

KIRKBY FLEETHAM VILLAGE HALL

England & Wales · Charity number 1172318

Details

Status Registered

Legal form CIO

Registered 2017-03-29

Register [View on the Charity Commission register](#)

Contact

Address The Green
Kirkby Fleetham
Northallerton
North Yorkshire
DL7 0SB

Phone 01609748066

Website www.kirkbyfleethamwithfencotesparishcouncil.co.uk

Activities

Objects: THE PROPERTY IS TO BE USED FOR THE PURPOSES OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF KIRKBY FLEETHAM AND THE NEIGHBOURHOODS OF GREAT FENCOTE, LITTLE FENCOTE AND GREAT LANGTON (THE AREA OF BENEFIT) WITH OUT DISTINCTION OF SEX OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS AND IN PARTICULAR FOR MEETINGS, LECTURES AND CLASSES AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: The Village Hall serves Kirkby Fleetham, Great Fencote, Little Fencote and Great Langton in North Yorkshire without distinction of sex or of political, religious or other opinions. There are regular meetings, talks, classes and other forms of recreation and leisure-time occupation with the object of improving the conditions of life for this rural community..

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Recreation
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies

Geography

- North Yorkshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£15,670	£14,541	-	-
2024-03-31	£56,221	£61,357	-	-
2023-03-31	£16,961	£10,043	-	-
2022-03-31	£34,563	£36,318	-	-
2021-03-31	£25,429	£8,369	-	-

Trustees

Name	Role	Appointed
Cecilia Brabin		2025-06-04
Christine Mitton		2025-06-04
David John Russell		2025-06-04
Helen Jane Gardiner		2025-06-04
Jane Ratcliffe		2025-06-04
KATHARINE MARGARET SMITH		2023-06-07
Lesley Bottomley		2021-08-04
Margaret Osler		2021-10-06
PHILIP JOHN MASON		2023-06-07

KIRKBY FLEETHAM VILLAGE HALL

England & Wales - Charity number 1172318

Accounts

KIRKBY FLEETHAM VILLAGE HALL
Registered Charity No. 1172318

Trustees' Annual Report

2024 – 2025

COMMITTEE 2024 - 2025

Names of Trustees

Mike Dillon	Chairperson
Lesley Bottomley	Treasurer, Vice-Chairperson and Bookings Secretary
Lynda Dillon	Secretary, Assistant Treasurer and Communications Lead
Phil Mason	
Margaret Osler	
Linda Rough	
Kate Smith	
David Russell	Co-opted

NB Following the 2023-2024 AGM, all Members of this Committee hold named responsibility for key aspects of the Charity's work and day-to-day running which are in addition to the responsibilities of the Officers of the Committee.

Governance

Kirkby Fleetham Village Hall was established as a charity by a Trust Deed and Lease dated 7th December 1973. On March 29th 2017, it was entered on the Register of Charities as a Charitable Incorporated Organisation (CIO), No.1172318. The original charity is now closed, with its assets transferred to the new charity. The Village Hall Management Committee is responsible for keeping the building in a good state of repair.

Trustees

Number of trustees. There should be not more than 10 trustees with the remainder of the management committee comprising not more than 3 co-opted members and not more than 1 representative of each of the hall's user groups.

Appointment of trustees. The constitution states that trustees will retire by rotation, one-third each year. Those to retire shall be those who have been longest in office since their last appointment or reappointment, thus 4 trustees will automatically retire and this process shall continue at every subsequent annual meeting.

If the number of trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one trustee, he or she shall retire.

Reappointment of trustees. Any person who retires as a trustee by rotation or by giving notice to the CIO is eligible for re-election by simple majority vote of members.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to committee members and users of the hall, the following policy statements have been adopted: Meetings Policy; Finance Policy; Hiring Policy; Health & Safety Policy; Safeguarding - Child & Vulnerable Adults Policy; Equality Policy; Environmental Policy, Age Verification Policy and a Data Protection Policy. Copies of these policies are included in a Management File in the Village Hall. Where appropriate, they have been updated. Trustees have revised and extended regular maintenance check lists and a detailed check list for the contract cleaner.

Hiring Agreement

The village hall uses an on-line booking system. Each booking is subject to a Hiring Agreement to which all hirers must agree before any booking can be made. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party.

Licences

The hall has a Premises Licence, including the sale of alcohol. The hall is licensed by the *Performing Rights Society* and *Phonographic Performance Ltd.* for live and recorded music and has a Public Video Screening Licence.

Risk Management

Insurance

The village hall is insured with respect to property damage (buildings insurance) by Allied Westminster Insurance Ltd. It is insured with the same company with respect to loss of revenue; public liability; employers' liability; and furniture, fixtures and fittings and all other contents. The Management Committee recognise that it is under a legal obligation to protect the building, its volunteers, its users and any employees through adequate and appropriate insurance.

Building Issues A building condition survey is undertaken at 5-year intervals as is the mains electrical installation, both by qualified professionals. A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officers as required by law. Firefighting appliances are inspected annually

under contract with the supplier. Volunteers from the Committee carry out other regular maintenance checks. A portable appliances check is carried out annually by a qualified electrician.

Objectives of the Charity

The objective is the provision of a village hall for the benefit of the inhabitants of the Parish of Kirkby Fleetham with Fencotes without distinction of gender, sexual orientation, age, disability, nationality, race or political, religious or other opinions. Use of the village hall is 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 life of the inhabitants. The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

Principal Activities in pursuit of Objectives

The Village Hall has been in use most days of the week for a variety of activities including Ballroom Dancing; Book Lovers' Group; Bridge; Carpet Bowls; Church Coffee mornings; Gardening Club; The Village Hub; Keep Fit & Aerobics; The History Group; Parent and Baby Groups; 'Sound Bath' Group Relaxation; Yoga; Community Cinema; Speakers and Women's Institute meetings. The community library has been open at any time when the room is not in use by other groups. In addition, the village hall has been used for meetings of its own committee, of the Parish Council and of the Feast Committee. The village hall is also hired, increasingly so, for private functions / presentations. It has continued to be used by North Yorkshire Council as a polling station.

We have continued to take our responsibilities for public health very seriously. The past year has seen a concerted effort to continue the improvement of the condition of the Village Hall with a view to complementing the substantial investment made in creating the new History and Resources Room. Improvements to the appearance of the front of the building have been very effective, ensuring the reduced external space has been managed very effectively, especially through carefully chosen and well-maintained planting. Internal maintenance has been managed extremely well, with vigilance and foresight aimed at anticipating future problems and securing reliable ongoing maintenance.

Funding Strategy

The underlying funding strategy of the Trustees is to manage the revenue budget on a self-financing basis and we are aware that the careful management of resources has become increasingly important in a financial climate where running costs are rising whilst income remains broadly static. Our financial management has been exemplary, with Trustees kept fully informed through clear, transparent and informative reports at every business meeting. We revisited our charging policy in light of our financial monitoring and anticipated future maintenance and refurbishment costs, for example the removal of moss and debris from our main roof which suffers from the collection of leaves and damp from overhanging trees. Although we are now charging more than previously, we still provide outstanding value for money compared with other venues, whilst also protecting this important asset for the future.

Volunteers' Effort

Management costs have been kept to a minimum through, where possible, the use of volunteers for aspects of maintenance and the improvement of facilities. We do, however, recognise the need to use professionals where this is appropriate, always mindful that many tasks require specialist skills and that voluntary effort must not become burdensome if we are to retain the energy and commitment of those who do so much to make our village hall such a good facility. That said, the effort and commitment shown by fellow Trustees is truly remarkable and is appreciated by the community at large.

As indicated above, our ongoing battle with nature has continued through leaf clearing in the patio areas of the Village Hall, and plant watering is managed in a way that ensures the village hall always looks

beautiful. We have until now continued to publish a professional-quality community newsletter that provides updates on local events, community information and social news entirely by voluntary effort and hand delivered to those who cannot access it digitally or personally from the Village Hall. A Facebook Page for the Village Hall is maintained alongside the newsletter, with take-up expanding just as printed copies of the Newsletter are declining.

We have continued to undertake general maintenance of the Village Hall as well as undertaking the condition assessment required through our insurance policy. The Hub, our much-loved community café and meeting place, has continued to provide appetising food and beverages to regulars from the village and further afield. These are prepared and served by dedicated volunteers and are enjoyed by many in the warm and comfortable surroundings of our Village Hall. It would be impossible to list the many tasks undertaken voluntarily by members of the Village Hall Committee, but it is important to acknowledge that without the work they do we would not have the excellent facility we all enjoy.

2024 - 2025 Achievements

Following several changes in the Trustee body during 2022/23 we recruited a number of new Members who have been highly effective in managing the running of the Village Hall, albeit with a smaller team. A restructuring of responsibilities has successfully distributed leadership of many aspects of work across the team as a whole, enabling identified responsibilities to be undertaken in a more manageable way.

This has been another productive year for the Village Hall, both in terms of the activities taking place and the significant improvements to the fabric of the building and the way we use it.

Our dedicated and proactive Management Committee, as well as the many volunteers who make The Hub the jewel in the crown of our village hall, continue to perform excellently. This ethos extends to the volunteers who ensure our community library is always attractive, welcoming and superbly organised.

The History and Resources room has seen the mounting of numerous interesting displays featuring aspects of local history, with frequent visits from expert speakers and trips out to notable places. The room was officially opened by Jean Morley, a previous Chair and Treasurer of the Village Hall Committee.

Reserves Policy

It is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure.

Future Plans

The Trustees' efforts over the coming months will be concentrated on:

- Continuing to investigate ways for ensuring our heating system is controlled so that:
 - heating levels are matched to the activity of the specific session
 - economies are achieved in our overall energy usage
 - heating costs are assessed more accurately in relation to our expense in putting on activities
- Continuing to encourage community groups to use the Village Hall for activities that provide pleasure and entertainment for the residents of the Parish we serve.

- Recruiting enthusiastic and capable Trustees and co-opted Members as long-standing Trustees retire from office.
- Continuing to work collaboratively with our community partners in ways that add value each to the other and which make clear our separate mission and responsibilities.

