

Bar Hill Village Hall
Registered Charity No. 1002579

Trustees' Annual Report
1 August 2022 - 31 July 2023

Clerk to the Trustees

Mrs Gillian Wells
3 Partridge Drive
Bar Hill
Cambridge
CB23 2EN

Names of Trustees

Mrs Anne Sweeney	Chair
Mrs Sonya York-Wright	Vice Chair
Mrs Gillian Wells	Secretary
Mr Robert Wells	
Mr Richard Mayer	

Sources of advice and support

Bar Hill Parish Council
Cambridgeshire ACRE (Action with Communities in Rural England)

Governance

Bar Hill Village Hall as established as a charity by a Trust Deed dated 21st November 1978.

The hall was purpose built in 1974 as part of the new development of Bar Hill Village.

The Village Hall is owned by the Management Committee, but the Village Hall is held upon Trust by the Parish Council as Custodian Trustees. The Village Hall Management Committee is responsible for keeping the building in good state of repair.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity.

Four trustees (the Chair, Vice-Chair, Secretary and Treasurer) are elected at the Annual General Meeting held in November: each trustee serves for 1 year and is re-elected should they confirm their wishes to do so in writing.

In addition, each user group listed in the Trust deed, of which there are ten, can nominate one trustee. The trustees form the Management Committee of the Village Hall which has the power to co-opt up to five 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, the following policy statements have been adopted:

- Health & Safety Policy
- Financial Policy
- Safeguarding Policy

The policies are included in the Trustees' Welcome Pack.

Hiring Agreement

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The Hiring Agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence (not including alcohol) with South Cambridgeshire District Council and a copy of the Licence can be found on the Management Committee Notice Board in the foyer of the hall. The hall is licensed by the Performing Right Society for live and recorded music.

Risk Management

Insurance

The village hall is insured with respect to property damage (buildings insurance) by Aviva Insurance Limited (£3.06M Cover). It is insured with the same company with respect to contents (up to £28,575, public liability (£5M), employers' liability (£10M) and legal assistance.

Building Issues

Gas appliances and portable electrical appliances are tested by qualified personnel annually.

The mains electrical installation is checked by a qualified engineer every five years and was carried out in October 2022.

Firefighting appliances are inspected annually under contract with the supplier.

Volunteers from the Committee carry out regular maintenance checks.

Objectives of the Charity

- Provision of a village hall for the benefit of the inhabitants of the Parish of Bar Hill without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious, or other opinions.
- Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interest of social welfare and with the object of improving the social conditions of the life of the inhabitants.

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

Principal Activities in pursuit of Objectives

The hall is in use most days of the week for a variety of activities including baby and toddler activity sessions, dance classes, keep fit activities, martial arts, football activities and bingo.

The hall is available for hire for private functions including celebrations and children's parties, wedding receptions and social functions.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by the users of the hall are set to achieve this.

Volunteers' Effort

Management costs are kept to a minimum using volunteers for regular maintenance and administration. On average 10 hours of volunteer time are given each week to cover these tasks. In addition, the Trustees give a minimum of 2 hours a month for meetings.

2022 - 2023 Achievements

The Trustees continue to work hard to make the hall attractive to potential users and measure their success by the range of users and the hall occupancy. The Trustees believe that this has been achieved by the fact that we continue to have regular hirers using the hall on 6 days of the week and that children's parties during the weekend are proving extremely popular.

As a result of the mains electrical inspection in October 2022, all the emergency lighting on the ground floor of the hall was replaced. In addition, the fire doors to the corridor and the main hall were both replaced.

The most significant improvement has been the replacement of the hall floor, which was scheduled in before the end of this financial year but was carried out in the first week of September.

The Trustees have been delighted to be able to work with the Bar Hill Scouts to allow them to obtain electricity at a far reduced rate than they had been quoted. The work to install the mains cable from the hall to the Scout Hut was authorised by the Parish Council along with an enhanced path outside the Scout Hut and the hall's patio entrance path.

Reserves Policy

The village hall does not currently have a Reserves Policy and the Trustees will be taking advice from Cambridgeshire ACRE on how to proceed with this long outstanding Policy.

The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works far in excess of funds held. On identifying such major works, alternative funds will be sourced by way of grants with the object of meeting the costs in full. Such funds would be restricted. There are no restricted funds in hand. As time goes on the maintenance increases and the Trustees monitor this very closely and make decisions as necessary based on the repairs required.

Future Plans

The hall floor has taken priority over the last 12 months and therefore the LED lighting has still not been replaced. However, the Trustees have been actively looking for funding to help towards the cost. The current boiler in the hall is a concern and the Trustees need to consider if a replacement would be beneficial.

