

# Trustees' Annual Report for the period

Period start date

Period end date

To

1<sup>st</sup>

January

2021

31<sup>st</sup>

December

2021

From

## Reference and administration details

Charity name NORTHALL VILLAGE TRUST

Other names charity is known by Northall Village Hall Management Committee

Registered charity number (if any) 1117673

Charity's principal address "Larums", Eaton Bray Road,

Northall,

Nr. Dunstable, Beds

Postcode

LU6 2EU

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Alan Tipper	Chairman		
2	Mr Kevin Cubbage	Treasurer		
3	Dr. Richard Dorrance	Secretary		
4	Mrs Lorna Cubbage	Bookings Secretary		
5	Mr Anthony Cox			Northall Baptist Church
6	Mr. Richard Harpley			
7	Mrs Jacqueline Mathew			
8	Mr Meuryn Thomas			Age UK

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

### Names and addresses of advisers (Optional information)

Type of advisor	Name	Address
None		

### Name of chief executive or names of senior staff members (Optional information)

None
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## Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. Trust Deed, Constitution)	Trust Deed (dated 30 <sup>th</sup> June 1981) and as Amended (9.7.10)
How the charity is constituted (eg. Trust, Association, Company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Trustees are either nominated by their respective organisations or invited by the Management Committee to put their names forward and then elected at the AGM.

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- Policies and procedures adopted for the induction and training of trustees.
- The charity's organisational structure and any wider network with which the charity works.
- Relationship with any related parties.
- Trustees' consideration of major risks and the system and procedures to manage them.

All new Trustees are provided with detailed Briefing Notes, which set out the Trust's Objectives, Financial & Achievements History, Key Issues and Future Plans, together with relevant Charity Commission publications.

N/A

N/A

Risk Management Policy:

i) To broaden the hirer base to minimise exposure to losing one or more large regular hirers.

ii) Reserves policy to ensure sufficient contingency funds to pay fixed costs should income be lower than expected.

iii) Reserves policy to ensure sufficient funds to pay for large, emergency building repairs.

iv) The insured value of the Buildings and contents are indexed linked by our Insurer to cover full replacement.

v) The management committee meets 3 times a year and reviews the charity's exposure to risk at each meeting. If necessary, policy changes are made.

vi) The management committee reviews the health and safety of the hall and grounds at regular intervals with regard to matters such as kitchen hygiene. Additionally 'for example' trained volunteers check the playground equipment each week and keep a written record of concerns. Rospa are contracted to undertake an annual check. Other aspects of the hall and grounds are checked regularly but less frequently.

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The provision of a Village Hall for the use of the inhabitants of Northall, including use for meetings, lectures, classes and for other forms of recreation and leisure time occupation, with the objective of improving the conditions of life for the said inhabitants.

### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- Policy on grantmaking
- Policy programme related investment
- Contribution made by Volunteers

To provide Northall residents with a village hall (and grounds), that is suitable for community groups and family parties for up to 60 people, and which is amongst the best for cleanliness, décor, equipment, facilities, safety – and value for money.

N/A

N/A

One volunteer maintains the flower bed and re-plants it twice per year. In 2021, another volunteer helped in obtaining quotes for the renovation of the disabled toilet. The Committee also does a lot of voluntary work in maintaining and improving the Hall and facilities.

## Achievements and performance

**Summary of the main achievements of the charity during the year**

**1. Hall Usage & Hiring Income**

The hiring income of £5,999 was again very adversely affected by COVID restrictions and hall closures. It was 48% of the record year in 2019 but it was nearly 70% higher than the even more COVID affected year of 2020.

User Category	Number of Hirers		Hall Usage			Hiring Income		
	2020	2021	2020 Hours	2021		2020 £	2021	
				Hours	% Change over 2020		£	% Change over 2020
Regular	11	9	442	583	32%	3,198	3,181	-1%
Ad Hoc	19	40	49	259	429%	702	2,818	301%
No Charge	-	1		3		-	-	-
<b>Total</b>	<b>30</b>	<b>50</b>	<b>491</b>	<b>845</b>	<b>72%</b>	<b>3,900</b>	<b>5,999</b>	<b>54%</b>

**2. Hiring Fees**

Hiring fees remained the same for out of area hirers at £14 per hour, £8 for local hirers and £6 for regular hirers.

