

Marchington Village Hall

Reg. charity number 522696

Trustees' Annual Report

1st April 2020- 31st March 2021

Trustees

| | |
|-------------------|--|
| Andrew Mann | Marchington Tennis and Bowls Club |
| Wendy Scott | Marchington Singers |
| Geraldine Flavell | Treasurer and secretary |
| Gill Williamson | Bookings secretary |
| Phil Hodges | Marchington Amateur Dramatic Society |
| Ginny Odey | St Peter's PCC |
| Pat Gillespie | Marchington Women's Institute all year |

Sources of advice and support

- ACRE
- Support Staffordshire
- Marchington Parish Council
- East Staffordshire Borough Council
- Philip Atkins, Councillor, SCC

Governance

Marchington Village Hall was built in 1960 by Marchington Parish Council. The trust deed is dated 14th November 1960. The village hall is owned by the Parish Council, which is the Custodian Trustee.

Appointment of the trustees

The Trust Deed governs the appointment of Trustees and the management of the charity. Six Trustees shall be elected at the AGM. In addition each user group is invited to nominate one Trustee. The Trustees form the management committee for the village hall and have the power to co-opt up to three further Trustees on an annual basis.

Policies and procedures

To guide the management committee in exercising its duty of care to members, employees and users of the hall, a health and safety policy has been adopted and one of the Trustees takes responsibility for health and safety issues. A copy of the policy is kept in the Health and Safety folder at the hall.

Hiring agreement

The use of the village hall is subject to a hiring agreement, which must be signed by the hirer when making a booking. This agreement sets out the condition of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The hall has a premises licence, which allows the sale of alcohol to be consumed on the premises, subject to the permission of the Alcohol Sales Supervision Group (ASSG). The hall is licensed for the performance of plays, films and dance, live and recorded music and indoor sporting events and is licensed by the Performing Rights Society for live and recorded music.

Risk Management

The management committee recognises the fact that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance. The village hall is insured with respect to property damage (buildings insurance) by Allied Westminster (Village Guard Village Hall insurance). It is insured with the same company with respect to contents and has public liability, employer's liability, legal assistance and trustee indemnity.

Building Issues

Electrical appliances are tested annually by a qualified electrical contractor; the fire-safety appliances are inspected, under contract with the supplier, annually. A NICEIC registered electrical contractor last checked the fixed electrical circuits in December 2020. The resulting recommendations for work were acted on in full. A Fire Risk Assessment and a Health and Safety Review have been carried out and suggestions have been implemented. A fully wired smoke alarm system to BS5839 was installed in Summer 2017. Fire exit signs have also been put into position around the hall. There is a designated Assembly point in case of evacuation, across the road outside the school.

Improvements

We resurfaced the car park at a cost of £15,204 and replaced the ailing boiler at a cost of £2300.

Objectives of the charity

The charity provides a village hall for the village of Marchington and the surrounding area without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions. The village hall is to be used for meetings, classes, other recreational events and leisure time occupations in the interests of social welfare and with the aim of improving the social conditions of the life of the inhabitants of this area.

The Trustees consider these activities to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities held at the hall this year.

Principal activities in pursuit of the objectives

The hall is in use most days of the week for a variety of activities. The regular events are:

- Rehearsals and performances by Marchington Amateur Dramatic Society
- Rehearsals for the Marchington Singers
- Zumba classes
- WI and Parish Council meetings
- Gathering Threads embroidery group

Occasional events include:

- Parish lunches organised by St Peter's Church

- Live and Local productions
- Christmas events for the church and the school
- Marchington Community Shop events and AGM
- Events organised by the Marchington Football Club, the Tennis and Bowls Club and the Keep Fat club.
- Fundraising events for the hall.

The hall is available for hire for private functions including children's and adult parties, wedding receptions, christening parties, funeral teas, village social functions and fundraising events. As the hall has broadband it also attracts business hires for training events.

Funding strategy

It is the strategy of the Trustees to manage the revenue budget to cover running costs. The rates for the hire of the hall are set to achieve this. The Parish Council has also given the hall a small grant annually, which is required to be spent on the maintenance of the hall.

