

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	