



# **Heald Green Village Hall Community Association**

## **Annual Report For the Year to 31 March 2022**

Heald Green Village Hall, Outwood Road, Heald Green,  
Cheadle, Cheshire SK8 3LU

(Charity Number 1057143)

## **Officers of Heald Green Village Hall Community Association**

### Trustees

Mr D Aldridge  
Mr Alan Swinglehurst  
Mrs Olwyn Howarth

### Management Committee

Chairman	Mrs Anne Swinglehurst
Vice Chairwomen	Mrs Muriel Johnstone
Secretary	Mr Alan Swinglehurst
Treasurer	Mrs Beryl A Connor

### Members

Mr & Mrs D Aldridge  
Mr & Mrs E Aston  
Mrs O Howarth  
Mrs M Johnstone  
Mr and Mrs A Swinglehurst  
Mrs B Bunting  
Mr R Oddie  
Mrs Cynthia Mellish

### Employees (Part-time)

Treasurer	Mrs Beryl Connor
Booking Secretary	Ms June O'Neil
Weekend cleaner	Mrs Linda Heslop
Caretaker	Mr Jim Heslop

### **Independent Examiner of Accounts**

Mr Alan R Hampson, FACP  
Hampson & Company  
Accountants & Taxation Advisors  
35 Hall Pool Drive  
St Johns Wood  
Offerton  
Stockport SK2 5ED

## **Introduction**

The Heald Green Village Hall Community Association was formed in April 1996 to manage The Heald Green Village Hall as a community asset under a memorandum of understanding between Stockport Metropolitan Borough Council (the owners of the Village Hall premises) and the Association's Trustees. The Council has responsibility for the fabric of the premises whereas in all other respects the Association has the freedom to manage the operation of the Hall.

This report covers the financial year ending 31 March 2022. It lists the Association's Trustees, provides a statement as to the governance of the Association, states the objectives of the Association and outlines the function of a management committee that oversees the day-to-day operation of the Hall on behalf of the Trustees. Also, the report provides a financial review, gives details of achievements in the year and lists projected improvements to the ambience of the Hall.

## **Objective of the Association**

The objective of the Association is to provide a first class venue for the activities of local community groups and for family social functions. Additionally, when not otherwise required for use by the local community the premises are hired out to out-of-area, commercial and non-commercial groups. There is a wide spread of activity in the Hall ranging from group meetings, community activity, training classes and social events.

## **Governance**

Law that is applicable to charities requires that Trustees prepare statements each financial year that give a true and fair view of the Charity's financial activities in the year under report and its financial position at year end. Accordingly, the Trustees:

Select an appropriate accounting policy and monitor its application and provide a statement as to whether or not required accounting standards have been met. The Association uses '*Quickbooks*' software for its accounts and, being a 'small charity', its year-end accounts are independently examined.

Prepare a financial statement on the assumption that the Charity will continue to operate.

Make prudent judgements that ensure solvency within a framework of realising a level of income that generates sufficient capital for

improvements in the ambience of the Hall. Income is derived solely from hire fees, the level of which is set by the Trustees - a tiered system that gives incentive to local community users, with discounted rates for Charity use and with higher rate for commercial groups.

Safeguard the assets of the Association.

Set a 'reserves' policy that at all times maintains minimum unreserved funds to meet 6 months of operations.

The Association does not undertake fundraising activity.

## 1.

### **Management of the Hall**

A management committee, chaired by one of the Committee members, oversees day-to-day management of the Hall. The committee, comprising 11 volunteers from the local community, meets 11 times a year. The Trustees are indebted to the altruism of this small group of volunteers who undertake weekend 'duty manager' duties.

Additionally, Mr Alan Hampson was appointed to be Examiner of the Association's Accounts in April 2010 and was voted to continue.

The fabric of the Hall is maintained by Stockport MBC (Community Services Division). The Council provide staff for weekday cleaning of the premises and pays the cost of heating and lighting the Hall - 50% of these costs is then invoiced to and paid by the Association. In all other respects the Trustees have responsibility under the Memorandum of Understanding with the Council.

The Association has four part-time, paid employees:

#### **Treasurer.**

On behalf of the Association the Treasurer manages the Accounts on the computer using Quickbooks, maintaining the Bank Accounts and Deposits, ensuring invoices are paid and making payments to suppliers. Producing end of year Accounts, ensuring the Annual Returns of both the Charity Commission and Inland Revenue are accurate and complete and assisting non-profit making regular hirers of the Hall to obtain local Community Grants to assist them financially. During any improvement programme we undertake she becomes heavily involved with the costing and quotation process ensuring that "best value" is achieved on behalf of the Committee and assists with security matters when called upon.

