

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 (£)
<u>RECEIPTS</u>				
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
<u>Donations and grants</u>				
Gift Aid				
Donations		3,188.00	3,188.00	
Grants	1,500.00		1,500.00	
<u>Other Income</u>				
Interest				
Petty cash				
<u>TOTAL RECEIPTS</u>	<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 (£)
<u>PAYMENTS</u>				
<u>Hall Running Costs</u>				
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 &	1,500.00	7,620.32	9,120.32	6,347.14
Maintenance		4,457.62	4,457.62	510.37
Miscellaneous			100.00	100.00
Accounting				
<u>TOTAL PAYMENTS</u>	<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 (£)
<u>ASSETS</u>				
<u>Cash at bank and in hand</u>				
Current Bank Account	387.98	8,496.11	8,875.09	6,434.88
Petty Cash				

<u>RESERVES</u>				
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>	