

Hook, Greatfield and Greenhill Village Hall

Trustees' Annual Report & Accounts

1st April 2024 – 31st March 2025

Registered Charity No. 305529

Names of Trustees

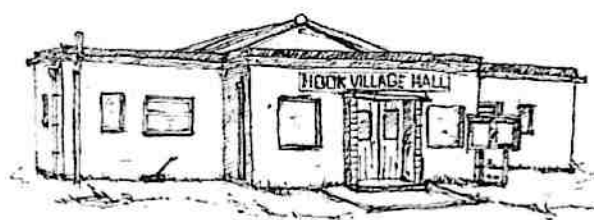
Richard Woolford	Chairman
Sheila Rumming	Vice-Chairman
Gareth Williams	Treasurer
Pat Willis	
Naomi Sly	

Committee Members

Laura Hughes	Bookings Secretary
David Hawes	
Francis Rumming	
John Strange	
Tracey Camp	
Christian Fifi Noonoo	

Chair - Richard Woolford, The Farmhouse, Hook Farm, Hook Street, Hook, SN4 8EF - Tel. 07768 120385
Secretary - Naomi Sly, Hook Village Hall, Hook, SN4 8EA

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Hook, Greatfield and Greenhill Village Hall

Governance & Appointment of Trustees

Hook, Greatfield & Greenhill Village Hall was established by a Conveyance dated 15 November 1950, which governs the appointment & responsibilities of the Trustees and the management of the charity.

The Management Committee consists of a maximum of 15 Trustees (currently 5, plus 6 additional committee members), all of whom are elected at the Annual General Meeting held in April or May each year. Each Trustee serves for one year, however they are eligible to be re-elected. In addition, each regular user group is able to nominate one Trustee. The Management Committee has the power to co-opt up to 4 further Trustees on an annual basis.

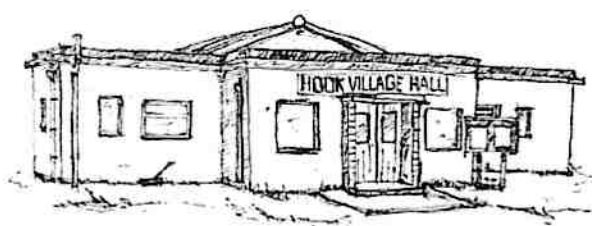
Objectives of the Charity

- Provision of a village hall for the benefit of the inhabitants of the villages of Hook, Greatfield & Greenhill.
- Management of the Hall including the maintenance and upkeep of the buildings and the car parking area.
- Control of the Hall finances to ensure that adequate funds are available at all times and that Hall funds are retained in a secure and accessible account (or accounts) at a reputable financial institution.

Principal Activities in pursuit of Objectives

- The hall is in use most days of the week for a variety of activities including Women's Institute, Parish Council, Toddler group, Woodturning Group, Dance Classes, Art Groups, Quiz nights, Table Top Sales and Coffee mornings
- The hall is available for hire for private functions including children's parties, village social functions and occasional fund raising events.
- The Management Committee run an active calendar of fundraising and other events throughout the year, and also seek to apply for grant funding (where available) to enable further investment in the building and facilities.
- Many Volunteers dedicate a large number of hours to run the Hall on a day-to-day basis, and to help with general maintenance and upkeep.

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Hiring Agreement

Bookings for the Hall are managed through the website (www.hookvillagehall.co.uk) via a link to the Hallmaster booking system. All bookings are subject to acceptance of the Terms & Conditions and Hirer's Checklist, which must be accepted by the booker by ticking the acceptance box on Hallmaster. These documents set out the conditions of hire and identify the respective responsibilities of each party. A copy of both documents is available on the website, and links to the electronic documents are included on all booking confirmation emails. Invoices are sent out at the beginning of the month prior to the booking, and payment is due at the end of the month prior to the booking (e.g. all May bookings must be paid by the end of April). If payment has not been received by the Invoice due date the booking may be cancelled with immediate effect.

Licences

The hall has a Premises Licence (not including alcohol) from the local authority. The hall is licensed by the Performing Right Society for live and recorded music.

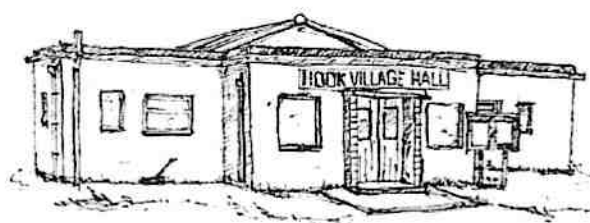
Risk Management - Insurance

The village hall is insured by Zurich Insurance with respect to property damage/buildings insurance (£309,003 cover), contents (up to £17,620), public liability (£10,000,000) and trustee financial and administration indemnity (£500,000). The buildings and contents limits are index-linked. The Management Committee recognises that it is under a legal obligation to protect the building and its users through adequate and appropriate insurance.