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

Signed on behalf of the charity's Trustees

Signature(s)

Full name(s)

Michael Dillon

Lesley Bottomley

Position

Chair

Treasurer and Vice Chair

Date

KIRKBY FLEETHAM VILLAGE HALL CHARITY NUMBER 1172318

accounts 1/4/24 to 31/3/25

RECEIPTS	Restricted funds	Unrestricted funds	4/24 - 3/25	4/23 - 3/24
Hire of hall by user groups		£ 12,080.41	£ 12,080.41	£ 11,166.20
Private hire of hall/equipment		£ 1,776.81	£ 1,776.81	£ 810.25
Fundraising events		£ 821.03	£ 821.03	£ 2,985.34
Miscellaneous		£ 684.35	£ 684.35	£ 1,159.56
Donations and Grants				
Gift Aid		£ 226.17	£ 226.17	
Donations		£ -		£ 9,100.00
Grants		£ -	£ -	£ 31,000.00
Other Income				
Interest				
Petty Cash				
TOTAL RECEIPTS	£ -	£ 15,588.77	£ 15,588.77	£ 56,221.35

PAYMENTS	Restricted funds	Unrestricted funds	4/24 - 3/25	4/23 - 3/24
Hall running costs				
Energy		£ 2,443.38	£ 2,443.38	£ 3,034.78
Water		£ 412.76	£ 412.76	£ 333.75
Insurance and licences		£ 1,674.02	£ 1,674.02	£ 1,480.60
Improvement and maintenance	£ 3,182.17	£ 3,597.76	£ 6,779.93	£ 49,700.63
Broadband/Ink/Print costs		£ 1,027.11	£ 1,027.11	£ 1,032.90
Miscellaneous	£ 293.53	£ 1,909.88	£ 2,203.41	£ 5,558.92
Accounting		£ -	£ -	£ 215.00
TOTAL PAYMENTS	£ 3,475.70	£ 11,064.91	£ 14,540.61	£ 61,356.58

TOTAL RECEIPTS LESS TOTAL PAYMENTS	Restricted funds	Unrestricted funds	4/24 - 3/25	4/23 - 3/24
ASSETS				
Cash at bank and in hand				
Current bank account	£ 3,463.82	£ 27,327.45	£ 30,791.27	£ 29,743.11
Petty cash				
accruels	£ -	£ 80.88	£ 80.88	£ -
RESERVES				
Balance brought forward	£ 6,939.52	£ 22,803.59	£ 29,743.11	£ 34,878.34
Net surplus	-£ 3,475.70	£ 4,604.74	£ 1,129.04	-£ 5,135.23
Balance carried forward	£ 3,463.82	£ 27,408.33	£ 30,872.15	£ 29,743.11

INCOME	User Groups	Private hire	Fundraising	Miscellaneous	Donations	Grant restricted	Grant Unrestricted
Apr-24	£ 1,274.13	£ 303.52	£ -	£ 35.00	£ -	£ -	£ -
May-24	£ 850.80	£ 219.26	£ -	£ -	£ -	£ -	£ -
Jun-24	£ 900.00	£ 136.13	£ -	£ -	£ -	£ -	£ -
Jul-24	£ 593.95	£ -	£ -	£ -	£ -	£ -	£ -
Aug-24	£ 1,211.78	£ 238.15	£ -	£ 9.36	£ -	£ -	£ -
Sep-24	£ 922.84	£ 52.65	£ -	£ 116.26	£ -	£ -	£ -
Oct-24	£ 974.85	£ 230.00	£ -	£ 123.07	£ -	£ -	£ -
Nov-24	£ 612.27	£ 117.00	£ -	£ 226.48	£ -	£ -	£ -
Dec-24	£ 454.00	£ 170.14	£ -	£ 28.62	£ -	£ -	£ -
Jan-25	£ 1,838.69	£ 84.57	£ -	£ 73.16	£ -	£ -	£ -
Feb-25	£ 1,069.73	£ 68.26	£ -	£ 10.00	£ -	£ -	£ -
Mar-25	£ 1,377.37	£ 157.13	£ 821.03	£ 62.40	£ 226.17	£ -	£ -
TOTAL	£ 12,080.41	£ 1,776.81	£ 821.03	£ 684.35	£ 226.17	£ -	£ -

PAYMENTS	Energy	Water	Insurances/Licences	Improvement/maintenance	Broadband/Ink/Print costs	Miscellaneous	Accounting
Apr-24	£ 112.27	£ -	£ 170.00	£ 2,548.42	£ 122.11	£ 58.74	£ -
May-24	£ 66.59	£ 133.02	£ -	£ 679.00	£ 62.11	£ 120.54	£ -
Jun-24	£ -	£ -	£ -	£ 412.46	£ 122.11	£ 95.66	£ -
Jul-24	£ 99.33	£ -	£ -	£ 597.25	£ 62.11	£ 342.51	£ -
Aug-24	£ 112.83	£ -	£ -	£ 937.28	£ 122.11	£ 158.47	£ -
Sep-24	£ 78.28	£ 120.67	£ 1,455.02	£ 244.73	£ 45.08	£ 75.01	£ -
Oct-24	£ 685.56	£ -	£ -	£ 245.00	£ 116.33	£ 218.19	£ -
Nov-24	£ 120.71	£ -	£ -	£ 288.79	£ 49.83	£ 173.89	£ -
Dec-24	£ 97.64	£ 64.22	£ -	£ 240.00	£ 49.83	£ 37.60	£ -
Jan-25	£ 829.92	£ -	£ -	£ 215.00	£ 109.83	£ 278.70	£ -
Feb-25	£ 165.50	£ -	£ 49.00	£ 252.00	£ 115.83	£ 78.08	£ -
Mar-25	£ 74.75	£ 94.85	£ -	£ 120.00	£ 49.83	£ 566.02	£ -
TOTAL	£ 2,443.38	£ 412.76	£ 1,674.02	£ 6,779.93	£ 1,027.11	£ 2,203.41	£ -

Accruals							
Income pending (room hire charges not yet paid/invoiced)							
Village Hall Room Hire:							
Church							
	18th January 2025	3 hrs x	£ 12.00	/hr =	£ 36.00		
	1st February 2025	2 hrs x	£ 12.00	/hr =	£ 24.00		
	1st March 2025	2 hrs x	£ 12.00	/hr =	£ 24.00		
						£ 84.00	
Gardening Group							
	6th February 2025	4 hrs x	£ 8.00	/hr =	£ 32.00		
	6th March 2025	5 hrs x	£ 8.00	/hr =	£ 40.00		
	projector				£ 3.00		
						£ 75.00	(KFBVH396)
Feast							
	28th January 2025	1.5 hrs x	£ 5.50	/hr =	£ 8.25		
	25th February 2025	1.5 hrs x	£ 5.50	/hr =	£ 8.25		
	25th March 2025	1.5 hrs x	£ 5.50	/hr =	£ 8.25		
						£ 24.75	
WI							
	9th January 2025	3 hrs x	£ 8.00	/hr =	£ 24.00		
	13th February 2025	3 hrs x	£ 8.00	/hr =	£ 24.00		
	13th March 2025	3 hrs x	£ 8.00	/hr =	£ 24.00		
						£ 72.00	
Parish Council							
	16th January 2025	2 hrs x	£ 8.00	/hr =	£ 16.00		
	20th February 2025	2 hrs x	£ 5.50	/hr =	£ 11.00		
	20th March 2025	2 hrs x	£ 8.00	/hr =	£ 16.00		
						£ 43.00	
Unpaid March invoices:							
	Private booking - Sturdy - 2nd February 2025	4 hrs x	£ 12.00	/hr =	£ 48.00		(KFBVH390)
	Private booking - R. Walsh - 11th March 2025	0.75 hrs x	£ 5.50	/hr =	£ 4.13		(KFBVH398)
	Yoga - March 2025	9 hrs x	£ 8.00	/hr =	£ 72.00		(KFBVH397)
	Carpet Bowls - March 2025	8 hrs x	£ 8.00	/hr =	£ 64.00		(KFBVH395)
	MyTime Yoga	5 hrs x	£ 8.00	/hr =	£ 40.00		(KFBVH394)
	Local History Group - 18th March 2025	2 hrs x	£ 8.00	/hr =	£ 16.00		(KFBVH399)
						£ 244.13	
Cost liability incurred but invoices not yet received							
	Streamline Accountants 2023/4				-£ 222.00		
	Streamline Accountants 2024/5				-£ 240.00		
						-£ 462.00	
Total Accruals						£ 80.88	

KIRKBY FLEETHAM VILLAGE HALL

England & Wales - Charity number 1172318

Accounts

KIRKBY FLEETHAM VILLAGE HALL
Registered Charity No. 1172318

Trustees' Annual Report

2023 – 2024

COMMITTEE 2023 - 2024

Names of Trustees

Mike Dillon	Chairperson
Lesley Bottomley	Treasurer, Vice-Chairperson and Bookings Secretary
Linda Lodge	Secretary
Lynda Dillon	Assistant Treasurer and Communications Lead
Fran Artley	
Phil Mason	
Margaret Osler	
Linda Rough	
Kate Smith	
David Russell	Co-opted

Governance

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Trustees

Number of trustees. There should be not more than 10 trustees with the remainder of the management committee comprising not more than 3 co-opted members and not more than 1 representative of each of the hall's user groups.

Appointment of trustees. The constitution states that trustees will retire by rotation, one-third each year. Those to retire shall be those who have been longest in office since their last appointment or reappointment, thus 4 trustees will automatically retire and this process shall continue at every subsequent annual meeting.

If the number of trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one trustee, he or she shall retire.

Reappointment of trustees. Any person who retires as a trustee by rotation or by giving notice to the CIO is eligible for re-election by simple majority vote of members.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to committee members and users of the hall, the following policy statements have been adopted: Meetings Policy; Finance Policy; Hiring Policy; Health & Safety Policy; Safeguarding - Child & Vulnerable Adults Policy; Equality Policy; Environmental Policy, Age Verification Policy and a Data Protection Policy. Copies of these policies are included in a Management File in the Village Hall and in the Trustees' Welcome pack. Where appropriate, they have been updated. Trustees have revised and extended regular maintenance check lists and a detailed check list for the contract cleaner.