#### **Booking Secretary.**

On behalf of the Management Committee the Booking Secretary manages requests for hire, prepares invoices, issues booking agreement forms and produces the weekly programme of hire.

**Part time Cleaner.**

Covers cleaning of the Hall at weekends.

**Part time Caretaker.**

Covers weekday evening locking of security doors, ensuring property is without problems and checking lighting is off as necessary. The caretaker has also been trained on the Fire Alarm and Burglar Alarm system and has been provided with a mobile phone for undertaking weekly fire checks with the control station.

All employees have returned to their day to day activities following the closure of the furlough scheme. The Committee have followed the guidelines from the Government and ensured all staff were kept safe.

2.

**Users of the Hall**

Thirty two groups are 'regular users' of the Hall and they cover a wide range of activities. For example:

Flight Club meetings	Line Dancing
Medal Society	Bollywood Dancing
Contract bridge	Probex and Ladies Probex (the Probex movement)
Dog Training Club	Art classes
Cinema Club	Flower arranging
Keyboard musical tuition	Heald Green Hub (drop in centre)
Zumba Classes	Keep fit Class/Medeau Exercise
Signpost Carers	Craft Classes/DIY
Sewing Classes/Tailoring	Ballroom Dancing Lessons
Card Making	Line Dancing/Folk Dancing
Bridge Club	Tai Chi
Karate	Pilates

Following the end of lockdown we sadly have lost two of our groups due to lack of interest – the Winemakers Society and the Heald Green Pensioners Group, but on a positive note we have gained a new Ballroom Dancing Group and Bollywood Dancing Group which are proving to be popular and very successful. In addition 'casual' users hire the Hall: for meetings, birthday parties, Councillor's surgeries, Polling Station

requirements, Stockport MBC-sponsored community care activities, NHS Diabetic meetings, Heald Green Annual Festival, and by a small number of commercial organisations. We have been fortunate to have a thriving regular user community.

### **Friends of Heald Green Village Hall**

Throughout the year the Friends of Heald Green Community Hall have had to cancel any special community events due to Covid 19 but are looking forward to arranging a Christmas Carol Concert in December 2022. Proceeds from this event will be used to fund replacement of Hall equipment and re-decoration. The Friends account is embedded in the Association's accounts.

### **Financial Review**

The Association's 'audited' accounts for the year to 31 March 2022 were approved at the Annual General Meeting on 19<sup>th</sup> July 2022. A copy of the balance sheet and the statement of the Independent Examiner are appended to this Annual Report; the Accounts are indicative of a financially sound Charity with excess of income over expenditure of some £4,244 being attained during 2021/22. The Associations Accounts accorded with Charity Commission rules.

The Trustees "Reserves" policy is to hold sufficient funds to meet 6 months operations and to upgrade facilities as identified below under the heading Projected Improvements. At our year end, sufficient funding was in place to match our current projections.

3.

### **Achievements**

We still continue to attract local residents to be involved in social activities. Following the end of lockdown groups were slow in returning – certain age groups were naturally concerned for their health and several groups did not return until the New Year 2022 therefore income suffered. However we have recently gained some new groups which are proving very popular and we hope this will continue. Maintenance of the building has always been fully met by the continued loyalty of all Committee members. We would reaffirm that it is still our aim to further encourage local residents to become active members of the Committee and continue to encourage volunteers to assist in the running of the Hall although this is proving harder each year to gain new volunteers. Over the last year we have lost two further long standing members of the Committee and two members due to their ill health have had restricted involvement but have remained as members. We attempted to advertise for a person to undertake weekend security to enable us to continue to

hold children's parties which justifies the local need for youngsters to be accommodated for celebrations but this has proved unsuccessful therefore we have suspended further bookings until we can find someone suitable to undertake this duty.

### **Projected Improvements**

The Management Committee identified the following project work for 2022/23 and beyond :

The metal gates we installed have proved extremely efficient but identified a need to improve/update our CCTV security system - anticipated cost £2,500

General decorating to ensure standards maintained £2,000

Investment in Airmax filtration system to assist with bacteria £3,000

### **Review of Practices and Procedures**

A review of practices and procedures was initiated late in the reporting year, the aim of which is to ensure that the Association meets its legal obligations and that practices and procedures mirror best practice. Areas under review are:

Equal Opportunities procedures	Fire Evacuation practices and procedures
Health & Safety	Data Protection
Customer Service	Disciplinary and grievance

A review was completed and revised procedures were put in place by 1<sup>st</sup> June 2022

### **Conclusion**

In accordance with its charter, the Association has continued to provide an excellent community facility that has been well utilised. A committee of eleven, dedicated volunteers effectively managed the Hall on behalf of the Trustees and their unstinting support was seminal to the continued success of the enterprise. The Association's Accounts indicate a financially sound charity, there being sufficient funds to cover projected improvements.

