

Bar Hill Village Hall
Registered Charity No. 1002579

Trustees' Annual Report
1 August 2021 - 31 July 2022

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	
Mrs Sarah Whitfield	Stood down at AGM 02.12.21
Mr Richard Mayer	

Sources of advice and support

Bar Hill Parish Council
Cambridgeshire ACRE

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, nominates 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 (£2.73M Cover). It is insured with the same company with

respect to contents (up to £25,000, 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 will be 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 dance classes, keep fit activities, martial arts, football lessons and bingo.

The hall is available for hire for private functions including celebration 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 through the use of volunteers for regular maintenance and administration. On average 10 hours of volunteer time are given each week to cover routine tasks such as maintenance and administration. In addition, the Trustees give 2 hours a month for meetings.

2021 - 2022 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 have regular hirers using the hall on 6 days of the week. Following an observation, the Trustees reconfigured the disabled parking spaces at the front of the hall and had the lines repainted. The outside lighting around the whole building has all been replaced by LED lighting.

The Parish Council kindly donated the defibrillator which has been installed on the outside of the Village Hall for which the Trustees are very grateful.

Reserves Policy

The village hall does not currently have a Reserves Policy. As the Trustees have not been able to address this during the last 12 months this Policy will now be made a priority.

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

It is still the Trustees intention to replace the LED lighting inside the hall, the outside having been completed this year. It is proving difficult to locate a grant that would enable us to do this, but we have obtained costings and the Trustees will be putting together a plan to allow this to happen.

The Trustees have started work on Hallmark 2 accreditation and they will apply for this once they feel they are ready to proceed.

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 10th November 2022

**BAR HILL VILLAGE HALL
MANAGEMENT COMMITTEE**

ACCOUNTS FOR THE YEAR ENDED 31 JULY 2022

BAR HILL VILLAGE HALL MANAGEMENT COMMITTEE

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 JULY 2022

	This year	Last year
INCOME - rent receivable		
Sports and Social Club	24,959.60	12,354.75
General hall hire	15,499.31	6,548.29
Playgroup	5,333.36	5,000.03
Weightwatchers	-	233.38
Feed in Tariff	949.31	879.57
Business Support grant COVID-19	2,667.00	20,907.43
TOTAL INCOME	49,408.58	45,923.45
EXPENDITURE		
Water rates	856.45	427.27
Less: due from Bar Hill Scouts	(346.31)	(1,542.63)
Sewerage charges	853.72	765.00
Electricity	9,618.56	6,003.96
Gas	2,453.04	1,991.61
Repairs & renewals ≤ £450	1,984.26	2,238.28
Repairs & renewals ≥ £451		14,801.34
New boiler - Social Club	2,920.00	-
Disabled parking	495.00	-
Hall Heat exchanger/controls to boiler	2,880.00	-
Saxon Blinds	1,256.00	-
Outside lights	1,134.00	-
Instal defibrillator	456.00	-
Front door	478.69	-
Cleaning materials	91.81	86.81
Window cleaning	110.00	380.00
Wages inc Pension - cleaning & booking	8,900.93	8,354.45
Job Retention Scheme funding received	-	(2,035.60)
Bar Hill PC loan interest (adjustment 2021)	1,894.79	(300.65)
Insurance	2,140.90	2,067.54
Accountancy	100.00	150.00
Waste disposal costs	3,105.86	2,171.72
Print, post, phone, broadband	285.60	473.30
Mileage	-	103.72
Hallmaster inc £80 training (one-off)	187.00	329.92
Sundry	1,164.28	340.79
TOTAL EXPENDITURE	43,020.58	36,806.83
SURPLUS FOR THE YEAR	6,388.00	9,116.62
GENERAL FUND BROUGHT FORWARD	258,851.72	249,735.10
GENERAL FUND CARRIED FORWARD	265,239.72	258,851.72

BAR HILL VILLAGE HALL MANAGEMENT COMMITTEE

BALANCE SHEET AS AT 31 JULY 2022

	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	346.31	1,542.63
Debtors - lettings invoices	279.30	1,548.53
Cash at bank	28,680.90	31,822.40
	<u>29,306.51</u>	<u>34,913.56</u>
LESS CURRENT LIABILITIES		
Short term loan from BHSSC	-	5,601.95
Bookings/deposits received in advance	500.00	100.00
Trade creditors and accruals	1,779.71	2,416.31
VAT owing	-	1,528.09
	<u>2,279.71</u>	<u>9,646.35</u>
NET CURRENT ASSETS	27,026.80	25,267.21
TOTAL ASSETS LESS CURRENT LIABILITIES	<u><u>298,544.70</u></u>	<u><u>296,785.11</u></u>
REPRESENTED BY		
Long term loan from Bar Hill Parish Council	33,304.98	37,933.39
General fund	265,239.72	258,851.72
	<u><u>298,544.70</u></u>	<u><u>296,785.11</u></u>

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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 2022, 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

04 November 2022

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Bar Hill

Cambridge CB23 8SG