

**Barton under Needwood  
Village Hall**

**Trustee's Annual Report**

**and Receipts and Payments Accounts**

**for the Year ended 31<sup>st</sup> December 2023**

**Charity Number 502046**

# **Barton under Needwood Village Hall**

## **Charity Number 502046**

The Charity's Governing Document is a Trust Deed dated 4<sup>th</sup> 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 (Chair)

Lynn Bennett (Vice Chair)

Alison Jones

Joe Moody (Treasurer) (resigned 11<sup>th</sup> May 2023)

Cllr. Steve Naylor (appointed 11<sup>th</sup> May 2023)

Cllr. Ed Sharkey (appointed 11<sup>th</sup> May 2023)

Cllr. Jeannette Taylor

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 31<sup>st</sup> December 2023

### 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 of Children and Adults, Lone Worker 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

Improvements have continued during 2023, following the overhaul of the strategy of the Hall to secure future sustainability, which was carried out in 2022 and accepted by the Trustee in September 2022.

The following improvements and actions have been carried out in 2023.

- A review of hire fees was carried out and implemented
- The Hall's social media presence and general visibility has been improved supported by a social media policy
- Marketing material has been reviewed in order to encourage more people to use the Hall and attract new hirers to offer more varied activities and a number of new hirers with a wide variety of offerings have joined us
- Four theatrical events have been staged to bring a wider audience to the Hall to see the facilities and hopefully encourage them to use the Hall
- Improved cost control and energy efficiency usage together with internal systems procedures reviews are ongoing

The flooding in the Foyer after heavy rain, which was reported last year, has been resolved, hopefully for good, by introducing a regular regime of inspecting and clearing the drainpipes of debris from the roof.

An insurance claim was received for £1,760 to replace the carpet tiles in the Foyer, which were damaged due to the flooding.

As stated above the Committee organized four theatrical events under the heading of BVH-Promotions which generated additional income of £8,194. All four events were successful and well attended and more such events are planned for 2024. My thanks go to Gerry Taylor for facilitating these productions, together with Jeannette Taylor for selling tickets.

A life-saving defibrillator was gifted to the Hall towards the end of 2023 and will be installed in 2024. This valuable piece of equipment enhances the safety of all the people using the Hall.

# Barton under Needwood Village Hall

## Trustee's Annual Report

For the Year ended 31<sup>st</sup> December 2023 (continued)

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, my thanks go to our employees, Siobhan, the Booking Clerk together with Steve and Tamsyn our Building Managers for their work in keeping the Hall running smoothly, which is also much appreciated by the hirers. Finally, I would like to thank Joe Moody who stepped down as Treasurer in May 2023 expecting to hand over to somebody else who unfortunately backed out at the last minute. The role of Treasurer was advertised for several months, but no interest was shown, so now it is a joint role with Joe providing his guidance, managing the Year End and liaising with third parties.

### Treasurer's Annual Report

The hire fees of £41,211 are an improvement over 2022 fees of £32,501, (27%) however the Hall has still some way to go to get back to pre-pandemic hire fee income; especially with rising costs being incurred.

A National Grid POW (place of warmth) Grant was received amounting to £1,897, which contributes towards the running costs of the Hall enabling the POW to continue to be provided free of charge.

Interest rates improved during the year with interest for 2023 being £1,564 compared to £269 for 2022.

Property maintenance and repairs incurred during the year to keep the Hall up to standard and comply with regulations amounted to £7,852 (2022 £18,781). The major cost being £2,687 in respect of electrical maintenance.

Capital and equipment spend amounted to £5,976 (2022 £12,447) being the cost of a new distribution board.

The cost of gas amounted to £4,179 (2022 £4,482) and electricity £3,806 (2022 £3,552). The contract for the electricity expired on 31<sup>st</sup> October 2023 and a new contract was entered into with a different supplier at a higher cost due to the energy crisis. Steps have been put in place to mitigate the increase wherever possible.

Salaries and wages amounted to £16,755 (2022 £17,191)

The deficit for the year amounted to £4,019 (2022 deficit £20,228), which resulted in the bank balance at 31.12.23 being £48,253 (2022 £52,272)

### 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.


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

Chair: Barton under Needwood Village Hall

Accepted by the Trustee at its Annual Meeting on ..... 07 March 2024

Signed: 

Councillor E Sharkey

Trustee: Chair

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

I report on the accounts for the year ended 31<sup>st</sup> December 2023 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: 26<sup>th</sup> FEBRUARY 2024

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 2023

	Unrestricted 2023 £	Unrestricted 2022 £
<b>Receipts</b>		
Hire Fees	<b>41,211</b>	<b>32,501</b>
Other receipts:		
Bank Interest - Epworth/Lloyds	1,564	269
Insurance Reimbursement re claim	1,760	0
Other Sundry receipts	981	500
Omicron Hospitality and Leisure Grant	0	4,000
Additional Restrictions Grant	0	1,600
National Grid POW Grant	1,897	0
Barton & Dunstall Key Trust - Grant	0	10,000
BVH - Promotions	8,194	4,654
Total other receipts	<b>14,396</b>	<b>21,023</b>
<b>Total Receipts</b>	<b>55,607</b>	<b>53,524</b>
<b>Payments</b>		
Insurance	2,807	2,464
Electricity	3,806	3,552
Gas	4,179	4,482
Wheelie Bin emptying - Rainbow	612	561
ESBC - Business Rates	(1,225)	884
SSWC - Water Rates	529	693
Telephone rental/calls	102	136
Printing, Post and Stationery	98	25
Property Maintenance/Repairs	7,852	18,781
Salaries & Wages	16,755	17,191
Cleaning Contract	10,139	8,454
Consumables	570	764
Capital and Equipment	5,976	12,447
BVH - Promotions	6,517	1,855
Professional Charges	300	1,020
Other payments	610	444
<b>Total payments</b>	<b>59,626</b>	<b>73,752</b>
<b>Net of (payments)/receipts</b>	<b>(4,019)</b>	<b>(20,228)</b>
<b>Cash funds as at 31st December 2022</b>	52,272	72,500
<b>Cash funds as at 31st December 2023</b>	<b>48,253</b>	<b>52,272</b>

**Barton under Needwood Village Hall**  
**Statement of Assets and Liabilities**  
as at 31st December 2023

	2023	2022
<b>Cash Funds</b>	£	£
Lloyds Bank plc. - Current Account	4,742	10,325
Lloyds Bank plc. - Deposit Account	10	10
Epworth Cash Plus Fund for Charities	43,501	41,937
<b>Total Cash Funds</b>	<u><u>48,253</u></u>	<u><u>52,272</u></u>
 <b>Other monetary assets</b>		
Lloyds Bank plc. - Lettings Account	175	715
	<u><u>175</u></u>	<u><u>715</u></u>

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.

	2023	2022
Brief insurance details, as at November 2023 are as follows:		
Buildings - (including outbuildings)	£2,513,955	£2,389,692
Contents	£65,371	£56,923
Employers' Liability	£10m	£10m
Public Liability	£10m	£10m
Loss of Revenue	£94,000	£94,000
Employee Dishonesty	£25,000	£25,000