In the next six months the Trustees will have to re-apply for Hallmaster 1 accreditation, which happens every three years. There is the opportunity to apply for Hallmark 2 at the same time and they will consider whether this is possible.

The Trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the Charity's Trustees

Signature Anne Sweeney

Full Name Anne Elizabeth Sweeney

Position Chair

Date 23rd November 2023

**BAR HILL VILLAGE HALL
MANAGEMENT COMMITTEE**

ACCOUNTS FOR THE YEAR ENDED 31 JULY 2023

BAR VILLAGE HALL MANAGEMENT COMMITTEE

INDEPENDENT EXAMINER'S REPORT

Report to the trustees/members of Bar Hill Village Hall Management Committee, on accounts for the year ended 31 July 2023, set out on pages 3 and 4

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider 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 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 trustees 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 matter has come to my attention

(1) which gives me reasonable cause to believe that in, any material aspect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act
- to prepare accounts which accord with the accounting records and comply with the accounting

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Hilary Whipp

Hilary Whipp

16 November 2023

74 Hollytrees

Bar Hill

Cambridge

CB23 8SG

BAR HILL VILLAGE HALL MANAGEMENT COMMITTEE

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 JULY 2023

	This year	Last year
INCOME - rent receivable		
Sports and Social Club	17,400.00	24,959.60
General hall hire	21,960.49	15,499.31
Playgroup	6,000.00	5,333.36
Feed in Tariff	1,542.28	949.31
Changing room hire	325.00	-
Business Support grant COVID-19		2,667.00
TOTAL INCOME	47,227.77	49,408.58
EXPENDITURE		
Water & sewerage charges	3,232.21	1,710.17
Less: due from Bar Hill Scouts	(1,706.20)	(346.31)
Electricity	1,974.03	9,618.56
Gas	2,406.41	2,453.04
Repairs & renewals ≤ £450	3,255.08	1,984.26
Repairs & renewals ≥ £451		
Lift repair	-	2,920.00
Electrical testing	2,361.00	495.00
Front door repairs	1,416.24	2,880.00
Emergency lighting	4,536.00	1,256.00
New fire door	831.00	1,134.00
New front door	1,265.00	456.00
Lift battery charger board	993.60	478.69
Cleaning materials	614.05	91.81
Window cleaning	750.00	110.00
Wages inc Pension - cleaning & booking	8,915.35	8,900.93
Bar Hill PC loan interest	1,653.36	1,894.79
Insurance	2,339.66	2,140.90
Accountancy	100.00	100.00
Waste disposal costs	1,414.50	3,105.86
Print, post, phone, broadband	670.89	285.60
Hallmaster inc £80 training (one-off)	226.80	187.00
Sundry	317.88	1,164.28
TOTAL EXPENDITURE	37,566.86	43,020.58
SURPLUS FOR THE YEAR	9,660.91	6,388.00
GENERAL FUND BROUGHT FORWARD	265,239.72	258,851.72
GENERAL FUND CARRIED FORWARD	274,900.63	265,239.72

BAR HILL VILLAGE HALL MANAGEMENT COMMITTEE

BALANCE SHEET AS AT 31 JULY 2023

	This year	Last year
FIXED ASSETS		
Cost of building and furniture	1,074,580.57	1,074,580.57
GRANTS RECEIVED		
Bar Hill Parish Council	678,062.67	678,062.67
South Cambs District Council	50,000.00	50,000.00
Bar Hill Social Club	75,000.00	75,000.00
	<u>803,062.67</u>	<u>803,062.67</u>
	271,517.90	271,517.90
CURRENT ASSETS		
Debtors - due from Bar Hill Scouts	1,706.20	-
Debtors - lettings invoices	1,561.00	279.30
Cash at bank	32,470.27	28,680.90
	<u>35,737.47</u>	<u>28,960.20</u>
LESS CURRENT LIABILITIES		
Short term loan from BHSSC	-	1,000.95
Damage deposits held in advance	100.00	-
Trade creditors and accruals	3,819.60	1,326.71
	<u>3,919.60</u>	<u>2,327.66</u>
NET CURRENT ASSETS	31,817.87	26,632.54
TOTAL ASSETS LESS CURRENT LIABILITIES	<u><u>303,335.77</u></u>	<u><u>298,150.44</u></u>
REPRESENTED BY		
Long term loan from Bar Hill Parish Council	28,435.14	33,304.98
General fund	274,900.63	264,845.46
	<u><u>303,335.77</u></u>	<u><u>298,150.44</u></u>
	-	-

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