**3. Village Hall Grounds**

The grounds include an extensive children's playground with apparatus for all ages from 1 to 16. This is subject to a comprehensive Weekly Check by committee members and a professional playground inspector undertakes a comprehensive check every year. This year we have treated the shrinkage cracks which were appearing in the ground around some of the equipment and one of the swing seats and part of the Theta Trail were replaced.





#### 4. AGM

The AGM was not held due to the Covid-19 crisis. It is hoped that it will be possible to hold an AGM in June or July 2022 subject of course to the situation with regard to the Covid-19 crisis.

#### 5. Website Marketing

All the Committee's publicity material and booking forms etc continue to be available on Edlesborough Parish Council's website [www.edlesborough-pc.gov.uk/nvh](http://www.edlesborough-pc.gov.uk/nvh). This has increased people's awareness of the Hall, and substantially eased the administrative burden on the Bookings' Secretary by enabling potential Hirers to easily access all the information on the Hall.

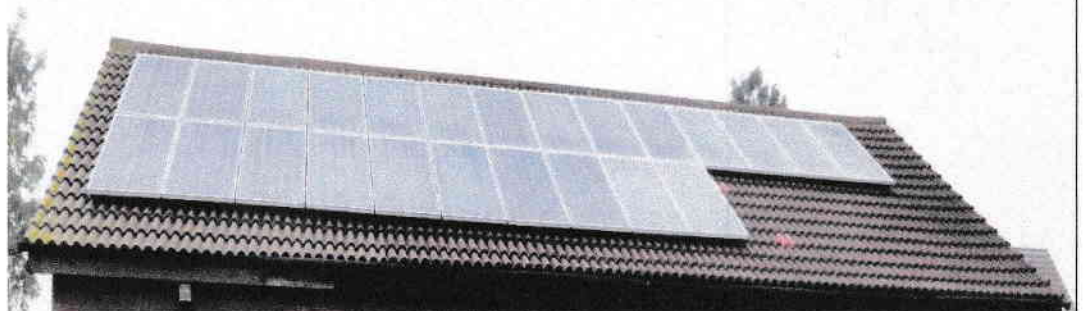
The booking system has been automated so that potential hirers can book the Hall and pay online. The website has been kept up-to-date with all the Government advice about public gatherings during the Covid pandemic. Feedback from hirers has been excellent, praising the new measures introduced to ensure that hirers and their guests are as safe as possible.

#### 6. Soft Play Equipment/Games Box

£145 was received for the hire of the Soft Play Equipment/Games Box during 2021 compared with £35 for 2020.

#### 7. Solar Panels

During 2021 £994.64 was earned by the solar panel installation. This does not include the December quarter and compares with £1,348.95 for the whole of 2020. The panels continue to save the Hall money and are also contributing to the global policy to use more sustainable sources of energy for heating and lighting.



#### 8. Financial Information

The 'Operational Income' of £7,343 exceeded 'Total Expenditure' of £5,238 to give an 'Operational Surplus' of £2,105. Further Government COVID grants were received during 2021 amounting to £17,765 and this increased the overall surplus to £20,320 less returnable damage deposits of £450. Total NVT reserves as at 31.12.21 were £42,258 (£42,708 less £450 returnable damage deposits). This leaves NVT in a very secure financial position. ~

#### 9. Broadband Installation

It is pleasing to report that Northall Village Hall was connected to the high speed broadband network during 2021 and that wifi has been installed. Hirers have been requesting this facility partly because the mobile signal is very variable in the area, and partly because of the increasing trend of playing party music using apps such as Amazon Music, Google Music and Spotify. Hirers can use the new high speed wifi network at no charge to access the internet and to send and receive messages. The hall committee have signed a 2 year contract with BT to provide a reliable and fast service. Future plans include the installation of a large wall-mounted monitor to allow hirers to play videos and to give presentations.

