, but to Jo Hopkins who has again been the champion of the Plant Sale and the Flower and Produce show.

### *Village Hall web site*

Doug Mc Donald has continued to maintain <https://www.holtvillagehall.com/> to suit changing needs and expectations and Mike Jordan updates the contents incorporating his own artistic embellishments. Mike also adds to Holt Village Holt Facebook presence.

### *Hirers*

The resumption of bookings following the lifting of the Covid restrictions was gradual whilst hires establish demand. The discounts provided to regular hirers were well received and enabled them to minimise their financial risk whilst re-establishing post Covid demand.

Holt Village Hall is very aware of the need for safe place for vulnerable/less fortunate people to meet, to this end:

- The trial community lunch under the auspicious of the village hall started in September 2021 this has been continued by Tim and Joy Mason and their team with tacit support from the Village Hall
- Holt Village Hall worked with the Governors of Holt V C Primary School to allow them to offer a safe walking route from the Village Hall car park to the school at the beginning and end of the school day.

- The Village Hall worked with other organisations including the parish council and St Katharine's Church to provide a Warm Hub at a subsidised rate through the winter months.
- The Village Hall kept an open dialogue with the Youth Club to ensure suitable availability if/when they were able to resume. The Youth club resumed in September on a trial basis and have now confirmed that they will resume permanently in the new year.

As of 1<sup>st</sup> November 2022, the Hall has secured the following regular bookings:

#### WEEKLY

Art Group  
 Children's Ballet (term-time)  
 Emmaus School (term-time)  
 Martial arts  
 Mindfulness Classes  
 Pilates - five classes a week  
 Youth Group  
 Yoga  
 Zumba

#### MONTHLY

Community Lunch  
 Holt Dramatic Society (ad-Hoc bookings)  
 Flower club Meeting and Separate practice sessions  
 Monthly County Councillor Surgery  
 National Childbirth Trust ante natal classes.  
 Parish Council meetings  
 Yoga for pregnancy  
 W.I.

#### OTHER RECURRING BOOKINGS

Typically, Village Hall fundraisers, Furniture Sales and reoccurring meetings

In terms of public benefit, it is noted that the beneficiaries of events, meetings and classes held in the hall still caters for people of all ages.

### ***Financial Review***

#### *Finances*

Thankfully, during 2022 no significant incidents requiring emergency repairs occurred

As previously stated, we took a cautious approach to starting improvements to the hall but

- Carried out work on the facia £2,870.
- Replace time expired fire extinguishers £445.
- Instigated remedial work to the Electrical system £843 with further £843 of expenditure committed
- Instigated new flooring in downstairs toilets cost of £2,803 committed to be billed in the next financial year
- Carried out routine maintenance work.

The end of year accounts shows a surplus of £9,622 for the year. This figure is higher than normal due to the slow start in committing to spending, the committee has now committed to new toilet flooring and electrical work recommended in the 5 year inspection and those cost will be fully accounted for in the 2022-23 year.

The healthy position of the accounts will also stand the hall in good stead to withstand a period of great uncertainty particularly with regard to inflation, energy cost and labour rates.

MHA Monahans Chartered Accountants have completed an independent examination of our accounts that are prepared on a receipts and payments basis. The trustees have agreed a policy to retain £24,000 in reserve for unforeseen emergencies and to keep that sum separately identified in a fixed term interest bearing account/bond; however, the interest has been minimal particularly as Banks consider the Hall to be a small business.

### ***Future Plans and Objectives***

Our general aim is to use income from car park revenue, interest and fund raising for major improvements and repairs rather than covering day to day costs.

It is anticipated that the village hall will need to utilise moneys that it has prudently built up over many years to pay for the running of the hall, at the same time the trustees will endeavour to seek financial grants etc. where possible.

A provisional budget proposed and to be ratified by the new trustees following the AGM.

| Action   | Budget/Estimate |
|--|-----------------|
| Completion of outstanding Electrical work              | £1,000          |
| New flooring in downstairs toilets (already committed) | £2,800          |
| Other work in downstairs toilets                       | £1,200          |
| Replacement rear door to Boiler room                   | £1,000          |
| Refurbishment of upstairs Kitchen                      | £5,000          |
| Decoration   | £2,000          |
| Repair and Maintenance                                 | £5,000          |
| <b>Estimate</b>  | <b>£19,000</b>  |

### ***Structure, Governance and Management***

The charity is regulated by a scheme lodged with the charity commission. Following the 2019 AGM an update was submitted and accepted by the Charity Commission to amend scheme 305527 (our charity governing document) dated 28<sup>th</sup> July 1995 as amended by order dater 26<sup>th</sup> January 2005 to do away with the distinction between nominated and elected member as Trustees.

Trustees are appointed or reappointed annually at the Annual General Meeting held in December. No trustee receives any remuneration.

Our banking arrangements are regularly reviewed in order to get best value without excessive risk

from our substantial cash assets. We note that, as a charity, our options to get good rates of interest are limited, whilst adopting a low-risk investment strategy.

During the year, we have retained the same number of trustees enabling a small but effective management committee. Phil Lucas a longstanding trustee died in October 2021. We welcomed Mr Stephen Morris as a new trustee in December 2021.