Hiring Agreement

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Licences

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Risk Management

Insurance

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Building Issues A building condition survey is undertaken at 5-year intervals as is the mains electrical installation, both by qualified professionals. A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officers as required by law. Firefighting appliances are inspected annually

under contract with the supplier. Volunteers from the Committee carry out other regular maintenance checks. A portable appliances check is carried out annually by a qualified electrician.

Objectives of the Charity

The objective is the provision of a village hall for the benefit of the inhabitants of the Parish of Kirkby Fleetham with Fencotes without distinction of gender, sexual orientation, age, disability, nationality, race or political, religious or other opinions. Use of the village hall is 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 life of the inhabitants. The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

Principal Activities in pursuit of Objectives

The Village Hall has been in use most days of the week for a variety of activities including Ballroom Dancing; Book Lovers' Group; Bridge; Carpet Bowls; Church Coffee mornings; Gardening Club; The Village Hub; Keep Fit & Aerobics; The History Group; Parent and Baby Groups; 'Sound Bath' Group Relaxation; Yoga; Arts and Crafts; Community Cinema; Speakers and Women's Institute meetings. The community library has been open at any time when the room is not in use by other groups. In addition, the village hall has been used for meetings of its own committee, of the Parish Council and of the Feast Committee. The village hall is also hired, increasingly so, for private functions / presentations. It has continued to be used by Hambleton District Council (now North Yorkshire Council) as a polling station. We have continued to take our responsibilities for public health very seriously, especially regarding COVID-19, always following national guidance and our own instinct for community safety.

The past year has seen several additional events linked to fundraising for the development of the new extension we highlighted in our plans last year and which have now come to fruition. The fundraising events have included a further Bingo Night, a Race Evening, an evening of live music and a talk about the Camino de Santiago. There has also been a highly successful original play by a local playwright which played to packed houses, raising funds for the new extension as well as a talk and afternoon tea by local author Suzanne Stirke in aid of village hall general funds.

Funding Strategy

The underlying funding strategy of the Trustees is to manage the revenue budget on a self-financing basis and we are aware that the careful management of resources has become increasingly important in a financial climate where running costs are rising whilst income for many of our users is falling behind inflation. We recognised the need to address this through revisiting our charging policy which, although now charging more than previously, still provides outstanding value for money compared with other venues. This year has seen very substantial investment in the building, particularly through the creation of an extension to the front of the village hall for a History and Resources room. Funding for this has come substantially from grant applications made by the Village Hall to a number of awarding bodies, the largest being Tarmac, as well as private donations, use of our own reserves and fund-raising activities organised by the Committee and supported enthusiastically by the community.

Volunteers' Effort

Management costs have been kept to a minimum through, where possible, the use of volunteers for aspects of maintenance and the improvement of facilities. We do, however, recognise the need to use professionals where this is appropriate, always mindful that many tasks require specialist skills and that voluntary effort must not become burdensome if we are to retain the energy and commitment of those who do so much to make our village hall such a good facility.

Our ongoing battle with nature has continued through leaf clearing in the patio areas of the Village Hall, and plant watering is managed in a way that ensures the village hall always looked beautiful. We have continued to publish a professional-quality community newsletter that provides updates on local events, community information and social news entirely by voluntary effort and hand delivered to those who cannot access it digitally or personally from the Village Hall. A Facebook Page for the Village Hall is maintained alongside the newsletter, highlighting much of its content and also updating the community on more immediate events and opportunities. We have continued to undertake, where appropriate, general maintenance of the Village Hall as well as undertaking the condition assessment required through our insurance policy. The Hub, our much-loved community café and meeting place, has continued to provide appetising food and beverages to regulars from the village and further afield. These are prepared and served by dedicated volunteers and are enjoyed by many in the warm and comfortable surroundings of our Village Hall. It would be impossible to list the many tasks undertaken voluntarily by members of the Village Hall Committee, but it is important to acknowledge that without the work they do we would not have the excellent facility we all enjoy.

2023 - 2024 Achievements

The period covered by this Annual Report has seen very significant change in the makeup of the Management Committee. Several long-standing Trustees who were instrumental to the major refurbishment of the village hall when it was transformed from its tired and under-developed state have now retired from office. The legacy they have left was built on hard work, determination and skill and this legacy underpins all that Kirkby Fleetham Village Hall represents today. The current Management Committee, indeed all those who enjoy using the village hall, remain deeply indebted to these stalwarts for all that they have done.

Despite these many changes, this has been an exceptionally productive year for the Village Hall, both in terms of the activities taking place and the significant improvements to the fabric of the building and the way we use it. In relation to our legal status, the transfer of Assets to the new CIO is now complete and the 'old' charity has been closed.

The whole of the exterior of the building has been repainted, using funds from the Solar Farm Grant that is managed and allocated by the Parish Council.

Our dedicated and proactive Management Committee, as well as the many volunteers who make The Hub the jewel in the crown of our village hall, continue to perform excellently. This ethos extends to the volunteers who ensure our community library is always attractive, welcoming and superbly organised.

The completion of the new History and Resources extension is the result of the enthusiastic effort of a group of dedicated people and is a fine example of commitment by a small team of colleagues focused on achieving their goal. It has also shown how enjoyable fundraising can be! The participation of our community in these fundraising events has been a joy to see and generous donations from individuals and groups have been deeply appreciated. The substantial grant from Tarmac has underpinned the viability of the project as a whole, but in particular, the hard work of key people on the Committee in managing and driving the whole project has been exceptional. We now have a great resource that will support local history study as well as providing space for IT access and our own administration. On top of all this the room looks stunning!

The Management Committee decided to use the impetus provided by the creation of the new room to upgrade and improve the entrance to the village hall so that the whole area appears integrated and attractive. Advice on health and safety has led us to declutter the hall's entrance and our ambition to match the quality of the earlier refurbishment of the village hall has driven

us to pursue high standards in the new project, including the renewal of carpeting and paintwork in the front entrance and improving signage and noticeboards. This in turn has led to a will for continued improvement in the way we manage storage spaces and generally maintain a safe and pleasant environment for all to enjoy.

Reserves Policy

It is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure.

Future Plans

The Trustees' efforts over the coming months will be concentrated on:

- Investigating ways for ensuring our heating system is controlled so that:
 - heating levels are matched to the activity of the specific session
 - individual rooms are controlled remotely to match the bookings on our online system
 - economies are achieved in our overall energy usage
 - heating costs are assessed more accurately in relation to our expense in putting on activities
- Further developing the roles and responsibilities of Trustees and co-opted members
- Continuing the process of evaluating the effective use of village hall facilities, including the possible disposal of redundant or little-used items that impact on our limited storage space
- Training interested Committee Members in the use of our specialist PA and other equipment in order to increase the safe use of these facilities and extend the programme of activities that will use them
- Continuing to work collaboratively with our community partners in ways that add value each to the other and which make clear our separate mission and responsibilities.

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

Signed on behalf of the charity's Trustees

Signature(s)

Full name(s)	Michael Dillon	Lesley Bottomley
Position	Chair	Vice Chair
Date		

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF KIRBY FLEETHAM VILLAGE HALL 31 March 2024

I report on the accounts of the Charity for the period ended 31 March 2024.

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 period 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 report

My examination was carried out in accordance with the 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 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 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 respect the requirements:

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

have not been met; or

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



Suzanne Bolton FCA
Streamline Accountants
5 Battalion Court
Colburn Business Park
Catterick Garrison
DL9 4QN
31 May 2024

KIRKBY FLEETHAM VILLAGE HALL CHARITY NUMBER 1172318
Receipts and payments accounts 1/4/23 to 31/3/24

RECEIPTS	Restricted funds	Unrestricted funds	4/23 - 3/24	4/22 - 3/23
Hire of hall by user groups		£ 11,166.20	£ 11,166.20	£ 10,887.88
Private hire of hall/equipment		£ 810.25	£ 810.25	£ 1,180.52
Fundraising events	£ 2,739.86	£ 245.48	£ 2,985.34	£ 2,582.82
Miscellaneous		£ 1,159.56	£ 1,159.56	£ 749.27
Donations and Grants				
Gift Aid				
Donations	£ 9,100.00	£ -	£ 9,100.00	£ 7,608.50
Grants	£ 31,000.00	£ -	£ 31,000.00	
Other Income				
Interest				
Petty Cash				
TOTAL RECEIPTS	£ 42,839.86	£ 13,381.49	£ 56,221.35	£ 23,008.99

PAYMENTS	Restricted funds	Unrestricted funds	4/23 - 3/24	4/22 - 3/23
Hall running costs				
Energy		£ 3,034.78	£ 3,034.78	£ 3,903.47
Water		£ 333.75	£ 333.75	£ 316.91
Insurance and licences		£ 1,480.60	£ 1,480.60	£ 1,609.81
Improvement and maintenance	£ 44,518.94	£ 5,181.69	£ 49,700.63	£ 3,178.48
Broadband/Ink/Print costs		£ 1,032.90	£ 1,032.90	£ 406.20
Miscellaneous	£ 845.06	£ 4,713.86	£ 5,558.92	£ 2,688.40
Accounting		£ 215.00	£ 215.00	£ 206.00
TOTAL PAYMENTS	£ 45,364.00	£ 15,992.58	£ 61,356.58	£ 12,309.27

check total

TOTAL RECEIPTS LESS TOTAL PAYMENTS	Restricted funds	Unrestricted funds	4/23 - 3/24	4/22 - 3/23
ASSETS				
Cash at bank and in hand				
Current bank account	£ 6,939.42	£ 22,803.69	£ 29,743.11	£ 34,878.34
Petty cash				
RESERVES				
Balance brought forward	£ 9,463.56	£ 25,414.78	£ 34,878.34	£ 24,178.62
Net surplus	-£ 2,524.14	-£ 2,611.09	-£ 5,135.23	£ 10,699.72
Balance carried forward	£ 6,939.42	£ 22,803.69	£ 29,743.11	£ 34,878.34

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KIRKBY FLEETHAM VILLAGE HALL

England & Wales - Charity number 1172318

Accounts

Trustees' Annual Report

2022 – 2023

COMMITTEE 2022 - 2023

Names of Trustees

Mike Dillon	Chairperson
Lesley Bottomley	Vice-Chairperson and Bookings Secretary
Jean Morley	Treasurer
Linda Lodge	Secretary
Lynda Dillon	Assistant Treasurer
Fran Artley	
Ann Herbert	
Sheila Minto	
Margaret Osler	
Rob Perkins	
Phil Mason (Co-Opted)	
Linda Rough (Co-Opted)	
Kate Smith (Co-Opted)	

Governance

Kirkby Fleetham Village Hall was established as a charity by a Trust Deed and Lease dated 7th December 1973. On March 29th 2017, it was entered on the Register of Charities as a Charitable Incorporated Organisation (CIO), No.1172318. The original charity is now dormant, with its assets now transferred to the new charity. The Village Hall Management Committee is responsible for keeping the building in a good state of repair.