Mrs Anne Swinglehurst  
Chairman of the Hall Committee  
On behalf of the Trustees  
2022

30<sup>th</sup> August

#### *Attachments:*

*Independent Examiner's Report on Accounts for the Year Ending 31 March 2022.*

*Balance Sheet at 31 March 2022.*

*Notes to the Accounts*

4.

**Independent Examiner's Report to the Trustees of  
Heald Green Village Hall association**

I report on the Accounts of the Trust for the year ended 31 March 2022 which are set out in the pages of the attached documentation.

### Respective responsibilities of the Trustees and the Examiner

As the Trustees you are responsible for the preparation of the Accounts; you consider that the Audit requirement of Section 43(2) of the Charities Act 1993 (as amended by later legislation) - *The Act* - does not apply. It is my responsibility to state, on the basis of the procedures specified in General Directions given by the Charity Commissioners under Section 43(7)(b) of *The Act*, whether particular matters have come to my attention.

### Basis of the Independent Examiner's Report

My examinations were carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the account 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 you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an Audit opinion on the view given by the Accounts.

### Independent Examiner's Statement

In connection with my Examinations no matter has come to my attention:

(1) Which gives me reasonable cause to believe that, in any material respect:

The requirements to keep accounting records in accordance with Section 41 of  
*The Act*

To prepare accounts which accord with Accounting Records and to comply with  
the Accounting Requirements of *The Act*.

have not been met.

(2) Which, in my opinion, attention should be drawn in order to obtain a proper understanding of the Accounts to be reached.

Original signed by

Mr Alan R Hampson FACPA  
Hampson & Company  
35 Hall Pool Drive  
St Johns Wood  
Offerton  
Stockport SK2 5ED



5.

**Notes to Accounts for Year to 31<sup>st</sup> March 2022**

**1. The Charity is treated for accounting purposes as a “small” charity in accordance with paragraph 3 of SORP.**

**2. Tangible fixed assets:-**

<b><u>Cost</u></b>	<b><u>31 Mar 22</u></b>	<b><u>31 Mar 21</u></b>
	<b>(£)</b>	<b>(£)</b>
<b>At start of year</b>	<b>26,411</b>	<b>26,411</b>
<b>Add acquisitions</b>	<b>0</b>	<b>0</b>
<b>Less disposals</b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>Value at cost</b>	<b><u>26,411</u></b>	<b><u>26,411</u></b>
 <b><u>Depreciation</u></b>		
<b>At start of year</b>	<b>25,550</b>	<b>25,335</b>
<b>Disposal adjustment</b>	<b>-</b>	<b>-</b>
<b>Depreciation in year</b>	<b><u>172</u></b>	<b><u>215</u></b>
	<b><u>25,722</u></b>	<b><u>25,550</u></b>
 <b><u>Valuation</u></b>		
<b>Valuation at start of year</b>	<b>861</b>	<b>1,076</b>
<b>Additions less disposals</b>	<b>0</b>	<b>0</b>
<b>Depreciation in year</b>	<b><u>- 172</u></b>	<b><u>-215</u></b>
<b>Current value</b>	<b><u>689</u></b>	<b><u>861</u></b>

**3. Ex-gratia payments. - none**

**4. Restricted Funds. The Association does not have “restricted” funds**

**6.**

## Balance Sheet as at 31 March 2022

<b>ASSETS</b>	<b>2022</b>	<b>£</b>
Fixed Assets	£	
Furniture & Fixtures	429	
Office Equipment	<u>260</u>	
Total Fixed Assets	689	689
Other Assets		
Prepayments	<u>718</u>	
Total Other Assets	718	
<b>718</b>		
Accounts Receivable		
Accounts Receivable (debtors)	<u>498</u>	
Total Accounts Receivable	498	
Current savings		
Association Current Account	93,987	
Friends Current Account	<u>7,311</u>	
Total	101,298	
Total Current Assets		
<b><u>101,796</u></b>		
Total Assets		103,203
Less Current Liabilities		
Accruals	2,570	
Hire Deposits	<u>900</u>	
Total Other Current Liabilities	3,470	
Total Current Liabilities		-
<b><u>3,470</u></b>		
<b>NET ASSETS</b>		<b><u>99,733</u></b>
Equity		
Funds at start of period	95,489	
Excess of income over expenditure	<u>4,244</u>	
	<b><u>99,733</u></b>	