Jo Hopkins retired as treasurer after more than 30 years, we are pleased that she continues as a very active member of the committee. Sue Ennis has taken on the role of Acting Treasurer in addition to that of Chairperson. We would like to appoint another trustee to become Chairperson allowing Sue Ennis to concentrate on the Treasures role.

We remain a member of the WVHA and have access to website facilities via their site and useful advice through their offices, including beneficial insurance rates.

### ***In conclusion***

The Village Hall has come through Covid with a healthy balance sheet due to receipt of grants, prudent management and the very fortunate absence of major repair/maintenance cost.

Looking forward, the Village Hall faces:

- Substantial increase in running cost once our current energy contracts come up for renewal.
- Increased running cost due to the current level of inflation.
- The need to recruit further active members to provide a sustainable future. • The need to find new fund raising events which can be arranged with the limited number of resources.

The trustees intend to:

- draw up a budget within 3 months of the AGM based on projected booking income.
- strengthen the management team by recruiting new trustees

The trustees will continue to improve the facilities and features of the hall.

Holt village hall is an integral part of the village and often taken for granted by the community at large but would be severely missed if it was no longer here.

**Sue Ennis – Chairperson** *on behalf of Holt Village Hall Trustees*

Date: 12 December 2022

## **Independent examiner's report to the Trustees of Holt Village Hall**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30<sup>th</sup> September 2022, which are set out in pages 9 to 11.

## 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 charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act;  
or
2. the accounts do not accord with those records.

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.

Simon Cooper FCA  
Monahans Chartered Accountants  
14a Forest Gate  
Pewsham  
Chippenham  
Wiltshire  
SN15 3RS

## **HOLT VILLAGE HALL Receipts and Payments Account for the Year ended 30 September 2022**

| 2022<br>General Fund | 2022<br>Restricted Fund | 2022<br>TOTAL FUNDS | 2021<br>TOTAL FUNDS<br>£ £ £ £ |
|----------------------|-------------------------|---------------------|--------------------------------|
|----------------------|-------------------------|---------------------|--------------------------------|



## Receipts

Regular village lettings 2,909 - 2,909 874 Other regular lettings 15,620 - 15,620 3,807 Sundry lettings 3,214 - 3,214 1,975 Deposits - - - 145 Donations 4,860 - 4,860 5,081 Small business COVID Support Grant 2,667 - 2,667 18,532 Coronavirus Job Retention Scheme Grant - - - 2,331 Interest 57 - 57 532 Miscellaneous - - - 131 Fund raising events 5,821 - 5,821 4,703

**Total Receipts** 35,148 - 35,148 38,111 **Payments**

Cleaning 6,846 - 6,846 6,604 Rates, water and insurance 2,923 - 2,923 1,562 Electricity 530 - 530 468 Gas 2,000 - 2,000 1,104 Accountancy and audit 813 - 813 778 Petty cash and stationery 134 - 134 20 Telephone 590 - 590 514 Deposit refunds 397 - 397 - Repairs and maintenance 6,185 - 6,185 2,568 Equipment 1,369 - 1,369 993 Miscellaneous 159 - 159 1,304 Performing rights 494 - 494 - Hallmaster 224 - 224 224 Fund raising events expenditure 2,862 - 2,862 2,410

**Total payments** 25,526 - 25,526 18,549

**Net of receipts** 9,622 - 9,622 19,562

**Cash funds brought forward as at**  
**1 October 2021** 98,584 - 98,584 79,022

**Cash funds carried forward as at**  
**30 September 2022** 108,206 - 108,206 98,584

## HOLT VILLAGE HALL Statement of Assets and Liabilities at 30 September 2022

| 2022         | 2022            | 2022        | 2021        |
|--------------|-----------------|-------------|-------------|
| General Fund | Restricted Fund | TOTAL FUNDS | TOTAL FUNDS |
|              |                 |             | £ £ £ £     |

### Cash funds

Lloyds TSB Current Account 13,148 - 13,148 13,583 Lloyds Treasurers Savings Account 45,018 - 45,018 35,011

Lloyds Fixed Term 1 Year 24,024 - 24,024 24,000 Lloyds TSB Savings Account 26,016 - 26,016 25,990

**Total Cash funds** 108,206 - 108,206 98,584 **Other Assets**

Fixed assets 1. 830,000 - 830,000 830,000 **Total Other Assets** 830,000 - 830,000 830,000

**Liabilities** - accruals 2. 942 - 942 834

These Accounts were approved by the Committee on and signed by:

Treasurer Secretary

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## HOLT VILLAGE HALL

### Notes to the financial statements for the year ended 30 September 2022

#### 1. Building Valuation

The premises were valued for insurance purposes in December 2002 by Brian Fitchett Commercial Chartered Surveyors. They valued the re-building costs, i.e. replacement cost for insurance purposes only, at £507,000.

A second valuation was carried out in August 2014 by Quartley Chartered Surveyors. They valued re-building costs, i.e. replacement cost for insurance purposes only, at £830,000, and £580,000 if natural stone is not used for rebuild.

#### 2. Accruals

|  | 2022       | 2021       |
|--|------------|------------|
|  | £          | £          |
| Accounts and independent examination fee | <u>942</u> | <u>834</u> |

