

**Barton under Needwood
Village Hall**

Trustee's Annual Report

and Receipts and Payments Accounts

for the Year ended 31st December 2024

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 (Chair)

Lynn Bennett (Vice Chair)

Alison Jones

Joe Moody (Treasurer) (resigned 11th May 2023)

Cllr. Steve Naylor (appointed 11th May 2023)

Cllr. Ed Sharkey (appointed 11th May 2023)

Cllr. Jeannette Taylor

Susanne van Daesdonk

Elizabeth Chamberlain (Treasurer) (appointed 2nd September 2024, in post October 2024)

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 2024

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

The Committee continued through 2024 to proactively manage the Hall to ensure continued stability.

The following improvements and actions have been carried out in 2024.

- A booking system has been evaluated with the intention of automating the booking process.
- A new, more vibrant, logo has been designed to better reflect the ethos of the Hall as a Community Hub.
- A defibrillator has been installed.
- Staffs Fire and Rescue Service conducted a Fire Safety audit – satisfactory has been achieved.
- An independent M&E Report was commissioned to look at whether the heating facilities in the Hall could be more efficient. Recommendations received will be reviewed in 2025.
- Four theatrical events have been staged continuing the aim of bringing a wider audience to the Hall to see the facilities and hopefully encourage them to use the Hall. These included a production in partnership with the Lichfield Garrick Theatre. All were profitable.
- Template Risk Assessments, PEEPS and GEPPs have been sent to all hirers. Returns of completed documents are proving challenging.
- New flooring has been fitted in the Douglas Room.
- A grant application has been submitted to the ESBC Ward Enhancement Programme to fund new AV facilities. Presentations have been made, follow-up questions answered, and the outcome is awaited.
- A new, more robust, hiring agreement is being developed.

The Hall has been booked for 341 days out of 366. I appreciate the tremendous effort by all the team to welcome in the diverse range of classes and events across all generations. We have things like a regular Place of Welcome, Messy Play, Under 5s Football, various arts and crafts activities, meetings, dancing, yoga, birthday parties, wedding receptions, RBL Standard Bearer Training etc.

The Committee have been involved with discussions on whether EV Charging points should be put in the Car Park. As the Hall cannot supply the power for 22Kw chargers without changes to the Hall electricity supply which the Committee does not want to do, the Committee have indicated their support but take the view this is a Parish Council matter as owners of the car park.

As stated above, the Committee organized four theatrical events under the heading of BVH-Promotions which generated additional income of £5887. All four events were successful and well attended and more such events are planned for 2025. My thanks go to Gerry Taylor for facilitating some of these productions, together with Jeannette Taylor for selling tickets.

Siobhan, our Booking Clerk for many years, decided to step down in April. Tamsyn has taken on the role in addition to her duties as Building Manager.

Joe stepped down as Treasurer and Liz joined the Committee in October in this role.

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, Steve and Tamsyn, 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 for his support as Treasurer and Siobhan Rumsby for managing the Bookings for so many years.

Treasurer's Annual Report

The hire fees of £41,941 are a slight increase over 2023 fees of £41211, however the Hall has still some way to go to get back to pre-pandemic hire fee income; especially with rising costs being incurred.

Interest rates improved during the year with interest for 2024 being £2,122 compared to £1,564 for 2023.

Property maintenance and repairs incurred during the year to keep the Hall up to standard and comply with regulations amounted to £4,461 (2023 £17,852).

Capital and equipment spend amounted to £2,582 (2023 £5,976) the major spend being replacement flooring in the Douglas Room.

The cost of gas amounted to £4,038 (202 £4,179) and electricity £6,879 (2023 £3,806)..

