

# **INGLEBY BARWICK COMMUNITY HALL**

Registered Charity no. 1044973

## **TRUSTEES' ANNUAL REPORT**

April 2023 to March 2024

### **NAMES OF TRUSTEES**

Jenny Rutland, Chair, 37 Cennon Grove, Ingleby Barwick, TS17 5DB

Jean Kirby, Vice Chair, 36 Fountains Avenue, Ingleby Barwick, TS17 0TX

Sandra Raines, Treasurer, 34 Felbrigg Lane, Ingleby Barwick, TS17 0XT

Michelle Fryer, Payroll, 16 Wensleydale Grove, Ingleby Barwick, TS17 0QQ

David Raines, Maintenance, 34 Felbrigg Lane, Ingleby Barwick, TS17 0XT

Ted Strike, Councillor, 32 Surrey Terrace, Billingham, TS23 4AQ

Jen Hornby, User Group Girls Allowed, 35 Felbrigg Lane, Ingleby Barwick TS17 0XT

Sheila Waites, User Group Bizzi Hands, 40 Stonebridge Crescent, I.B., TS17 5AZ

### **SOURCES OF ADVICE AND SUPPORT**

Ingleby Barwick Town Council

Stockton on Tees Borough Council

Tees Valley Village Hall Network

Action with Communities in Rural England

### **GOVERNANCE**

Ingleby Barwick Community Hall was established as a charity by Trust Deed dated 4<sup>th</sup> August 1993.

The hall was constructed by Yarmside Holdings Limited as a purpose-built community hall and transferred to Ingleby Barwick Town Council (formerly Parish Council) under the conditions of the Trust Deed. No rent is paid, but the Trustees are responsible for keeping the building in a good state of repair.

## **APPOINTMENT OF TRUSTEES**

The trust governs the appointment of Trustees and the management of the charity. The Town Council of Ingleby Barwick are the Custodian Trustees of the Community Hall. The committee of management consists of :

Three elected members

One co-opted member

Three members of the Town Council

Four user group representative members

## **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.

1. A Guide to Safeguarding Vulnerable Users
2. CCTV Policy
3. Conflict of Interests of Loyalty Policy (Trustees)
4. Complaints Policy
5. Drugs Policy/Statement
6. Environmental Policy
7. Equality and Diversity Policy Statement
8. Financial Policy Statement
9. GDPR Policy
10. Hall Hiring Policy Statement
11. Health and Safety Policy
12. Premises Age Verification Policy
13. Recruitment Policy
14. Reimbursement Policy
15. Salary Policy
16. Sickness Policy and Procedure
17. Website Policy Statement

Policies are reviewed regularly and new ones written in order to reflect changes required in the management of the community hall. Hire charges and caretakers salaries are reviewed annually.

## **HIRING AGREEMENTS**

Use of the community hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the dates and times of hire, hire charges, condition and identifies the responsibilities of each part of the agreement.

## **LICENCES**

The Community Hall has a premises licence no 048292 (not including alcohol) and is registered with Stockton Borough Council. The hall has a joint licence from PRS and PPL for the playing of live and recorded music.

## **INSURANCE**

The Community Hall is insured with Access Insurance Company. Building Insurance £125,000, Public Liability £5,000,000, Employers Liability £10,000,000, Loss of Income £33,000. The management committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

## **BUILDING ISSUES**

The mains electrical installation, together with portable electrical appliances, are checked annually by a company with qualified personnel. The whole building undergoes a five year electrical check.

Fire Risk and General Risk assessments are carried out and updated annually by the Committee as required by law.

Firefighting appliances are inspected annually under contract with the supplier.

The Committee ensures other maintenance checks are carried out regularly.

CCTV is installed both outside the hall and in the entrance.

## **OBJECTIVES OF THE CHARITY**

Provision of a community hall for the benefit of the residents of Ingleby Barwick without distinction of gender, sexual orientation, age, disability, nationality, race, political, religious or other options.

Use of community hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the lives of the residents.