Trustees

Number of trustees. There should be not more than 10 trustees with the remainder of the management committee comprising not more than 3 co-opted members and not more than 1 representative of each of the hall's user groups.

Appointment of trustees. The constitution states that trustees will retire by rotation, one-third each year. Those to retire shall be those who have been longest in office since their last appointment or reappointment, thus 4 trustees will automatically retire and this process shall continue at every subsequent annual meeting.

If the number of trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one trustee, he or she shall retire.

Reappointment of trustees. Any person who retires as a trustee by rotation or by giving notice to the CIO is eligible for re-election by simple majority vote of members.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to committee members and users of the hall, the following policy statements have been adopted: Meetings Policy; Finance Policy; Hiring Policy; Health & Safety Policy; Safeguarding - Child & Vulnerable Adults Policy; Equality Policy; Environmental Policy, Age Verification Policy and a Data Protection Policy. Copies of these policies are included in a Management File in the Village Hall and in the Trustees' Welcome pack. Where appropriate, they have been updated. Trustees have revised and extended regular maintenance check lists and a detailed check list for the contract cleaner.

Hiring Agreement

The village hall uses an on-line booking system. Each booking is subject to a Hiring Agreement to which all hirers must agree before any booking can be made. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party.

Licences

The hall has a Premises Licence, including the sale of alcohol. The hall is licensed by the *Performing Right Society* and *Phonographic Performance Ltd.* for live and recorded music and has a Public Video Screening Licence.

Risk Management

Insurance

Trustees took advantage of the offer of a re-evaluation report from their insurers and acted upon recommendations. As a result, the village hall is insured with respect to property damage (buildings insurance) by Allied Westminster Insurance Ltd (£532,145 cover). It is insured with the same company with respect to loss of revenue (£7,000); public liability (£10,000,000); employers' liability (£10,000,000); legal expenses (£100,000); and furniture, fixtures and fittings and all other contents (£12,514). The Management Committee recognises that it is under a legal obligation to protect the building, its volunteers, its users and any employees through adequate and appropriate insurance.

Building Issues A building condition survey is undertaken at 5-year intervals as is the mains electrical installation, both by qualified professionals. A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officers as required by law. Firefighting appliances are inspected annually under contract with the supplier. Volunteers from the Committee carry out other regular maintenance checks. A portable appliances check is carried out annually by a qualified electrician.

Objectives of the Charity

The objective is the provision of a village hall for the benefit of the inhabitants of the Parish of Kirkby Fleetham with Fencotes without distinction of gender, sexual orientation, age, disability, nationality, race or political, religious or other opinions. Use of the village hall is 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 life of the

inhabitants. The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

Principal Activities in pursuit of Objectives

The Village Hall has been in use most days of the week for a variety of activities including Ballroom Dancing; Book Lovers' Group; Bridge; Carpet Bowls; Church Coffee mornings; Gardening Club; The Village Hub; Keep Fit & Aerobics; The History Group; Parent and Baby Groups; 'Sound Bath' Group Relaxation; Martial Arts; Yoga; Arts and Crafts; Community Cinema; Speakers and Women's Institute meetings. The community library has been open at any time when the room is not in use by other groups. In addition, the village hall has been used for meetings of its own committee, of the Parish Council and of the Feast Committee and is also hired, increasingly so, for private functions / presentations. It has continued to be used by Hambleton District Council (now North Yorkshire Council) as a polling station. We have continued to take our responsibilities for public health very seriously, especially regarding COVID-19, always following national guidance and our own instinct for community safety. The easing of restrictions generally and the Committee's vigilance in complying with public health best practice has allowed us to deliver a full programme during the reporting year.

Funding Strategy

The underlying funding strategy of the Trustees is to manage the revenue budget on a self-financing basis and we are aware that the careful management of resources has become increasingly important in a financial climate where running costs are rising whilst income for many of our users is falling behind inflation. We have recognised the need to address this, including the need to revisit our charging policy. The highly successful Plant Stall which provided excellent financial support for many capital projects over the years has now come to an end, although the entrepreneurial spirit of the dedicated volunteers who support the Village Hall has not! This year has seen the generation of many ideas and initiatives that will help us achieve our ambitions, especially our desire to further improve our facilities whilst making sure our running costs are covered by our income.

Volunteers' Effort

Management costs have been kept to a minimum through, where possible, the use of volunteers for regular maintenance and the improvement of facilities. Our ongoing battle with nature has continued through leaf clearing in the patio areas of the Village Hall, and plant watering is managed in a way that ensures planters always looked beautiful. We have continued to publish a professional-quality community newsletter that provides updates on local events, community information and social news entirely by voluntary effort and hand delivered to those who cannot access it digitally or personally from the Village Hall. A Facebook Page for the Village Hall is maintained alongside the newsletter, highlighting much of its content and also updating the community on more immediate events and opportunities. We have continued to undertake, where appropriate, general maintenance of the Village Hall as well as undertaking the condition assessment required through our insurance policy. The Hub, our much-loved community café and meeting place, has continued to provide beautiful food and beverages to regulars from the village and further afield. These are prepared and served by dedicated volunteers and are enjoyed by many in the warm and comfortable surroundings of our Village Hall. It would be impossible to list the many tasks undertaken voluntarily by members of the Village Hall Committee, but it is important to acknowledge that without the work they do we would not have the excellent facility we all enjoy.

2022 - 2023 Achievements

The Hub, our twice-weekly community café social event, continues to provide an invaluable opportunity for villagers and friends to meet and enjoy each other's company over a cup of coffee or tea, a cake and even a bacon sandwich. This year it has received the award of 'The Swaledale Outdoor Club – Cycling Section Café of the Year', highlighting The Hub's popularity outside our immediate community as well as within!

The Village Hall Committee decided to submit itself voluntarily for assessment under Food Hygiene Regulations to ensure it was complying with the requirements for safe food preparation. Although we were in little doubt that our arrangements and procedures were already of a very high standard, nevertheless we felt the need to ensure this was officially the case, resulting in a good deal of effort to complete the assessment and ensure the required up-to-date documentation was all in place.

We have continued in our efforts to strengthen our partnership with other groups that provide valuable support to our community. To this end we have established a liaison group across bodies such as the Parish Council and Feast Committee so that we can plan events in a coordinated way, wherever possible helping each other with delivery. A planning schedule has been created to avoid clashes and share information, with meetings to be held periodically to further this collaborative approach.

The History Group has developed plans to create a facility at the Village Hall that will enable artefacts to be displayed and will encourage further research into the rich history of our community. Plans have been successfully drawn-up and submitted to the Local Authority for the development of a small room to the front of the building, and costings have been obtained.

In order to realise these plans it has been recognised that a funding package needs to be assembled from different sources, including grant funding which we anticipate will be the major contributor, alongside the deployment of Village Hall reserves and a significant amount of fundraising activity. A series of fundraising events has also been developed, some of which have already taken place with more in the pipeline. A very well attended theatrical performance based on the life of Marie Curie was enjoyed by a large audience and made an excellent start to the fundraising challenge for the project. A fascinating talk on travels to Peru boosted our fundraising substantially whilst enlightening us culturally. A highly enjoyable and light-hearted Bingo Night with an excellent supper was thoroughly enjoyed by villagers and was very profitable. As well as providing funding towards the project, all these events demonstrate the effectiveness of our teamwork, especially when focused on a common purpose. Whilst a lot of work is involved there has already been much enjoyment in the process!

Trustees continue in their intention to support other groups who work hard for our community, often featuring them in their monthly newsletter, 'Social News', through which the Committee keep the local community informed and involved. This includes important information about local support and services available for elderly and vulnerable people. Other articles are included from the Parish Council and it also provides information about church services and events. The newsletter is published both in printed form and also digitally through *InfoNet*. The editor takes great care to make sure content is interesting and relevant, and also that there are lots of photographs and pictures to make it cheerful.

All necessary legal arrangements for the transfer of Assets to the new CIO are now complete. Trustees completed the Vesting Document in 2019 and this has been lodged with the Charities Commission. Remaining Assets have now been transferred to the new CIO, with the 'old' charity remaining dormant, allowing for the possibility of charitable bequests and legacies that might be made to the old charity to be accessed by the CIO. The Land Registry has now undertaken its work in relation to this work.

As part of the management of the village hall as a community facility, the Trustees produce a management plan. Trustees revisit the plan annually in order to prioritise the component parts of the next phase of development. (See below: Future Plans).

Reserves Policy

It is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure.

Future Plans

The Trustees' efforts over the coming months will be concentrated on:

- Further developing the roles and responsibilities of Trustees and co-opted members
- Improving the external appearance of the Village Hall, including its paintwork.
- Seeking approval from the Local Planning Authority for the creation of a small extension to the front elevation of the Village Hall which will accommodate and display artefacts linked to the History Project and will enable access to the Village Hall's online facilities.
- Continuing to work collaboratively with our community partners in ways that add value each to the other and which make clear our separate mission and responsibilities.