Salaries and wages amounted to £15,135 (2023 £16,755)

The deficit for the year amounted to £1,719 (2023 deficit £4,019), which resulted in the bank balance at 31.12.24 being £46,534 (2023 £48,252)

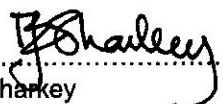
Reserves

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 1/5/2025

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 31st December 2024 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: 27th MARCH 2025

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 2024

	Unrestricted 2024 £	Unrestricted 2023 £
Receipts		
Hire Fees	41,941	41,211
Other receipts:		
Bank Interest - Epworth/Lloyds	2,122	1,564
Insurance Reimbursement re claim		1,760
Other Sundry receipts	1,141	981
Omicron Hospitality and Leisure Grant	0	0
Additional Restrictions Grant	0	0
National Grid POW Grant		1,897
Barton & Dunstall Key Trust - Grant	0	0
BVH - Promotions	4,856	8,194
Total other receipts	<u>8,119</u>	<u>14,396</u>
Total Receipts	<u>50,060</u>	<u>55,607</u>
Payments		
Insurance	2,842	2,807
Electricity	6,879	3,806
Gas	4,038	4,179
Wheelie Bin emptying - Rainbow	638	612
ESBC - Business Rates		(1,225)
SSWC - Water Rates	544	529
Telephone rental/calls	78	102
Printing, Post and Stationery	4	98
Property Maintenance/Repairs	4,461	7,852
Salaries & Wages	15,135	16,755
Cleaning Contract	9,244	10,139
Consumables	527	570
Capital and Equipment	2,582	5,976
BVH - Promotions	3,918	6,517
Professional Charges	300	300
Other payments	588	610
Total payments	<u>51,778</u>	<u>59,626</u>
Net of (payments)/receipts	(1,718)	(4,019)
Cash funds as at 31st December 2023	48,253	52,272
Cash funds as at 31st December 2024	<u><u>46,535</u></u>	<u><u>48,253</u></u>

Barton under Needwood Village Hall
Statement of Assets and Liabilities
as at 31st December 2024

	2024	2023
Cash Funds	£	£
Lloyds Bank plc. - Current Account	5,901	10,325
Lloyds Bank plc. - Deposit Account	10	10
Epworth Cash Plus Fund for Charities	<u>40,623</u>	<u>41,937</u>
Total Cash Funds	<u>46,534</u>	<u>52,272</u>
Other monetary assets		
Lloyds Bank plc. - Lettings Account	1,320	715
	<u>1,320</u>	<u>715</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.

	2024	2023
Brief insurance details, as at November 2024 are as follows:		
Buildings - (including outbuildings)	£2,513,955	£2,513,955
Contents	£65,371	£65,371
Employers' Liability	£10m	£10m
Public Liability	£10m	£10m
Loss of Revenue	£94,000	£94,000
Employee Dishonesty	£25,000	£25,000

These notes do not form part of the Accounts

Barton under Needwood Village Hall

Notes to the Accounts

For the year ended 31st December 2024

	2024	2023
	£	£
Other Sundry receipts		
Recharge car park electricity	1016	
Donation	125	
East Staffordshire Borough Council re Places of Warmth		0
Sale of old stage		100
Sundry Donation		20
Charge to Barton Parish Council for Car park lighting		861
	<u>1,141</u>	<u>981</u>
Property Maintenance/Repairs		
Fire extinguisher service	166	126
Lift annual contract fee and repairs	406	287
Air Conditioning Units and associated work	0	0
Gas repair and maintenance costs	500	510
Electrical repairs and maintenance		2,687
Window cleaning	307	470
Pest control		185
General property renewals, repairs and maintenance	797	540
Access control/door repair	290	0
Decorating interior of the Hall	0	0
PHS	1,299	1,187
Roof repairs/ inspection	0	0
Drainage inspection	0	0
Insurance claim re Foyer carpet tiles		1,860
Fire Alarms	696	
	<u>4,461</u>	<u>7,852</u>
Capital and Equipment		
Distribution board		5,976
Printer	59	
Scaffold Tower	200	
Flooring Douglas Room	1,980	
Laptop	343	
	<u>2,582</u>	<u>5,976</u>
Professional Charges		
Independent Examiner's fee	300	300
Fire Risk Assessment	0	0
	<u>300</u>	<u>300</u>
Other payments		
Advertising		233
PRS for Music - annual fee	248	239
Hallmaster licence	265	
Other sundry expenses	75	138
	<u>588</u>	<u>610</u>