

Guarlford Village Hall

Trustees annual report for the period 6th January 2022 – 5th January 2023

Registered Charity Number 523145

Address The Village Hall,
4 Penny Lane
Guarlford
Malvern
WR13 6PG

Trustees

Jennifer Cameron	Chairman	
Gillian Hollick	Secretary	
Heather Clarke	Treasurer	from 28 th June 2023
Judith Knott	Treasurer	until 28 th June 2023
Andrea Candlish		
Philip Thomas		
Roy Hollick		
Richard Edwards		from 28 th June 2023

Structure and Governance

Guarlford Village Hall is managed by the Trustees with a Constitution extracted from the Trust Deed for the benefit of the residents of Guarlford and the surrounding area.

Trustees are elected by members of the local community and work together to make decisions about the hall in the best interests of the community. Decisions are made following discussion with the local community and are informed by their wishes and opinions.

The Annual General Meeting is held in June each year at which the Trustees elect a chairman, secretary and treasurer from among themselves. These three key posts present annual reports to the community at the AGM and answer any questions.

The Trustees hold an Operational Plan for the running of Guarlford Village Hall. This contains all the necessary relevant policies and procedures, risk assessments and agreements necessary for the operation of the village hall. Documents are reviewed annually.

The Trustees and supporting committee organise regular social events in the hall as requested by the local community. The Trustees hire the village hall out to third parties in order to generate an income which is invested in the daily running costs of the building.

Objectives

1. To provide for the physical, mental and emotional well-being of the residents of Guarlford and the surrounding area and support community cohesion
2. Encourage the community to engage with and value their village hall
3. Maintain and preserve the village hall to a suitable standard for the benefit of Guarlford and the local community
4. Promote the use of the hall to outside agencies in order to generate an income and achieve financial sustainability

Reports to the AGM 28th June 2023

Chairman's report

"It has been an outstanding year in the life of this village hall and it has been a real privilege to be your chairman at this time. The Board of Trustees has worked hard to bring about the changes that we can already see downstairs so my thanks to them for their hard work and support.

We will be losing Revd. Gary from the Board of Trustees. He has decided to step down due to the pressures of his other work so a vacancy has arisen for someone to step in to his place. Thanks to him for his support over the last 12 months. Judith Knott has been treasurer for many years and has kept us and our finances on an even keel. She has decided to step down from this role – though thankfully will still remain a Trustee. Our thanks go to Judith for all she has done in keeping the bills paid and the books straight.

Our secretary Gill Hollick has been the main driving force behind our refurbishment project, both in obtaining grants and overseeing all of the fund raising, not to mention managing the hall bookings and all the other essentials that go with the job. Our thanks also go out to her.

But finally, I'd like to say thank you to all those of you who just come along to support all our ventures from trying out Tai Chi to making and buying cakes, joining in quizzes and running for fun. All the organisation in the world would be no good at all without the support of the public and we are extremely grateful for that support".

Secretary's report

"Since the last AGM, thanks to the dedication of the Trustees and loyal support of the residents of Guarlford, the village hall has seen the completion of Phase one of the regeneration project and begun its transformation into a viable venue with letting potential. Over the year, in addition to Trustees meetings, there have been three open

meetings giving local residents the opportunity to become informed and involved in the various fund-raising activities which have taken place. These have included: -

August, - Coffee Morning

September - Scarecrow festival and Heritage exhibition

October - Barn dance

November - Christmas craft workshop

December - Christmas Fayre + Carol singing and donation from Cath and Keith's 'Christmas Lights'

February - Jenny's curry night

April - Village quiz + Coffee morning and auction at Malvern football club.

May - The Coronation party + Taster day sponsored by 'Our community can'

June - Guarlford Gallop and family day sponsored by A J Removals Worcester

This has been a huge commitment from a fairly small but dedicated group of supporters and has enabled the Trustees to progress with Phase one of the refurbishment the installation of new toilets with accessible facilities.

If the village hall is to become sustainable into the future it is essential that external providers are attracted to make regular bookings at the hall and to this end the recently held Activity Day organised with 'Our Community Can' was well attended with groups offering Tai Chi, Crafts, Singing and Dance. The Dance group has already become a regular booking with 10 - 12 people attending on Wednesday evenings. We await the analysis of feedback from the funders of this scheme to see which activity will receive a funded 12 week booking for the hall. In addition, a Zumba class commenced in the hall on 19th June and will run on Monday evenings.