The Trustees are responsible for the maintenance and improvement of the village hall. As this work can involve major costs the Trustees put much time and effort into raising money, for the Village Hall Development fund. The money raised for the Village Hall Development Fund is strictly ring-fenced and is only used to cover costs for improvement works.

The Trustees also apply for grants to enable them to finance improvement projects.

Running costs

In addition to the usual utilities costs – electricity, gas, water and broadband – a cleaner is sometimes available for the general cleaning of the building and a gardener keeps the outside planted areas tidy.

Volunteers' effort

All other work is done by Trustees and others on an entirely voluntary basis. The Trustees meet approximately every six weeks for management meetings while sub-committees meet as and when necessary to pursue particular projects.

Achievements in the year 2020-2021

The major achievement during the year was the resurfacing of the car park. The Covid-19 pandemic meant that the hall was closed for most of the year. Grants from East Staffordshire Borough Council were generous and have provided us with a large amount of capital which we hope to use for improvements in the garden, at the boundary wall and to repair the wall in the rear car park.

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

Signatures

Full names and positions held

Date: November 2020

Marchington Village Hall
Income and expenditure account
Year 1 April 2020 to 31 March 2021

General Fund

| 2020 Income | 2021 | 2020 Expenditure | 2021 |
|----------------------------------|------------------|---|------------------|
| 1,500.00 Grants MPC | 2,000.00 | 5,096.42 Maintenance/Decor | 6,619.60 |
| 3,846.50 Regular Lettings | 115.00 | 1,461.63 Licences/Insurances | 1,180.67 |
| 2,490.50 Public Lettings | 68.00 | 2,147.99 Utilities | 1,120.38 |
| 1,582.00 Business Lettings | 208.00 | Returned deposit | 50.00 |
| <u>1,131.50</u> Private Lettings | <u>110.00</u> | | |
| 10,550.50 | 2,501.00 | | 8,970.65 |
| | 20,198.48 | | |
| Covid support from ESBC | 400.00 | | |
| Covid support from SCC | 400.00 | | |
| <u>10,550.50</u> | <u>25,600.48</u> | <u>1,844.46</u> Excess of income over expenditure | <u>14,128.83</u> |
| | | <u>10,550.50</u> | <u>23,099.48</u> |

Development Fund

| Income | | Expenditure | |
|--|------------------|---|------------------|
| 670.50 Live & Local | | 505.21 Live & Local | |
| 549.08 Festival | | 35.00 Festival | |
| MPC car park grant | 1,000.00 | Car park resurfacing | 15,204.00 |
| 10,000.00 Lottery grant for car park | | 1,620.00 JEL doors | |
| 1,000.00 Philip Hudson grant for doors | | 7.50 Hothouse choir ad | |
| 500.00 SCC grant from People helping people fund | | | |
| <u>100.00</u> Donation | <u>10.00</u> | | |
| 12,819.58 | 1,010.00 | | 15,204.00 |
| | 14,194.00 | | |
| Excess of expenditure over income | 15,204.00 | <u>2,167.71</u> Excess of income over expenditure | <u>15,204.00</u> |
| <u>12,819.58</u> | <u>15,204.00</u> | <u>10,651.87</u> | <u>12,819.58</u> |

General Fund

| | |
|--|------------------|
| 6,063.36 Balance at 1 April | 7,907.82 |
| 1,844.46 Excess of income over expenditure | 14,128.83 |
| | 3,220.12 |
| <u>7,907.82</u> Transfer to Development fund | <u>18,816.53</u> |
| <u>7,907.82</u> Balance at 31 March | |

Development Fund

| | |
|---|-------------|
| 322.01 Balance at 1 April | 10,973.88 |
| 10,651.87 Excess of income over expenditure | |
| Excess of expenditure over income | (14,194.00) |
| Transfer from General fund | 3,220.12 |
| <u>10,973.88</u> Balance at 31 March | <u>0.00</u> |

Total Funds

| | |
|--|------------------|
| 7,907.82 General Fund | 18,816.53 |
| 10,973.88 Development Fund | |
| <u>18,881.70</u> Balance at bank at year end | <u>18,816.53</u> |

Wendy Scott
Acting chair

W. Scott

G Flavell
Treasurer

G Flavell
5th May
2021

J E Wood
Auditor

J E Wood
5th May 2021

Marchington Village Hall
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Acting chair

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5th May
2021

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