The trustees consider these objectives to be consistent with the 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 Community Hall is in use every day of the week for a variety of activities for all age groups including Clubbercise, Army Cadets, Girl Guides, Rainbows, Art Croup, Bridge Club, Over 50's Social Group, Craft Groups, Page2Stage, Barwick Widowed or Divorced Social Group, Aspire Judo, Boro Soccer School, Girls Allowed, Pilates, Yoga, Line Dancing, Music Bugs, Little Flowers Baby and Toddler Group, Tai Chi, Slimming World and Vaccination Centre.

The Community Hall is also available for hire for private functions including parties for all ages, wedding and anniversary parties and is sometimes used for Charity fund raising and Craft Fairs. The hall is used as required as a polling station.

The Community Hall Management also meet regularly in the hall.

## **FUNDING STRATEGY**

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

## **RESERVE POLICY**

The charity has £11,016.00 in the bank as unrestricted reserves at the year end. This cash is available for planned expenditure in relation to building maintenance or urgent furniture or equipment replacement. Cash would also be available for unforeseen expenditure. It is the Trustees' policy to maintain adequate reserves.

## **VOLUNTEERS' EFFORT**

Management costs are kept to a minimum through the use of volunteers who manage the hall, which amounts to over 600 hours per month.

## **EMPLOYEES**

Three part time caretakers are employed to make sure the hall is cleaned daily and everything is kept fully maintained to the highest standard. All these employees are invited to attend the management meetings and give a caretakers' report.

## **2023/2024 UPDATE AND ACHIEVEMENTS**

After losing income both during lockdown and due to users not returning after the Covid lockdowns, we have gained some new hirers – Tai Chi, Yoga and Slimming World. Party Bookings and Vaccination Clinic Bookings have also helped to increase our income and we are now managing to increase our bank balance and have repaid the £2000.00 borrowed from the deposit account. There were no major repairs or refurbishments during the year.

## **FUTURE PLANS**

The hall will continue to be hired by the Pharmacy on occasional weekends as required as a Vaccination Centre. Enquiries are still coming in for more long-term users, and we hope to have some signed up in the next couple of months.

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

**Signed on behalf of the Charity's Trustees**

Signature

Full Name                      Jennifer Rutland

Position                        Chair

Date                              06/01/2025

# INGLEBY BARWICK COMMUNITY HALL ACCOUNTS 2023-24

## INCOME RECEIPTS

Rents	31141.04
Grants	0
Bank Interest	0
Transfer from deposit account	2000.00
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	33141.04

## DIRECT CHARITABLE EXPENDITURE

Repairs and Maintenance of Hall	4912.45
Lighting and heating costs	9180.81
Water Charges	1589.65
Salaries	14643.13
Insurances	859.22
Cleaning and waste disposal	1315.96
Re-decoration	0
Grounds Maintenance	720.00
Equipment Replacement (Vacuum cleaner)	247.99

## OTHER EXPENDITURE

HMRC and Pensions	789.13
Postage and telephone	473.99
Office Expenses	0
Independent Examiners Report	0
Membership TVHN	15.00
Website costs	749.06
Registration Fees	159.51
Stationery	13.50
Hire charge refunds	0
Legionella Tests	0
Nappy disposal	1143.76
PRS Music licence	275.74
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Total Payments	37088.90

Net Profit/loss	(3947.86)
Opening bank balance	9761.67
Closing bank balance	5813.81

Signed J. Rutland

Date 06/01/2025

Signed S. Raines

Date 05/01/2025

## **Independent Examiners Report**

I (Gordon Fletcher, CMIIA) have reported on the accounts of the Ingleby Barwick Community Hall for the financial year ending 31<sup>st</sup> March 2024

This report is in respect of an examination carried out under section 43 of the Charities Act 1993 and in accordance with the directions given by the Charity Commissioners under section 43(7)(b).

The examination includes a review of the accounting records kept by the trustees, including a review of the accounts and making such enquiries as are necessary for the purpose of this report.

Based on my examination. I can confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

No other matter has come to my attention, and the remaining accounts presented do accord with the accounting requirements of the Charities act 1993.

The Trustees are responsible for maintaining proper accounting records, which disclose with reasonable accuracy the financial position of the Charity. This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005)



Gordon Fletcher (C.M.I.I.A.)

Independent Auditor

Date: 14<sup>th</sup> January 2025