The table tennis club continue to book the hall fortnightly on Thursdays for part of the year, and band practice has continued fortnightly throughout the year on Tuesday evenings, although there have been some breaks in the continuity of these bookings.

Over the past year the Parish Council have booked the hall for four meetings, the WI for 10 meetings and the District Council once for the May elections. There have also been 6 private bookings for meetings, parties and funerals.

Paul Mucke our local builder began work on Phase 1, the toilets and entrance area, in January and following his excellent work we were able to invite the mayor to 'officially' open the facilities on 15th April this year. The Trustees are now working towards Phase 2 which will be to continue the damp-proofing and insulation up the stair well and into the kitchen with new kitchen fitments and serving hatch. In addition, funds need to be raised to carry out repairs to the roof which is leaking along the valley with the adjoining working mens' club, and spreading to the timbers over the entrance door.

Grant applications have been submitted during the year and details of these are itemised separately. Fundraising activities for the next 6 months have also been planned; details are available separately.

A & E services carried out the fire inspection on 28th September 2022, the Trustees agreed to continue with yearly inspections rather than 6 monthly which had previously taken place. The stair lift was serviced on 17th April 2023. As the stair lift is still new, the Trustees agreed to take out a basic service contract with Acorn which will entitle the hall to an annual service but any parts required will be charged.

In March 2023 Stanton King carried out a full survey of the building, commissioned by the Trustees. The issues raised in this report were as expected by the Trustees and form the priority list for renovation work. This report will also be necessary when applying for larger amounts of grant funding. It was pleasing to note that the village hall building is structurally sound and with repair will continue into the future.

Finally, I would like to thank my fellow Trustees for their enduring support and commitment but also to the many local residents who have baked countless cakes, lent equipment, manned stalls, attended events and promoted our cause. This year has seen a huge increase in footfall and it has been gratifying to see so many people who have never visited us before. This has been helped in large part by our on-line presence and we are very grateful to Hannah Tinn for her help with promotions and expanding our social media contacts”.

Treasurers report

It has been an active year with money being paid into the account from grant funding. This shows a healthy balance at the end of the financial year. However, most of this money has already been spent at the start of the current financial year in payment for the renovations which have taken place on the toilets and entrance.

It should also be noted that the Insurance payment was late going out and therefore does not show in the 2022 accounts. Next year the accounts will show 2 insurance payments, one in January for 2023 and another in December for 2024.

I have decided to stand down from the position of Treasurer having fulfilled this role for a number of years. However, I will continue in my position as Trustee and offer any support necessary to the new Treasurer”

Reserves policy statement

Guarlford Village Hall Committee endeavours to maintain on account, sufficient funds to meet all of the financial commitments incurred in the day to day running of Guarlford Village Hall.

An annual budget will be prepared towards the end of each financial year which sets out the predicted expenses for the coming 12 months.

The annual budget will be reviewed by all the Trustees to ensure sufficient funds are in place to cover as a minimum, one year's operation costs.

Declaration

The Trustees declare that they have approved the Trustees report above

A handwritten signature in black ink that reads "Gillian Hollick". The signature is written in a cursive style with a large initial 'G' and a long, sweeping tail.

Gillian Hollick

Secretary

28th June 2023

GUARLFORD VILLAGE HALL		2021 actuals	2022 actuals	2023 budget	2023 actuals
Receipts					
Fundraising	X-mas Fayre	1492.55	1382.4	1000	
	Quiz nights x 3		651	1200	
	Barn Dance		299	200	
	Garland making		355.45	200	
	Tea and cake		370.35	100	taster day
	Coffee morning		192.1	200	
	Heritage week		400	500	
	Jubilee Raffle		181		
	Coronation party			500	
	Bingo/games			200	
	Guarlford gallop			500	
	Curry night			500	
	Harvest auction			200	
sub total		1492.55	3831.3	5300	
Hall hire	Table tennis	380	460	300	
	W I	25	445	250	
	Band		210	250	
	GPC		200	100	
	MHDC	200		200	
	Private hire	30	298	100	
	Activity group			600	
sub total		635	1613	1800	
Grants	National Lottery		10000		
					1 of 2