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

Signed on behalf of the charity's Trustees

Signature(s)

Full name(s)

Michael Dillon

Lesley Bottomley

Position

Chair

Vice Chair

Date

KIRKBY FLEETHAM VILLAGE HALL CHARITY NUMBER 1172318
Receipts and payments accounts 1/4/22 to 31/3/23

	Restricted funds	Unrestricted funds	4/22-3/23	4/21-3/22
RECEIPTS				
Hire of hall by user groups		10887.88	10887.88	5526.33
Private hire of hall / equipment		1180.52	1180.52	1304.50
Fundraising events	2195.06	387.76	2582.82	1068.53
Miscellaneous		749.27	749.27	103.23
Donations and grants				
Gift Aid				
Donations	7608.50		7608.50	7938.67
Grants				18621.00
Other income				
Interest				
Petty cash				
TOTAL RECEIPTS	9803.56	13205.43	23008.99	34562.76

	Restricted funds	Unrestricted funds	4/22-3/23	4/21-3/22
PAYMENTS				
Hall running costs				
Energy		3903.47	3903.47	857.60
Water		316.91	316.91	208.18
Insurance and licences		1609.81	1609.81	1100.01
Improvement and maintenance		3178.48	3178.48	23935.40
Broadband		406.20	406.20	129.82
Miscellaneous	727.98	1960.42	2688.40	1362.38
Accounting		206.00	206.00	200.00
TOTAL PAYMENTS	727.98	11581.29	12309.27	27794.39

Total receipts less total payments

	Restricted funds	Unrestricted funds	4/22-3/23	4/21-3/22
ASSETS				
Cash at bank and in hand				
Current bank account	9463.56	25414.78	34878.34	24178.62
Petty cash				
RESERVES				
Balance brought forward			24178.62	
Net surplus			10699.72	
Balance carried forward	9463.56	25414.78	34878.34	24178.62

Treasurers Report 03.10.23

March 31 was the end of our financial year. At close of business on 31.03.23 our account stood at £34,878 (Restricted £9,804, Unrestricted £25,074).

The current bank balance on 2nd October 23 is £41,796 - an increase of £6,918 in the 6-month period,

The table below summarises income and expenditure from 1st April to 2nd October:

Balance to 2nd October 2023				
			Opening balance 01.04.23	£ 34,878.34
Description	Income	Description	Outgoings	Profit/ Loss
Village Hall Room Hire/ EV/ Cinema	£ 3,792	Running Costs	£ 8,946	-£ 5,154
Hub	£ 2,128	Hub	£ 240	£ 1,888
Fundraising	£ 1,799	Fundraising	£ 629	£ 1,171
Donations	£ 2,600		£ -	£ 2,600
Grants	£ 6,000		£ -	£ 6,000
Miscellaneous	£ 642	Miscellaneous	£ 229	£ 413
Total	£ 16,961		£ 10,043	£ 6,918
			Closing balance 02.10.23	£ 41,796.32

During this 6-month period income has been generated by room hire, EV charging and armchair cinema totalling £3,792 (see Appendix 1).

Running costs in the period total £8,946 (see Appendix 2) and significantly exceed income generated from room hire. During the period there were some items of considerable expenditure – floor sanding & varnishing £684, external painting £3,540 and annual insurance £988. The Parish Council will be reimbursing £3,000 of the external painting costs from Solar Farm Funding.

The hub generated a handsome profit of £1,171 thanks to the hard work of volunteers from the community. Without this income the village hall would be running at a loss during the period.

Income of £10,399 has been received during the 6-month period for the proposed new extension to the village hall. This amount was raised by fundraising events, personal donations, and various grants.

The £413 miscellaneous sum is money owed to the Feast Committee for cash taken via the Village Hall Sum Up machine during the Pizza Night in July 23. This will be re-paid in the next few days.

During September regular users of the village hall were advised that room hire rates will be increasing from 1st January 2024. Finances so far, this financial year indicate that these increases are justified.

The closing balance of £41,796 includes the following restricted funds:

Carried forward from 21/22:

- History room fundraising/VH funds £ 5,963
- Solar farm funding to history group £ 265
- Gardening Club £ 3,000

£ 9,228

Restricted Funds 22/23:

- Grants:

o Jack Brunton	£ 2,000
o William Webster	£ 3,000
o Local Council	£ 1,000
- Private Donations	£ 2,600
- Fundraising	£ 1,171
- VH Funds upto	£ 1,265
- Feast – pizza night	£ 413

Total Restricted Funds	£20,677
	=====

Total Unrestricted funds is therefore £41,796 - £20,677 = **£21,119**

Further restricted funds are expected during this financial year – Tarmac grant £25,000 and Solar Farm funding £3,000.

Gift Aid – It had been intended to try and reclaim this retrospectively for the past four years from donations received. We have obtained some legal advice from our accountant and initial feedback is that we are unable to claim retrospectively for money raised from the plant stall or Jean's sewing and preserves contributions. Proper procedures for claiming Gift Aid will need to be put in place once advice on Gift Aid is concluded.

EV Charger – I've reviewed the finances relating to the EV charger from October 21 to date. It appears that we were losing money on the account until June 22 when the charge rate was increased to 35p/kWh. This is disappointing as this was when the charger was at its highest usage.

It also appears that 20% VAT is deducted from the cash we receive from Swarco together with their nominal commission of 25p per transaction. In effect of the 35p/kWh charged to the customer we only receive 29p/kWh.

The rate charged by our utility supplier EDF is 23p/kWh, this contract runs until 31/08/25. See Appendix 3 for details of transactions.

We are currently making a small profit, however this needs to be considered against the increase in insurance premium to determine whether we are making a net profit.

We then need to consider whether we need to increase the charge rate.

Usage is low at 3 or 4 users per month in recent months. Once we have determined the charge rate going forwards we should maybe consider promoting the facility on the village hall Facebook site?

APPENDIX 1

INCOME FROM ROOM HIRE/ EV/ CINEMA								
Village Hall Room Hire	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Total
Keep fit		£ 80.50	£ 98.00	£ 84.00	£ 189.00	£ 63.00		£ 514.50
Bridge		£ 224.00	£ 280.00	£ 224.00	£ 504.00		£ 224.00	£ 1,456.00
Carpet Bowls	£ 56.00		£ 56.00	£ 70.00	£ 126.00		£ 56.00	£ 364.00
Dancing					£ 7.00	£ 21.00		£ 28.00
Baby Wellness		£ 42.00	£ 21.00					£ 63.00
Gardening Group				£ 67.50				£ 67.50
Zumba		£ 28.00	£ 42.00					£ 70.00
Parish Council				£ 42.00				£ 42.00
WI								£ -
Church								£ -
Feast								£ -
Sound Bath		£ 80.00	£ 40.00	£ 40.00		£ 61.00		£ 221.00
Ronan Walsh		£ 35.00	£ 3.75	£ 26.25	£ 7.50		8.75	£ 81.25
Jo Sawyer			£ 28.00					£ 28.00
Sophie Allin				£ 234.00		£ 31.00		£ 265.00
Carol Sterritt		£ 42.00						£ 42.00
K. Smith		£ 47.50						£ 47.50
Federation of WI					£ 40.00			£ 40.00
Ally TH					£ 10.00			£ 10.00
Rosie Corner							£ 21.00	£ 21.00
Jean Morley						£ 25.00		£ 25.00
Equipment hire				£ 80.00				£ 80.00
Total =	£ 56.00	£ 579.00	£ 568.75	£ 867.75	£ 883.50	£ 201.00	£ 309.75	£ 3,465.75
Other Income								
Electric Charger (Swarco)					£ 188.52	£ 28.87		£ 217.39
Armchair Cinema						£ 108.55		£ 108.55
Total =	£ 56.00	£ 579.00	£ 568.75	£ 867.75	£1,072.02	£ 338.42	£ 309.75	£ 3,791.69

APPENDIX 2

RUNNING COSTS							
OUTGOINGS	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Total
Running Costs							
Electricity		£ 90.21	£ 60.12	£ 56.20	£ 55.52	£ 54.89	£ 316.94
Oil							£ -
water		£ 49.11				£ 98.35	£ 147.46
Cleaning	£ 125.00	£ 225.00		£ 100.00	£ 50.00	£ 225.00	£ 725.00
Pat testing							£ -
Boiler						£ 91.50	£ 91.50
Water Heater				£ 75.00			£ 75.00
Fire Equip. Inspection				£ 83.10			£ 83.10
Floor Sanding						£ 684.00	£ 684.00
External Painting						£3,540.00	£ 3,540.00
Insurance						£ 987.99	£ 987.99
Hallmaster						£ 238.80	£ 238.80
Infonet				£ 178.53			£ 178.53
gutter clean					£ 200.00		£ 200.00
window clean					£ 25.00		£ 25.00
plants		£ 132.00					£ 132.00
NYC- Premises Licence (alcohol)						£ 70.00	£ 70.00
Amazon - misc consumables					£ 181.32		£ 181.32
Printer Inks	£ 4.49	£ 4.49	£ 4.49	£ 9.99	£ 9.99	£ 9.99	£ 43.44
Filmbank - screening licence	£ 148.00						£ 148.00
BT - wifi	£ 40.46	£ 40.46	£ 40.46	£ 40.46	£ 40.46	£ 52.06	£ 254.36
Imprint - newsletter		£ 67.80	£ 67.80		£ 56.40		£ 192.00
Accountant		£ 215.00					£ 215.00
Solicitor - book voucher			£ 100.00				£ 100.00
Shell - smoke alarm battery				£ 20.85			£ 20.85
Amazon - dvd player			£ 30.59				£ 30.59
Baines Electrical - repairs to yard electrics					£ 162.11		£ 162.11
Amazon - plug & charger					£ 20.98		£ 20.98
Amazon - key cabinet & key tags					£ 17.18		£ 17.18
Amazon - LED light bulbs						£ 29.47	£ 29.47
Ebay			£ 34.95				£ 34.95
							£ -
Total =	£ 317.95	£ 824.07	£ 338.41	£ 564.13	£ 818.96	£ 6,082.05	£ 8,945.57

