



**Barton under Needwood
Village Hall**

Trustee's Annual Report

and Receipts and Payments Accounts

for the Year ended 31st December 2022

Charity Number 502046

Barton under Needwood Village Hall

Charity Number 502046

The Charity's Governing Document is a Trust Deed dated 4th June 1991 as amended by a Schedule dated June 1998.

Barton under Needwood Parish Council is the Sole Trustee of Barton under Needwood Village Hall.

Village Hall Management Committee:

Sian Calder (appointed Chair 4th October 2022)

Cllr. Lynn Bennett (Vice Chair)

Alistair Heyward (resigned 5th May 2022)

Pamela Jepson (resigned 5th May 2022)

Cllr. Alison Jones (appointed 4th October 2022)

Joe Moody (Treasurer)

Cllr. Jeannette Taylor

Cllr. Susanne van Daesdonk

Office and Bankers:

Office: Village Hall, Crowberry Lane, Barton under Needwood, Staffs, DE13 8AF.

Bankers: Lloyds Bank plc. 16 High Street, Burton upon Trent Staffs, DE141AJ.

Epworth Cash Plus Fund for Charities, 9 Bonhill Street, London EC2A 4PE

Independent Examiner: Lifestyle Accounting, 58-60 Wetmore Road, Burton upon Trent, DE14 1SN

Barton under Needwood Village Hall

Trustee's Annual Report

For the Year ended 31st December 2022

Registered Charity

The Village Hall is a registered charity No.502046. The Parish Council of Barton under Needwood is the Sole Trustee. The Village Hall Management Committee is responsible for all aspects of the premises including the hiring out of the rooms and all general and specific maintenance. The Trustee may from time to time issue direct instructions to the committee on such matters as it thinks fit. Minutes of the Village Hall Management Committee are circulated to the Trustee on a regular basis and the Trustee meets quarterly.

Objects

The object of the Charity shall be the provision and maintenance of a Village Hall for the public benefit of the inhabitants of the Parish of Barton under Needwood and surrounds without distinction of political, religious or other opinions, including use of meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the condition of life for the said inhabitants.

Governance

The Trustee has adopted policies on Health and Safety, Risk Assessment, Safeguarding Children and Adults and Privacy and these are all reviewed periodically.

The Village Hall Management Committee manages the Village Hall on behalf of the Trustee. All are volunteers and give their time to actively run the Village Hall, a valuable asset to the village of Barton under Needwood.

Constitution

The Committee consists of ex officio Chair and Vice Chair of the Trustee and up to 10 committee members, of which 3 must be Parish Councillors.

Election of the Committee

Before the Annual Meeting of the Trustee, held in May, the Village Hall Management Committee will pass to the Trustee names of those interested in serving on the Committee for the following year. The Trustee will then appoint the Committee at the said Annual Meeting. If there are more nominees than places, a ballot will take place, with the Chair having the casting vote.

Chair's Annual Report

In May the Trustee took the discussion to carry out a complete overhaul of the strategy of the Hall to secure future sustainability and ensure the Hall remains a vibrant and welcoming facility for all. A working group was formed from the Committee and it was agreed to report back to the Trustee by 1st September 2022.

The report concluded the following which was accepted by the Trustee:

- The Hall needed to be more welcoming
- The interior facilities needed improving
- The outside space needed refurbishing
- The Hall's social media presence and general visibility needed updating
- Improved marketing material needed to be drafted to encourage more people to use the Hall
- Attract more hirers to offer more varied activities in the Hall
- Implement theatrical events to encourage a wider audience to use the Hall
- Improve cost control and internal systems
- Review hire fees to be carried out in 2023

The following improvements and actions have been carried out in 2022 and further improvements will continue throughout 2023.

- All the interior of the Hall has been decorated
- New stage, stage curtains and lighting acquired
- Wifi available in all rooms
- An open day was held and online survey created
- A Place of warmth was introduced
- An external fire risk assessment was carried out
- The Hall was involved in the annual Barton Festival for the first time
- A play was put on in October 2022 and a pantomime in January 2023, both successfully supported

Barton under Needwood Village Hall

Trustee's Annual Report

For the Year ended 31st December 2022 (continued)

Whilst the Trustee and Committee accepted that the improvements would involve spending money and produce a deficit for 2022, if nothing was done to change things then the Hall would be unable to carry on financially within a short matter of years.

In order to help with the costs of carrying out the improvements it was agreed to apply for a grant of £10,000 to the Barton and Dunstall Key Trust to finance the cost of the new stage and stage lighting. This was successful and I would like to place on record our thanks to the Trust for the award.

Unfortunately, during the year some flooding has occurred in the Foyer after heavy rain, together with an infrequent unpleasant smell. This is still under investigation and possibly could result in the drains under the Hall being dug up. It is hoped that these matters will be resolved in 2023.

Stephen Murray was appointed Building Manager in January 2022 and was joined by Tamsyn Whitmore in March 2022 on a job share basis. The hours are flexible, but are restricted to 792 hours per year. I would like to thank them both as they have made a significant improvement in the running of the Hall and dealing with both the hirers and people visiting the Hall.

I would like to thank the Committee for their commitment to the Village Hall giving up much of their time to ensuring its future.

Also, I would like to thank Pam Jepson who retired this year and served as Chair of the Committee for many years.

I sincerely hope that the changes introduced this year, together with further improvements will put the Hall on a good footing for the future.

Treasurer's Annual Report

The hire fees of £32,501 are an improvement over 2021 fees of £27,713, however the Hall has still a long way to go to get back to pre-pandemic hire fee income. Hopefully the matters referred to in the Chair's report will increase the fees.