EXPENSES

23/3/23

GUARLFORD VILLAGE HALL		2021	2022	2023	2023	2024	2024
		Actual	Actual	Budget	Actual	Budget	Actual
Payments							
Running costs	Electricity	430.34	587	3000			
	Water	134.47	151.11	160			
	Insurance	533.91		1000			
Membership	Local giving		48				
	Community First	135		100			
	Bank charges	5.4	87.97	100			
	Admin			100			
	Survey			1000			
sub total		1239.12	874.08	5460	0		
Maintenance	A&E fire check	295	223.35	300			
	other			200			
sub total		295	223.35	500	0		
Other	tables & chairs		1436.21				1 of 2

SUMMARY AND BALANCE

23/3/23

GUARLFORD VILLAGE HALL SUMMARY OF WORTH						
INCOME	2021	2022	2023	2024	2025	
Fundraising	1492.55	3831.3				
Hall Hire	635	1613				
Grants	7500	23767				
Donations/refunds	88.96	294.82				
TOTAL INCOME	9716.51	29506.12	0	0	0	
EXPENSES						
Running costs	1239.12	874.08				
Maintenance	295	223.35				
Other	4500	1546.85				
Regeneration		3450				
TOTAL EXPENSES	6034.12	6094.28	0	0	0	
TOTAL INCOME - EXPENSES	3682.39	23411.84	0	0	0	
Bal B/F	4210.73	7893.12	0	0	0	
Carried forward	7893.12	31304.96	0	0	0	
Prepared by	Treasurer	Judith Knott	<i>J Knott</i>			
	Chairperson	Jennifer Cameron	<i>Jennifer Cameron</i>		9/5/23	
	Auditor	SUE GILBERT	<i>S Gilbert</i>		14/5/23	1 of 1

GUARLFORD VILLAGE HALL

Annual Return Figures for 2022

	2021	2021	2022	Explanation and Variation
1.	Brought Forward	4,210.73	7,893.12	
2.	Total receipts	97,16.51	29,506.12	Includes £7500 grant funding in 2021 Includes £23767 grant funding in 2022
3.	Total expenses	6,034.12	6,094.28	Insurance payment for 2022 of £577 not shown in account as payment made after end of financial year.
	TOTAL WORTH 1 + 2 – 3	7,893.12	31,304.96	

Notes

1. No staff costs.
2. A&E Fire safety checks paid for both Church and Village Hall – Church then refunds portion of fee to Village Hall.
3. Low income from rental during 2021 due to Covid Pandemic
4. Jubilee expenses of £110.64 – of which £101.88 refunded by Parish Council.
5. Costs of £38,000 to be paid out in 2023 for building work phase 1, damp-proofing and toilets

GUARLFORD VILLAGE HALL

Grant funding received

Date		Amount	Project	
15.3.21	Parish Council	500	Running costs	
27.9.21	MHDC (covid regeneration)	3000	Phase 1 regeneration	
8.11.21	Local Councillor budget T Wells and K Wells	1000	Tables and chairs	
9.12.21	Magic little grants	500	Tables and chairs	
15.12.21	Turner Foundation	2000	Stair lift	
21.12.21	Parish Council	500	Stair lift	
	TOTAL	£7,500		

Date		Amount	Project	
28.1.23	National Lottery	10,000	Phase 1 regeneration	
28.1.23	Together our Planet	10,000	Phase 1 regeneration	
7.2.23	OHLG	2,667	Phase 1 regeneration	
22.6.23	Magic little grants	500	Tables and chairs	
29.12.23	Parish Council	600	Phase 1 regeneration	
	TOTAL	23,767		

Total grant funding received £31,267

Phase 1 regeneration costs

Total Cost	£38,000	Paid	Balance to pay	
1.10.22	Paul Mucke Builder	3,450	34,550	

			Date
Prepared by Treasurer	Judith Knott	<i>J Knott</i>	
Chairperson	Jennifer Cameron	<i>Jennifer Cameron</i>	9-5-23
Auditor	SUE GILBERT	<i>S Gilbert</i>	14-5-23

Auditor has authorised financial report and had no further comments to add other than to say that she was happy with the accuracy of the accounts and the management of village hall funds

G Hollick

Secretary

20/10/2023