APPENDIX 3

SWARCO - EV Charger													
	Kwh used	VH charge rate	paid by Customer (incl 20% VAT)	Less VAT 20%	Net	No. of sessions	Swarco Deductions	Cash to reimburse to VH	Actual VH received rate	Utility Supplier charge rate	Supplier Charge	Profit	Cash Rec'd into VH account
Oct-21	35	£ 0.25	£ 8.71	£ 1.45	£ 7.26	4	£ 0.83	£ 6.43	£ 0.18	£ 0.28	£ 9.80	-£ 3.37	
Nov-21	79	£ 0.25	£ 19.85	£ 3.31	£ 16.54	7	£ 1.46	£ 15.08	£ 0.19	£ 0.28	£ 22.12	-£ 7.04	
Dec-21	289	£ 0.25	£ 72.16	£ 12.03	£ 60.13	22	£ 4.17	£ 55.96	£ 0.19	£ 0.28	£ 80.93	-£ 24.97	
Jan-22	318	£ 0.25	£ 79.50	£ 13.25	£ 66.25	21	£ 4.17	£ 62.08	£ 0.20	£ 0.28	£ 89.05	-£ 26.97	
Feb-22	252	£ 0.25	£ 62.91	£ 10.49	£ 52.42	21	£ 4.38	£ 48.04	£ 0.19	£ 0.28	£ 70.57	-£ 22.53	
Mar-22	341	£ 0.25	£ 85.41	£ 14.24	£ 71.17	28	£ 5.63	£ 65.54	£ 0.19	£ 0.23	£ 78.05	-£ 12.51	
Apr-22	380	£ 0.25	£ 95.20	£ 15.87	£ 79.33	35	£ 6.67	£ 72.66	£ 0.19	£ 0.23	£ 86.98	-£ 14.32	
May-22	264	£ 0.30	£ 78.12	£ 13.02	£ 65.10	27	£ 4.79	£ 60.31	£ 0.23	£ 0.23	£ 60.43	-£ 0.12	£ 253.13
Jun-22	282	£ 0.35	£ 98.66	£ 16.44	£ 82.22	19	£ 3.96	£ 78.26	£ 0.28	£ 0.23	£ 64.55	£ 13.71	£ 72.66
Jul-22	225	£ 0.35	£ 78.75	£ 13.22	£ 65.53	19	£ 3.54	£ 61.99	£ 0.28	£ 0.23	£ 51.50	£ 10.49	£ 60.31
Aug-22	165	£ 0.35	£ 57.73	£ 9.50	£ 48.23	17	£ 3.13	£ 45.10	£ 0.27	£ 0.23	£ 37.77	£ 7.33	£ 78.26
Sep-22	0	£ -	£ -	£ -	£ -	0	£ -	£ -	£ -	£ 0.23	£ -	£ -	£ 61.99
Oct-22	210	£ 0.35	£ 73.47	£ 3.59	£ 69.88	10	£ 2.08	£ 67.80	£ 0.32	£ 0.23	£ 48.07	£ 19.73	£ 45.10
Nov-22	0	£ -	£ -	£ -	£ -	0	£ -	£ -	£ -	£ 0.23	£ -	£ -	£ -
Dec-22	39	£ 0.35	£ 13.77	£ 2.29	£ 11.48	1	£ 0.21	£ 11.27	£ 0.29	£ 0.23	£ 9.01	£ 2.26	£ 67.80
Jan-23	218	£ 0.35	£ 76.24	£ 12.71	£ 63.53	6	£ 1.25	£ 62.28	£ 0.29	£ 0.23	£ 49.86	£ 12.43	
Feb-23	131	£ 0.35	£ 45.90	£ 7.65	£ 38.25	3	£ 0.63	£ 37.63	£ 0.29	£ 0.23	£ 30.02	£ 7.60	
Mar-23	34	£ 0.35	£ 11.88	£ 1.98	£ 9.90	1	£ 0.21	£ 9.69	£ 0.29	£ 0.23	£ 7.77	£ 1.92	
Apr-23	0	£ -	£ -	£ -	£ -	0	£ -	£ -	£ -	£ 0.23	£ -	£ -	
May-23	106	£ 0.35	£ 37.12	£ 6.19	£ 30.93	3	£ 0.63	£ 30.31	£ 0.29	£ 0.23	£ 24.27	£ 6.04	
Jun-23	131	£ 0.35	£ 45.81	£ 7.63	£ 38.18	4	£ 0.83	£ 37.34	£ 0.29	£ 0.23	£ 29.95	£ 7.39	
Jul-23	0							£ -	£ -	£ 0.23	£ -	£ -	
Aug-23	99	£ 0.35	£ 34.65	£ 5.78	£ 28.87	4	£ 0.83	£ 28.04	£ 0.28	£ 0.23	£ 22.66	£ 5.38	£ 188.52
Sep-23	0							£ -	£ -		£ -		£ 28.87
Oct-23	0							£ -	£ -		£ -		
Nov-23	0							£ -	£ -		£ -		
Dec-23	0							£ -	£ -		£ -		
Total								£ 855.81			£ 873.38	-£ 17.57	£ 856.64

KIRKBY FLEETHAM VILLAGE HALL

England & Wales - Charity number 1172318

Accounts

KIRKBY FLEETHAM VILLAGE HALL
Registered Charity No. 1172318
Trustees' Annual Report
2021 - 2022

COMMITTEE 2021 - 2022

Names of Trustees

Mike Dillon	Chairperson
Lesley Bottomley	Vice-Chairperson and Bookings Secretary
Jean Morley	Treasurer
Linda Lodge	Secretary
Lynda Dillon (Co-Opted)	Assistant Treasurer
Fran Artley	
Ann Herbert	
Sheila Minto	
Margaret Osler	
Rob Perkins	
Rebecca Pitcher (Co-Opted)	
Linda Rough (Co-Opted)	
Ian Woodcock	

Governance

Kirkby Fleetham Village Hall was established as a charity by a Trust Deed and Lease dated 7th December 1973. On March 29th 2017, it was entered on the Register of Charities as a Charitable Incorporated Organisation (CIO), No.1172318. The original charity is now dormant (see below). The Village Hall Management Committee is responsible for keeping the building in a good state of repair.

Trustees

Number of trustees. There should be not more than 10 trustees with the remainder of the management committee comprising not more than 3 co-opted members and not more than 1 representative of each of the hall's user groups.

Appointment of trustees. The constitution states that trustees will retire by rotation, one-third each year. Those to retire shall be those who have been longest in office since their last appointment or reappointment, thus 4 trustees will automatically retire and this process shall continue at every subsequent annual meeting.

If the number of trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one trustee, he or she shall retire.

Reappointment of trustees. Any person who retires as a trustee by rotation or by giving notice to the CIO is eligible for re-election by simple majority vote of members.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to committee members and users of the hall, the following policy statements have been adopted: Meetings Policy; Finance Policy; Hiring Policy; Health & Safety Policy; Safeguarding - Child & Vulnerable Adults Policy; Equality Policy; Environmental Policy, Age Verification Policy and a Data Protection Policy. Copies of these policies are included in a Management File in the Village Hall and in the Trustees' Welcome pack. Where appropriate, they have been updated. Trustees have revised and extended regular maintenance check lists and a detailed check list for the contract cleaner.

Hiring Agreement

The village hall uses an on-line booking system. Each booking is subject to a Hiring Agreement to which all hirers must agree before any booking can be made. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party.

Licences

The hall has a Premises Licence, including the sale of alcohol. The hall is licensed by the *Performing Right Society* and *Phonographic Performance Ltd.* for live and recorded music and has a Public Video Screening Licence.

Risk Management

Insurance

Trustees took advantage of the offer of a re-evaluation report from their insurers and acted upon recommendations. As a result, the village hall is insured with respect to property damage (buildings insurance) by Allied Westminster Insurance Ltd (£532,145 cover). It is insured with the same company with respect to loss of revenue (£7,000); public liability (£10,000,000); employers' liability (£10,000,000); legal expenses (£100,000); and furniture, fixtures and fittings and all other contents (£12,514). The Management Committee recognises that it is under a legal obligation to protect the

building, its volunteers, its users and any employees through adequate and appropriate insurance.

Building Issues A building condition survey is undertaken at 5-year intervals as is the mains electrical installation, both by qualified professionals. A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officers as required by law. Firefighting appliances are inspected annually under contract with the supplier. Volunteers from the Committee carry out other regular maintenance checks. A portable appliances check is carried out annually by a qualified electrician.

Objectives of the Charity

The objective is the provision of a village hall for the benefit of the inhabitants of the Parish of Kirkby Fleetham with Fencotes without distinction of gender, sexual orientation, age, disability, nationality, race or political, religious or other opinions. Use of the village hall is 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 life of the inhabitants. The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

Principal Activities in pursuit of Objectives

The Village Hall has been in use most days of the week for a variety of activities including Ballroom Dancing; Book Lovers' Group; Bridge; Carpet Bowls; Church Coffee mornings; Gardening Club; The Village Hub; Keep Fit & Aerobics; 'Sound Bath' Group Relaxation; Martial Arts; Yoga; Arts and Crafts; Community Cinema; Speakers and Women's Institute meetings. The community library has been open at any time when the room is not in use by other groups. In addition, the village hall has been used for meetings of its own committee, of the Parish Council and of the Feast Committee and is also hired, increasingly so, for private functions / presentations. It has continued to be used by Hambleton District Council as a polling station. We have continued to take our responsibilities for public health very seriously regarding COVID-19, always following national guidance and our own instinct for community safety. The easing of restrictions generally and the Committee's vigilance in complying with public health best practice has allowed us to deliver a full programme during the reporting year, enhanced by new activities linked to Hambleton District Council's *Making a Difference* grant, detailed below.

Funding Strategy

The underlying funding strategy of the Trustees is to manage the revenue budget on a self-financing basis. Generous and much appreciated grants from local government and elsewhere have helped us to enhance our offer to the community, and our carefully managed reserves have enabled us to improve and enhance our facilities. We are fortunate in receiving ad-hoc financial gifts from members of the community which help us to keep our village hall in the best of order, but it is the remarkable success of the Plant Stall, now in its 8th year, which continues to provide excellent financial support through the work and commitment of its volunteers.

Volunteers' Effort

Management costs are kept to a minimum through, where possible, the use of volunteers for regular maintenance and the improvement of facilities. Our commitment to retaining the excellent condition of the hall ready for reopening led to Trustees' decision to continue employing our contract cleaner throughout lockdown to service the building on a weekly basis. Our cleaner has willingly turned her hand to

other tasks, such as repainting the main hall and kitchen, resulting in the oft-complimented facilities users can enjoy.

