

West Chiltington Village Hall – 2024 Annual Reports

Chairman's Annual Report

As a relatively new set of Trustees we have had to ensure that the Hall remains attractive to new clubs and societies who are looking for space to use. We now have a website that allows those people to see our Terms and Conditions and Hire Charges and to fill in a booking form that is sent straight to our Bookings Secretary.

We have also had to ensure we are compliant with current legislation with regard to health and safety while at the same time updating, replacing and repairing sections of the Hall that needed attention.

Looking ahead to the next financial year the Trustees would like to focus on the following (in no particular order)

The replacement of the worn and decayed fire doors – the ones leading out of the kitchen area and the one leading out of the table store - with new ones that are compliant with legislation.

Upgrading the kitchen by getting rid of some of the old fashioned crockery and ordering modern mugs and glasses which will meet all requirements for regular users. The aim of this is to ensure only village hall supplied items are in the kitchen. Users can bring their own mugs in, if wanted, but they should be taken away at the end of the session.

As a result, we have created more space in the kitchen cupboards.

We would like to freshen the décor possibly by repainting and upgrade the shutter so that it is easier and quieter to shut while still remaining fire proof. All of this depends on the cost which is why we might have to look at it in two stages.

We are exploring the buying a blue tooth speaker – a number of hirers have music, etc on their mobile phones and this would reduce the requests to use our own sound system and protect it being mis-used by one off bookings. The speaker comes with two microphones and is suitable for playing music and delivering talks. It can be stored in a lockable cupboard and the idea is that we would charge a hiring fee to one off users and a small annual fee to regular users which would enable us to recoup the cost of buying the speaker which is £215.

We are also looking at supplementing the existing microphones with more modern ones headsets which provide better sound reproduction for speakers. Although there is a cost to this it is relatively modest. Many local halls now have these.

We are also exploring the idea of not having keys – they cause us numerous problems not least with our insurers. Many Halls have a system where people enter by a code – unique to their club or society. This will be expensive so at the moment we are exploring the pros and cons of these systems and discuss any proposals with the reps.

These are not the only alterations that we will make during the year as issues always arise but these improvements are an indication that the Village Hall is continuing to develop and offer modern facilities whilst at the same time retaining the charm and unique atmosphere that so many of the people who come to the Hall comment favourably on.

Treasurers Report

Our financial stability depends entirely on ensuring that our income from users of the hall covers our costs. Any increase in the number of users means that those costs can be more spread around and the 'cost per head' reduced. Thanks to Sondra, our bookings secretary, hire income has increased this year, and we are hopeful that this trend will continue as costs continue to rise

Total payments of £39,265 covered by total receipts of £30,247 mean that we had a shortfall of £9,320. However £12,739 of the payments were in respect of special projects, for which funds from our reserves had been allocated, so we effectively had a revenue surplus in the region of £3,700. It was therefore decided that there was no need to increase our charges for this year, although we would expect to resume our normal practice in 2025 of increasing charges in line with inflation.

Telephone costs have increased as we are now the proud possessor of a mobile phone. This replaces a rather antiquated answerphone system.

While much of the increase in maintenance costs is as a result of one-off catch-up work, in general we have benefited over many years from the willingness of volunteers like Keith and Terry to keep the hall running. Such volunteers are less available now so more will need to be spent in future on paying for work to be done.

Heating and lighting costs continue to rise, and it must be expected that this will continue while the international situation remains so uncertain.

Maintenance Report

Over the last year our maintenance has concentrated on ensuring that we are compliant with Health and Safety legislation.

We have, in line with the recommendations from our Legionella Survey, installed a new pressurised water system which replaced the old water tank. This has improved the quality of water in the Hall and also has enabled us to compile monthly records of water temperature that will be available for our next assessment.

We have also installed a new fire alarm system that meets all current requirements and we have also installed smoke detectors in the Windmill Room, the stage area and the main hall and foyer. The emergency

lighting has been over hauled and all emergency lighting is now working. We are carrying out monthly checks on the emergency lighting and documenting findings for future inspections The fire alarm is tested weekly and these tests will also be recorded. In addition we have improved the signage on the emergency exits. All of which are recommendations from our last fire inspection.

We have replaced the two heaters in the Windmill Room and the new ones are silent and can be adjusted to a temperature to suit those using the room.