Government Grants relating to COVID amounting to £5,600 (2021 £27,000) were received in the year.

A grant from Barton & Dunstall Key Trust amounting £10,000 was received in the year as referred to in the Chair's report.

Property maintenance and repairs incurred during the year to keep the Hall up to standard and comply with regulations amounted to £18,781 (2021 £5,893). The major cost being £9,107 in respect of the decorating the interior of the Hall.

Capital and equipment spend amounted to £12,447 (2021 £2,064) The major cost being the new stage which amounted to £9,645. This cost was covered by the grant from Barton and Dunstall Key Trust as mentioned above.

Unfortunately, our gas supplier ceased trading in November 2021 and Ofgem appointed a new supplier. Whilst we entered into a new contract with the supplier it was at a much higher price due to the energy crisis. The cost of gas amounted to £4,482 (2021 £1,202). We are still under contract for our electricity until 31st October 2023.

Salaries and wages amounted to £17,191 (2021 £13,714)

The deficit for the year amounted to £20,228 (2021 surplus £16,662), which resulted in the bank balance at 31.12.22 being £52,272 (2021 £72,500)

Reserves

The influencing factor on the Village Hall's balances is one of property repairs and putting aside sufficient funds to cover the ongoing expense of a relatively large suite of premises which need to be kept in good condition. To date, the Committee has had the funds to do that and would wish such a situation to continue. To ensure that remains the case, at least £20k has been earmarked for those maintenance and renewal expenses.

Barton under Needwood Village Hall
Trustee's Annual Report

For the Year ended 31st December 2022 (continued)

Our premises remain in good shape, but the Committee is conscious of the fact that to maintain them at the standard that our hirers expect and to always meet statutory requirements is costly, hence the need for adequate reserves. For those reasons, the Management Committee considers the current level of reserves to be in line for the size of the charity but keeps this matter under annual review.

Signed: *Mrs S. Calder*

Mrs S. Calder

Chair: Barton under Needwood Village Hall

Accepted by the Trustee at its Annual Meeting on 6th April 2023

Signed: *Ms S. van Daesdonk*

Ms S. van Daesdonk

Trustee: Chair

Independent Examiner's Report to the trustee of Barton under Needwood Village Hall

I report on the accounts for the year ended 31st December 2022 which are set out on the accompanying pages.

Respective responsibilities of the Trustee and Independent Examiner

The charity's trustee is responsible for the preparation of the accounts. The charity's trustee considers that an audit is not required for this year under Section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility

- to examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I 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.

Signed:  Date: 21st March 2023 .

David Robert Munro

Relevant Professional qualification(s) or body (if any):

MAAT – Membership Number 10176427.

Member of the Association of Accounting Technicians

Address: C/o Lifestyle Accounting Ltd., 58-60 Wetmore Road, Burton on Trent, Staffordshire, DE14 1SN

Barton under Needwood Village Hall
Receipts and Payments Account
For the year ended 31st December 2022

	Unrestricted 2022 £	Unrestricted 2021 £
Receipts		
Hire Fees	32,501	27,713
Other receipts:		
Bank Interest - Epworth	269	5
Other Sundry receipts	500	281
Omicron Hospitality and Leisure Grant	4,000	0
Additional Restrictions Grant	1,600	15,000
Restart Grant	0	12,000
Barton & Dunstall Key Trust - Grant	10,000	0
BVH - Promotions	4,654	0
Total other receipts	21,023	27,286
Total Receipts	53,524	54,999
Payments		
Insurance	2,464	2,366
Electricity	3,552	3,319
Gas	4,482	1,202
Wheelie Bin emptying - Rainbow	561	519
ESBC - Business Rates	884	341
SSWC - Water Rates	693	344
Telephone rental/calls	136	239
Printing, Post and Stationery	25	126
Property Maintenance/Repairs	18,781	5,893
Salaries & Wages	17,191	13,714
Cleaning Contract	8,454	6,676
Cleaning Materials	764	928
Capital and Equipment	12,447	2,064
BVH - Promotions	1,855	0
Professional Charges	1,020	240
Other payments	444	367
Total payments	73,752	38,337
Net of (payments)/receipts	(20,228)	16,662
Cash funds as at 31st December 2021	72,500	55,838
Cash funds as at 31st December 2022	52,272	72,500

Barton under Needwood Village Hall

Statement of Assets and Liabilities

as at 31st December 2022

	2022	2021
Cash Funds	£	£
Lloyds Bank plc. - Current Account	10,325	20,822
Lloyds Bank plc. - Deposit Account	10	10
Epworth Cash Plus Fund for Charities	41,937	51,668
Total Cash Funds	52,272	72,500
Other monetary assets		
Lloyds Bank plc. - Lettings Account	715	348
	715	348

The deposits are refundable to the hirers following the hire, providing the terms and conditions of the hire are satisfactorily met.

Assets retained for the Charity's own use

The following assets are used by the charity but have not been professionally valued:

Furniture and equipment in the halls, meeting room and kitchen, acquired in the current year and prior years are written off in the year of purchase. Details of new equipment and assets acquired in the current year are detailed in the Trustee's Annual Report.

All assets are in good condition and are serviced regularly.

The Parish Council is the Trustee of the Village Hall building and the Village Hall car park but the Charity is responsible for insuring the premises and its contents.

	2022	2021
Brief insurance details, as at November 2021 are as follows:		
Buildings - (including outbuildings)	£2,389,692	£2,127,953
Contents	£56,923	£49,801
Employers' Liability	£10m	£10m
Public Liability	£10m	£10m
Loss of Revenue	£94,000	£94,000
Employee Dishonesty	£25,000	£25,000