2021 - 2022 Achievements

The current reporting year has seen many of our earlier ambitions come to fruition but has also seen the sad loss of a much-loved friend of the village and very long-standing and devoted Trustee of the Village Hall. A beautiful memorial bench was commissioned by the Committee to remember and celebrate Anthony Barker. This sits in pride of place at the front of the hall, paid for through our reserve funds along with contributions from the Feast Committee and a private donation. The whole village came together on the day of Anthony's funeral to join together for a funeral tea which we were proud to host.

Outside the village hall we have installed a twin Electric Vehicle Charging Point for use by the village and visitors. Linked to this we have installed block paving to improve the carpark and the whole outside area has been enhanced through the purchase of new planters, with the Gardening Club planting them up. Additional high-quality outdoor seating has also been installed which, combined with the planters, make the outdoor area to the front of the hall an attractive and comfortable area for the enjoyment of villagers and visitors to the hall alike. All these have been funded through the profits of the Plant Stall.

The Hub, our twice-weekly community café social event, continues to provide an invaluable opportunity for villagers and friends to meet and enjoy each other's company over a cup of coffee or tea, a cake and even a bacon sandwich! It is probably no exaggeration to say for some this is a social lifeline, and for all this is simply a lovely event.

Our successful grant application to Hambleton District Council led to the installation of state-of-the-art sound and lighting equipment which enables us to present top quality musical and theatrical performances in great surroundings. A commercial quality hearing loop has been installed, greatly improving the accessibility of our offer. We have installed commercial standard fast broadband which is available to the community, along with computing and printing facilities for in-house and community use. We have used funds from the Plant Stall to provide highly effective acoustic panels to the ceiling of the main hall, greatly improving the sound quality in the room. Again using Plant Stall funds, we have improved the kitchen by renewing white goods and installing a range of floor and wall units to complement those already in place.

Although COVID delayed the launch of the programme of activities under the *Making a Difference* (MAD) banner, once circumstances allowed we started in earnest to roll out the events we had planned. These included an 'in conversation' evening where BBC Look North's Jeff Brown interviewed best-selling historian Dan Jackson, who gave a very well-received presentation on *The Northumbrians* to a crowded village hall.

Internationally-acclaimed musician Keith James delighted a Sunday afternoon audience with a tribute concert celebrating the music of Cat Stevens, fully utilising the newly installed PA system and enabling volunteer sound technicians to learn how to turn the correct knobs! This event was followed by an ambitious evening of French gypsy jazz and dancing, as the village hall was transformed into a Parisien café of the 1920s, with *Hot Club du Nord* providing live and brilliantly authentic acoustic music.

As Christmas approached we worked with Badapple Theatre Company to host *The Snow Dancer*, a seasonal performance for young and old, on this occasion working also with Friends of Kirkby Fleetham School, who managed refreshments in aid of school funds. Badapple Theatre Company returned in May to perform their comedy musical *Elephant Rock*, marking our intention to stage high-quality productions by both amateur and professional performers for the enjoyment of the whole community.

Under the aegis of MAD's *Local History Programme* within our grant application we part-funded the printing of a high quality publication: 'St Mary's Church Kirkby Fleetham - monumental inscriptions and their stories'. This book, which emerged from a small group who were interested in the stories hidden within the monuments outside and inside the church, was written by two members of the village hall Committee, with photographs by the husband of a third member of the Committee. It will without doubt provide a lasting resource for those interested in the social history of Kirkby Fleetham, as well as a fascinating read for local people. As we had hoped, enthusiasm for learning about and celebrating the interesting history of this part of the world has really flourished, leading to the establishment of our large Local History Group which is meeting regularly and already gathering material for an exhibition in the village hall.

As post-Christmas COVID restrictions were eased we hosted a wonderful afternoon tea to celebrate the Queen's accession to the throne 70 years ago. This was remarked upon by all as a truly great village event and a remarkable achievement to serve such high quality food and refreshments to so many people. The team created the perfect setting, with lovely decorations and a very interesting slideshow depicting Queen Elizabeth's reign playing in the background.

Following an application to *Broadacres* we received a grant from their social fund for a sun canopy to allow more residents, including those living in Broadacres homes, to enjoy outside gatherings, for example at The Hub. We have purchased a commercial quality gazebo designed for flexible use, including during the early season as part of the plant stall outside the Willows. Now in its 8th successful year, the plant stall continues to raise considerable funds for the village hall, with the quality and value for money of plants at the stall drawing local and not-so-local gardeners in their hundreds to purchase its fare. The new canopy will certainly enhance the plant stall before it is moved to its place during the summer at the hall itself.

Trustees continue in their intention to support other groups who work hard for our community, often featuring them in their monthly newsletter, 'Social News', through which the Committee keep the local community informed and involved. This includes important information about local support and services available for elderly and vulnerable people. Other articles are included from the Parish Council and it also provides information about church services and events. The newsletter is published both in printed form and also digitally through *InfoNet*. The editor takes great care to make sure content is interesting and relevant, and also that there are lots of photographs to make it cheerful.

All necessary legal arrangements for the transfer of Assets to the new CIO are in hand and are being dealt with by Hunt & Wrigley (Solicitors, Northallerton). Trustees completed the Vesting Document in 2019 and this has been lodged with the Charities Commission. Remaining Assets will be transferred to the new CIO and the 'old' charity merged with the CIO once circumstances allow. As last year, the Land Registry is dealing with urgent cases only. Once this issue has been resolved, we will be in a

position to apply to the Charities Commission to merge and then remove the old charity. Currently, however, it is the new CIO, which, running alongside the old, is responsible for all the organisation and running of the Village Hall.

As part of the management of the village hall as a community facility, the Trustees produce a management plan. Trustees revisit the plan annually in order to prioritise the component parts of the next phase of development. (See below: Future Plans)

Reserves Policy

It is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure.

Future Plans

The Trustees' efforts over the coming months will be concentrated on:

- Further defining the roles and responsibilities of Trustees and co-opted members
- Implementing the delivery plan drawn up by the Committee following an evaluation of the first set of *MAD events*
- Increasing the security of the village hall in line with the investment of recent years and the need to demonstrate due diligence to our insurers
- Seeking funding from the Solar Farm Grant via the Parish Council for external maintenance of the fabric of the village hall and boundary walls, especially where rendering appears damaged, along with external repainting of outside walls and improvement to outdoor security
- Continuing to work collaboratively with our community partners in ways that add value each to the other and which make clear our separate mission and responsibilities.

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

Signed on behalf of the charity's Trustees

Signature(s)

Full name(s)

Michael Dillon

Lesle

Position

Chair

Vice

Date

KIRKBY FLEETHAM VILLAGE HALL CHARITY NUMBER 1172318

Receipts and payments accounts 1st April 2021 to 31st March 2022

	Restric ted funds	Unrestri cted funds	4/21-3/22 total funds (£)	4/20-3/21 total funds (£)
RECEIPTS				
Hire of hall by user groups		5526.33	5526.33	1136.75
Private hire of hall or equipment		1304.50	1304.50	20.00
Fundraising events		1068.53	1068.53	
Miscellaneous		103.23	103.23	
Donations and grants				
Gift Aid		7938.67	7938.67	6936.90
Donations	8525.00	10096.00	18621.00	17335.00
Grants				
Other income				
Interest				
Petty cash				
TOTAL RECEIPTS	8525.0 0	26037.2 6	34562.76	25428.65

	Restric ted funds	Unrestri cted funds	4/21-3/22 total funds (£)	4/20-3/21 total funds (£)
PAYMENTS				
Hall running costs				
Energy		857.60	857.60	797.28
Water		208.18	208.18	75.65
Insurance & licences		1100.01	1100.01	699.95
Improvement & maintenance	8525.00	23935.40	32460.40	6716.61
Broadband		129.82	129.82	
Miscellaneous		1362.38	1362.38	80.00
Accounting		200.00	200.00	
TOTAL PAYMENTS	8525.0 0	27793.3 9	36318.39	8369.49

**Total receipts less total payments
- 1755.63**

	Restric ted funds	Unrestri cted funds	4/21-3/22 total funds (£)	4/20-3/21 total funds (£)
ASSETS				
Cash at bank and in hand				25934.25
Current bank account	387.98	24178.6	24178.62	
Petty cash		2		
RESERVES				
Balance brought forward	387.98	25546.2	25934.25	8875.09
Net surplus		7		17059.16

Balance carried forward			24178.62	25934.25
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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF KIRBY FLEETHAM VILLAGE HALL 31 March 2022

I report on the accounts of the Charity for the period ended 31 March 2022.

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 period 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 report

My examination was carried out in accordance with the 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 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 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 respect the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Suzanne Bolton FCA
Streamline Accountants
5 Battalion Court
Colburn Business Park
Catterick Garrison
DL9 4QN

KIRKBY FLEETHAM VILLAGE HALL

England & Wales - Charity number 1172318

Accounts

KIRKBY FLEETHAM VILLAGE HALL
Registered Charity No. 1172318
Trustees' Annual Report
2020 - 2021

COMMITTEE 2020 - 2021

Names of Trustees

Mike Dillon	Chairperson
Ian Woodcock	Vice-Chairperson
Susan Chilton	Treasurer
Linda Lodge	Secretary
Lynda Dillon (Co-Opted)	Assistant Treasurer
Lesley Bottomley (Co-Opted)	Bookings Secretary
Fran Artley	
Anthony Barker	
Ann Herbert	
Sheila Minto	
Jean Morley	
Margaret Osler (Co-Opted)	
Rob Perkins	

Governance

Kirkby Fleetham Village Hall was established as a charity by a Trust Deed and Lease dated 7th December 1973. On March 29th 2017, it was entered on the Register of Charities as a Charitable Incorporated Organisation (CIO), No.1172318. The original charity is now dormant (see below). The Village Hall Management Committee is responsible for keeping the building in a good state of repair.

Trustees

Number of trustees. There should be not more than 10 trustees with the remainder of the management committee comprising not more than 3 co-opted members and not more than 1 representative of each of the hall's user groups.