We have also replaced the worn man hole cover in the car park, replaced the car park light with a brighter beam and replaced the old kettles in the kitchen as well as adding two urns to replace the old water heater which has been removed.

We have also had all the chairs and foyer carpet cleaned and the Hall floor buffed.

The long awaited new screen and projector are now in place and can be worked from downstairs eliminating the need for anyone to access the loft.

West Chiltington Village Hall**Audit Copy**

Registered Charity Number 314072

Receipts & Payments for the year to 31st December 2024**Receipts**

<u>Year 2023</u>	Income From Hall		<u>Year 2024</u>
25,173	Hire Income		£29,737.06
	Interest Income from Bank accounts		
448	Virgin Money	£302.00	
182	HSBC	£166.82	£468.82
	Other Income		
41	UK Power		£41.56
<u>25,844</u>	Total Receipts		<u>£30,247.44</u>

Payments

	Village Hall Costs		
5,026	Utilities		£6,158.86
4,972	Maintenance (Note 2 - see overleaf)		£8,804.53
1,790	Insurance		£1,833.64
890	Garden Maintenance		£617.60
5,373	Cleaning		£6,124.40
<u>18,051</u>			<u>£23,539.03</u>
	Licenses & Admin		
-79	Licenses (HDC & PRS)		£482.08
39	Tel/Printing/Stationery		£168.73
248	General Expenses		£293.24
49	Non Domestic Rates		£210.36
1,134	Web Site/Advertising		£1,003.70
<u>1,392</u>			<u>£2,158.11</u>
	Other payments		
12,140	Special projects (Note 3 - see overleaf)		£12,739.26
148	New Equipment (Note 1 - see overleaf)		£745.59
77	Bank Charges		£83.20
<u>12,365</u>			<u>£13,568.05</u>
31,808	Total Payments		£39,265.19
-9,552	Transfer to/from reserves		-£302.00
<u>22,256</u>			<u>£39,567.19</u>
3,588	Net of Receipts/Payments		-£9,319.75
16,417	Working Funds last Year end		£20,004.24
<u>20,004</u>	Working Funds this year end (Note 4 see overleaf)		<u>£10,684.49</u>

Examiner of accounts
Dennis Wright

Honorary Treasurer
Alan Sugarman

**Notes to Payments & Receipts for the year ended
31st December 2024 for West Chiltington Village Hall**

Note 1 - New/Replacement Equipment

Kitchen boiler	£71.99
Kettles etc	£89.81
Thermometer	£15.99
Hot water dispenser	£59.99
Kitchen knives	£11.99
Mailbox	£109.08
Radiators	£386.74
	<u>£745.59</u>

Note 3 - Special projects

Projector and screen	£10,443.60
CCTV	£573.60
Fire Alarm system	£1,722.06
	<u>£12,739.26</u>

Note 2 - Maintenance

Sds	£531.96
Business Waste	£376.20
Disposables	£483.47
Heating	£403.20
Electrical	£2,206.76
Legionella Survey	£336.00
Flooring	£700.00
Furniture	£626.50
Fire safety	£446.40
Doors	£144.00
Manhole	£390.00
Plumbing	£1,950.00
Dishwasher	£210.04
	<u>£8,804.53</u>

Note 4 - Funds of the Charity held as at 31st December 2024

	2024	2023
HSBC Current account	£5,542.61	£10,079.18
HSBC Savings account	£5,241.88	£10,075.06
	<u>£10,784.49</u>	£20,154.24
Less retained booking deposits	£100.00	£150.00
	<u>£10,684.49</u>	<u>£20,004.24</u>
Rebuilding/contingency Reserve		
Virgin Money	£19,688.92	£79,048.69
Shawbrook Bank	£60,000.00	

Note 5

Planned expenditure

Fire Alarm System	£4,000.00
Decorations/renovations	£5,000.00
Bluetooth sound system	£2,000.00
	<u>£9,000.00</u>

Note 6

Assets retained for the Charity's own use includes land and buildings, furniture & fittings, electrical and kitchen equipment with an insured value of £1,448,725.16

Note 7

Trustees have not been paid expenses except for reimbursement in respect of purchases made on behalf of the Charity.

Note 8

Interest from Shawbrook Bank is paid annually in May.
Accrued interest to date is in the region of £1,100

Maintenance breakdown

Sds Business w:Disposables Heating Electrical Legionella Flooring Furniture Fire safety Doors Manhole Plumbing Dishwasher

£0.00