Building & Site Maintenance

- The mains electrical installation is checked by a qualified engineer every 5 years (last inspected early October 2021). Next inspection due in 2026.
- Electrical Equipment Testing (formally PAT testing) was completed in Feb 2024.
- Fire fighting appliances are inspected annually under contract with the supplier. Emergency lighting has recently been renewed (Apr-25) & is checked regularly.
- Volunteers from the Committee carry out other regular maintenance checks.
- In the current year, the largest items within maintenance charges are new arm chairs (£737), new fridge (£570) and repairs to the front fence (£1,596 – this cost was covered by an insurance reclaim listed in income).

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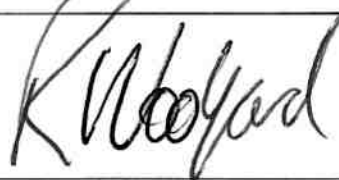
Funding Strategy

It is the strategy of the Trustees to manage the income and expenditure of the Hall on a self-financing basis. The Hiring Charges paid by users of the hall are set to achieve this, and fundraising events and grant funding can enable further investment in the building and facilities.

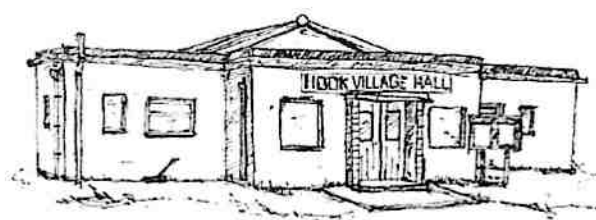
Report & Accounts

The main legislation governing reports and accounts for charity organisations in the UK is the Charities Act 2011, specifically Part 8. The required Report and Accounts are sent to the Charity Commission within 10 months of the relevant year end. Charities with gross income below £25,000 are not required to have their accounts independently examined.

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

Signature:	
Full Name:	Richard Woolford
Position:	Chairman
Date:	21/5/2025

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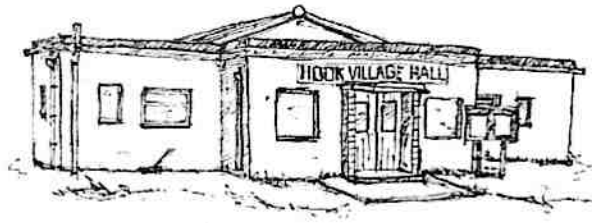


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Statement of Income & Expenditure - 4 Year Summary

All figures in £	1-Apr-21 31-Mar-22	1-Apr-22 31-Mar-23	1-Apr-23 31-Mar-24	1-Apr-24 31-Mar-25
Income				
Grants	10,667.00	0.00	0.00	0.00
Bookings	6,476.00	13,870.50	17,543.37	21,096.40
Community Events	870.00	224.40	637.00	1,722.00
Donations	82.00	0.00	15.00	133.20
Interest & Other Income	171.74	650.44	1,010.58	658.01
Insurance Claim/refund	0.00	5,323.39	0.00	1,496.00
Total Income	18,266.74	20,068.73	19,205.95	25,105.61
Expenditure				
Electricity	355.69	731.21	1,168.84	2,312.02
Water	0.00	50.30	288.30	679.18
Booking refunds	0.00	0.00	0.00	309.25
Maintenance	5,967.60	11,236.06	7,387.20	7,419.05
Sundries incl. telephone	10,653.16	487.23	338.75	813.07
Performing Rights	132.00	264.92	631.32	622.60
Insurance	458.96	479.16	0.00	617.02
Membership Fees	0.00	50.00	263.60	50.00
Raffle/Community Events	0.00	0.00	506.80	2,952.56
Fire Equipment	0.00	0.00	0.00	0.00
Bank Charges	15.00	63.60	60.00	67.61
Total Expenditure	17,582.41	13,362.48	10,644.81	15,842.36
Total Income less Expenditure	684.33	6,706.25	8,561.14	9,263.25

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Summary of Retained Funds
1 April 2024 - 31 March 2025

All figures in £

Bank Balances brought forward as at 1 April 2024	33,518.71
Petty Cash brought forward as at 01 April 2024	0.00
Total Income less Expenditure 1 April 2024 – 31 March 2025	9,263.25
	42,781.96

Bank Current Account As at 31 March 2025	3,838.97
Bank Savings Account As at 31 March 2025	38,942.99
Cheque payments not presented	0.00
Cheque receipts not banked	0.00
Cash receipts not banked & Other Items	0.00
Petty Cash as at 31 March 2025	0.00
Total Funds as at 31 March 2025	42,781.96

Signed:	
Date:	21/5/2025
Name:	RICHARD WOOLFORD

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