#### 10. Refurbishment of Disabled Toilet

Following the refurbishment of the main toilets in 2020 in April a sub-committee was formed to look into the refurbishment of the disabled toilet. Three quotes were obtained and a contractor was chosen to undertake the refurbishment during August 2022.

## Financial review

### Brief statement of the charity's policy on reserves

The Management Committee aims to build-up and retain Reserves to cover the following:

1. Operating Reserves, equivalent to 12 months minimum expenditure (currently £5,000), as a contingency against losing Regular Users, economic recession, fall in hiring income etc.
2. Building Reserves of £5,000 to carry out emergency repairs, emergency replacement of essential equipment etc.
3. A sinking fund for the on-going improvement of the fabric, décor and facilities of the Hall (£4,000).
4. Possible Hall improvement projects planned over the next few years (£10,000)

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- The charity's principal sources of funds (including any fundraising).
- How expenditure has supported the key objectives of the charity.
- Investment policy and objectives including any ethical investment policy adopted.

The Management Committee's principal source of income is derived from fees from hiring out the Hall. In addition further Government COVID-19 grants of £17,765 were received during 2021.

As at the 31<sup>st</sup> December 2021 the Northall Village Trust holds all of its Reserves in CAF Current and Reserve Accounts for minimum risk.



## Other optional information

None

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature(s)		
Full name(s)	Mr Alan Tipper	Mr Kevin Cabbage
Position	Chairman	Treasurer
Date	14TH JANUARY 2022	14 <sup>th</sup> January 2022



# NORTHALL VILLAGE TRUST

## ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2021

- A. Receipts & Payments
- B. Notes to Accounts
- C. Statement of Assets and Liabilities

### Independent Examiner's Report:

I have examined the Accounts in respect of the year ended 31.12.2021, Minutes of the Management Committee Meetings, records, vouchers, bank statements, information and explanations supplied to me by the Treasurer and, in my opinion, the Accounts correctly state the financial position for the year ended 31.12.2021.

Signed:

**Signature Redacted**

Date:

9/1/22

Name: Mr C Nevard

Address: 15 The Pastures  
Edlesborough  
Nr Dunstable  
Beds  
LU6 2HL

# NORTHALL VILLAGE TRUST

## A. RECEIPTS & PAYMENTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2021

2020 <small>(This figure has been restated)</small>		£ 2021
<b><u>Receipts</u></b>		
3,233.00	Hall Lettings Income for 2020	5,998.50
667.50	Pre-payments for future Hall Lettings	348.00
-293.00	Hall Damage deposits received (net of refunds)	450.00
<u>3,607.50</u>	Total Hall Lettings Income	<u>6,796.50</u>
1,348.95	Solar Panels 'Feed In Tariffs'	994.64
22.27	Interest on CAF Gold A/C	1.99
11,334.00	Government COVID-19 Grants	17,765.00
20.21	Donations - Cash received	0.00
<u>16,332.93</u>	<b>Total Receipts</b>	<u>25,558.13</u>
<b><u>Payments</u></b>		
22.00	Fixtures, Fittings, Equipt. & Furniture	545.99
1,534.58	Repairs & Maintenance	584.87
1,696.00	Cleaning & Materials	1,644.00
47.88	Bookings' Sec. Telephone (+ Play Area mobile phone)	97.78
592.71	Electricity (Light & Heat)	575.28
27.99	Sundries	26.40
230.57	Water	344.95
39.44	Printing, Postage & Stationery	74.65
775.18	Insurance	712.53
-	- Performing Rights Society (+ PPL w.e.f. 1.1.12)	-
-	- AGM/BBQ	-
60.00	CAF Bank Charges	96.00
200.29	COVID-19	0.00
220.00	Car Park Extension	0.00
12,507.19	Toilets Refurbishment	0.00
5,542.87	Heat Pump	192.00
-	Broadband, PA, TV/Monitor Project	343.87
<u>23,496.70</u>	<b>Total Payments</b>	<u>5,238.32</u>
-7,163.77	<b>Surplus Income/Deficit over Expenditure in Year</b>	<b>20,319.81</b>
<u>29,551.51</u>	<b>Surplus B/F from previous year</b>	<u>22,387.74</u>
<u>22,387.74</u>	<b><u>Total Surplus C/F</u></b>	<u>42,707.55</u>
<b><u>Analysis of Closing Balance</u></b>		
667.50	Pre-payments for next year	348.00
-293.00	Hall Damage deposits received (net of refunds)	450.00
-7,538.27	Operating Surplus/Deficit for Year	19,521.81
-7,163.77	Surplus Income/Deficit for year	20,319.81
29,551.51	Accum Surplus B/F from prior year	22,387.74
<u>22,387.74</u>	<b>Total Pre-Payments for next year, Hall Damage Deposits &amp; Accumulative Operating Surpluses</b>	<u>42,707.55</u>
<b><u>Represented by:</u></b>		
2.51	Petty Cash	115.33
2,384.06	CAF Bank Current A/C	22,589.06
20,001.17	CAF Bank Gold A/C	20,003.16
<u>22,387.74</u>		<u>42,707.55</u>