Appointment of trustees. The constitution states that trustees will retire by rotation, one-third each year. Those to retire shall be those who have been longest in office since their last appointment or reappointment, thus 4 trustees will automatically retire and this process shall continue at every subsequent annual meeting.

If the number of trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one trustee, he or she shall retire.

Reappointment of trustees. Any person who retires as a trustee by rotation or by giving notice to the CIO is eligible for re-election by simple majority vote of members.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to committee members and users of the hall, the following policy statements have been adopted: Meetings Policy; Finance Policy; Hiring Policy; Health & Safety Policy; Safeguarding - Child & Vulnerable Adults Policy; Equality Policy; Environmental Policy, Age Verification Policy and a Data Protection Policy. Copies of these policies are included in a Management File in the Village Hall and in the Trustees' Welcome pack. Where appropriate, they have been updated. Trustees have revised and extended regular maintenance check lists and a detailed check list for the contract cleaner.

Hiring Agreement

The village hall uses an on-line booking system. Each booking is subject to a Hiring Agreement to which all hirers must agree before any booking can be made. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party.

Licences

The hall has a Premises Licence, including the sale of alcohol. The hall is licensed by the *Performing Right Society* and *Phonographic Performance Ltd.* for live and recorded music and has a Public Video Screening Licence.

Risk Management

Insurance

Trustees took advantage of the offer of a re-evaluation report from their insurers and acted upon recommendations. As a result, the village hall is insured with respect to property damage (buildings insurance) by Allied Westminster Insurance Ltd (£532,145 cover). It is insured with the same company with respect to loss of revenue (£7,000); public liability (£10,000,000); employers' liability (£10,000,000); legal expenses (£100,000); and furniture, fixtures and fittings and all other contents (£12,514). The Management Committee recognises that it is under a legal obligation to protect the building, its volunteers, its users and any employees through adequate and appropriate insurance.

Building Issues A building condition survey is undertaken at 5-year intervals as is the mains electrical installation, both by qualified professionals. A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officers as required by law. Firefighting appliances are inspected annually under contract with the supplier. Volunteers from the Committee carry out other regular maintenance checks. A portable appliances check is carried out annually by a qualified electrician.

Objectives of the Charity

The objective is the provision of a village hall for the benefit of the inhabitants of the Parish of Kirkby Fleetham with Fencotes without distinction of gender, sexual orientation, age, disability, nationality, race or political, religious or other opinions. Use of the village hall is 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 life of the inhabitants. The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

Principal Activities in pursuit of Objectives

Under better circumstances the hall would have been in use most days of the week for a variety of activities including Ballroom Dancing; Book Lovers' Group; Bridge; Carpet Bowls; Church Coffee mornings, Gardening Club, The Village Hub, Keep Fit & Aerobics, Luncheon Club; Yoga; Community Cinema; Speakers and Women's Institute meetings. It has previously hosted the annual Parish Lunch, Church Christmas Fayre, Fleetham Players' Murder Mystery Production and regular Wirework Courses. The community library would usually be open at any time when the room is not in use by other groups. In addition, the village hall would usually be used for meetings of its own committee, of the Parish Council and of the Feast Committee and is also hired, increasingly so, for private functions / presentations. It has continued to be used by Hambleton District Council as a polling station. In line with National Guidance, all activities at the hall ceased, at first on March 23rd 2020 and subsequently for almost all of the past reporting year. However, as required by our insurers, the required weekly check of the premises has been carried out by the Committee. In addition, the contract cleaner continues to work on a weekly basis in order to deep clean and maintain the cleanliness of the premises.

Funding Strategy

The underlying funding strategy of the Trustees is to manage the revenue budget on a self-financing basis. The impact of closures arising from Covid has interfered with this approach but our overall funding philosophy remains the same. Generous and much needed grants from local government have helped us to meet our financial obligations, and our carefully managed reserves have enabled us to use the enforced downtime to improve and enhance our facilities.

Volunteers' Effort

Management costs are kept to a minimum through, where possible, the use of volunteers for regular maintenance. Our commitment to retaining the excellent condition of the hall ready for reopening led to Trustees' decision to continue employing our contract cleaner throughout lockdown to service the building on a weekly basis. Our cleaner has willingly turned her hand to other tasks, such as repainting the main hall and kitchen.

2020-2021 Achievements

During the past year we have of necessity focused on managing the maintenance and infrastructure of the village hall during closure at a time when government restrictions have meant even management meetings have been restricted to on-line Zoom events. These have worked well even though on-line technology is not accessible to all members of the Committee. Members have risen to this challenge through the establishment of a Continuity Board that enables key decisions to be taken by a sub-group of the Committee with defined delegated powers. Through this we have successfully applied for several grants that have been important to our in-year revenue stream during closure.

The plant stall outside the Willows, now in its 7th successful year, continues to raise considerable funds for the village hall, perhaps drawing some rare advantage from the impact of Covid last year when garden centres were closed. The quality and value for money of plants at the stall draws local and not-so-local gardeners in their hundreds to purchase its fare.

Trustees continue in their intention to support other groups who work hard for our community – although of course lockdown has prevented much practical opportunity for this during the past 12 months. For several previous years use of the village hall has been free of charge for Feast Day, for the Parish Lunch and for ‘*Book Lovers*’ – the little group which meets monthly and keeps the library in good order for us all to use and enjoy. Trustees have previously been pleased to support Fleetham Players’ by offering a reduced hire charge for their rehearsal / performance time, and we hope to do all of this again in the future.

Although the village hall had to close during lockdowns, the Committee continued to keep the local community informed and involved through its monthly newsletter, ‘Social News’. This included important information about local support and services available for elderly and vulnerable people, and those isolating during the pandemic. Other articles were included from the parish council and local activities to boost morale and support a sense of community at a time when people may have felt lonely or isolated.

All necessary legal arrangements for the transfer of Assets to the new CIO are in hand and are being dealt with by Hunt & Wrigley (Solicitors, Northallerton). Trustees completed the Vesting Document in 2019 and this has been lodged with the Charities Commission. Remaining Assets will be transferred to the new CIO and the ‘old’ charity merged with the CIO once the current pandemic situation allows. As last year, the Land Registry is dealing with urgent cases only. Once this issue has been resolved, we will be in a position to apply to the Charities Commission to merge and then remove the old charity. Currently, however, it is the new CIO, which, running alongside the old, is responsible for all the organisation and running of the Village Hall.

As part of the management of the village hall as a community facility, the Trustees produce a management plan. Trustees revisit the plan annually in order to prioritise the component parts of the next phase of development. (See below: Future Plans)

Reserves Policy

It is the Trustees’ policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure.

Future Plans

The Trustees’ efforts over the coming months will be concentrated on:

- Further defining the roles and responsibilities of Trustees and co-opted members
- Installing an Electric Vehicle Charging Point for the use of villagers and visitors
- Extending the paved area of the carpark, including a marked areas for users of the planned charging point.
- Building on the work of the Development Day and our *Making a Difference* Grant application that flowed from those discussions, devising the delivery of a programme of social and cultural activity to enhance village life
- Installing a Hearing Loop in the Main Hall.
- Installing Acoustic Panels to the ceiling of the main hall
- Improving our facilities to support musical and theatrical performances
- Increasing the security of the village hall in line with the investment of recent years and the need to demonstrate due diligence to our insurers
- Continuing to work collaboratively with our community partners in ways that add value each to the other and which make clear our separate mission and responsibilities.

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

Signed on behalf of the charity's Trustees

Signature(s)

Full name(s)

Michael Dillon

Ian W

Position

Chair

Dep

Date

Independent Examiners Report on the Financial Statements

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF KIRBY FLEETHAM VILLAGE HALL 31 March 2021

I report on the accounts of the Charity for the period ended 31 March 2021.

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 period 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 report

My examination was carried out in accordance with the 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 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 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:

which gives me reasonable cause to believe that in any material respect the requirements:

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

have not been met; or

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

Suzanne Bolton FCA
Streamline Accountants
Barclays Bank Chambers
18 North End
Bedale DL8 1AB

**KIRKBY FLEETHAM VILLAGE HALL - CHARITY NUMBER
1172318**

**Receipts and payments accounts 1st April 2020 to 31st March
2021**

	Restrict ed Funds (£)	Unrestrict ed Funds (£)	4/19-3/20 total funds (£)	5/18-3/19 total funds (£)
RECEIPTS				
Hire of hall by user groups		8,627.48	8,627.48	6,307.11
Private hire of hall or equipment		4,197.75	4,197.75	1,389.65
Fundraising events		945.30	945.30	603.50
Other (miscellaneous)	387.98	151.50	539.48	7,220.02
Donations and grants				
Gift Aid				
Donations		3,188.00	3,188.00	
Grants	1,500.00		1,500.00	
Other Income				
Interest				
Petty cash				
TOTAL RECEIPTS	<u>1,887.98</u>	<u>17,110.03</u>	<u>18,998.0</u> <u>1</u>	<u>15,525.28</u>

	Restrict ed Funds (£)	Unrestrict ed Funds (£)	4/19-3/20 total funds (£)	5/19-3/20 total funds (£)
PAYMENTS				
Hall Running Costs				
Energy - oil/elec		1,866.57	1,866.57	1,271.33
Water		335.54	335.54	241.52
Insurance		677.75	677.75	620.04
Improvement, Repairs & Maintenance	1,500.00	7,620.32	9,120.32	6,347.14
Miscellaneous		4,457.62	4,457.62	510.37
Accounting			100.00	100.00
TOTAL PAYMENTS	<u>1,500.00</u>	<u>14,957.80</u>	<u>16,557.8</u> <u>0</u>	<u>9,090.40</u>

Total Receipts less Total Payments
2,440.21

387.98

1,972.23

	Restrict ed Funds (£)	Unrestrict ed Funds (£)	4/19-3/20 total funds (£)	4/19-3/20 total funds (£)
ASSETS				
Cash at bank and in hand				
Current Bank Account	387.98	8,496.11	8,875.09	6,434.88
Petty Cash				

RESERVES				
Balance brought forward			6,434.88	
Net Surplus			2,440.21	
Balance carried forward	<u>387.98</u>	<u>8,496.11</u>	<u>8,875.09</u>	