# NORTHALL VILLAGE TRUST

## **B. NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2021**

Northall Village Trust (NVT) is most grateful for a generous annual donation from Edlesborough Parish Council (EPC) to help with the running costs of the Hall and for the Play Area. EPC normally pays the Suppliers direct and recovers the VAT. The details are listed below for the record.

2020 (Nett of VAT)	Details	£ 2021 (Nett of VAT)
300.39	Play Equipment Insurance	309.40
102.50	RoSPA Annual Safety Inspection & Report	102.50
876.00	Grass Cutting of Hall Grounds & Play Area	-
395.00	Hedge Cutting of Hall Grounds & Play Area	- Suppliers' invoices not received before 31.12.21
29.99	COVID-19 Sanitiser	-
<b>1,703.88</b>	<b>Total Donations where EPC paid the Suppliers direct</b>	<b>411.90</b>

# NORTHALL VILLAGE TRUST

## C. STATEMENT OF ASSETS & LIABILITIES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2021

		£
2020		2021
<b>1. Fixed Assets:</b>		
2,000	Land (Price paid when purchased in 1981)	2,000
337,681	Hall & Storage Building only (insured value as at 31.12.21)	347,811
30,044	Car Park (Original)	30,044
23,412	Car Park (Extension 2019)	23,412
20,354	Hall Equipment & Furniture (insured value as at 31.12.21)	20,965
5,373	Heat Pump heating installation	5,373
9,000	PV Solar Panels (insured value as at 31.12.21)	9,000
68,760	Play Area Equipment & Seats (insured value as at 31.12.21)	68,760
<b>496,624</b>	<b>Total Fixed Assets</b>	<b>507,365</b>
<b>2. Current Assets</b>		
-	Stocks - no stocks are held	-
-	Debtors - as these Accounts have been prepared on a 'Receipts & Payments' basis, there are no Debtors	-
	<u>Bank &amp; Cash</u> - as per sheet 2, 'Receipts & Payments'	
2,384	CAF Current Account	22,589
20,001	CAF Gold Account	20,003
3	Cash	115
<b>22,388</b>		<b>42,707</b>
<b>3. Current Liabilities</b>		
150	Hall Damage Deposits repayable next year (£150 from 2020 & £450 from 2021)	600.00
693	Pre-payments for future Hall Lettings	348.00
<b>843</b>		<b>948</b>
<b>21,545</b>	<b>Net Current Assets</b>	<b>41,759</b>
<b>518,169</b>	<b>TOTAL ASSETS</b>	<b>549,124</b>

# NORTHALL VILLAGE TRUST

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Suppliers' invoices not received before 31.12.21

# NORTHALL VILLAGE TRUST

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