

# MILBORNE ST ANDREW VILLAGE HALL

England & Wales · Charity number 1176828

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2018-01-25

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

## Contact

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**Address** Village Hall  
Milborne St. Andrew  
Blandford Forum  
Dorset  
DT11 0JX

**Phone** 01258839259

**Email** [msavillagehall@googlemail.com](mailto:msavillagehall@googlemail.com)

**Website** <http://www.milbornestandrew.org.uk/VillageHall/index.htm>

## Activities

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**Objects:** THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF MILBORNE-ST-ANDREW WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE 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 object of the charity is the provision and maintenance of a village hall for the use of the inhabitants of the parish of Milborne-St-Andrew without distinction of political, religious or other opinions, including use 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.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Education/training, Religious Activities, Arts/culture/heritage/science, Recreation, Other Charitable Purposes
- **Who:** The General Public/mankind

## Geography

- Dorset

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£19,889	£14,641	-	-
2024-12-31	£20,523	£21,868	-	-
2023-12-31	£56,020	£51,548	-	-
2022-12-31	£32,664	£46,122	-	-
2021-12-31	£25,435	£30,244	-	-

## Trustees

Name	Role	Appointed
<b>Linsey O'Neill</b>	Chair	2023-04-26
Angela Clark		2026-04-15
Angela Stovell		2026-04-15
Gren Elphinstone Davis		2018-01-25
IAN KARLEY		2018-01-25
Jennifer Balcon		2024-09-18
LINDA WRIGHT		2018-01-25
NIGEL JOHN HODDER		2024-03-21
Sam Howorth		2026-04-15
Sandra Ball		2026-05-27
Susan Louise Poet		2023-04-26

**MILBORNE ST ANDREW VILLAGE HALL**

England & Wales - Charity number 1176828

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# Accounts

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# The Village Hall

MILBORNE ST ANDREW DT11 0JX

[www.milbornestandrew.org.uk/villagehall](http://www.milbornestandrew.org.uk/villagehall)

Registered Charity No. 1176828 (Formerly 301153)



LOTTERY FUNDED

## Milborne St Andrew Village Hall Annual Report & Financial Statement

January 2025 to December 2025

### **Governance**

#### President

Eric Crichton

#### Trustees and User Group representatives

Linsey O'Neill - Chair – manages the bar and supplies.

Ian Karley – Deputy Chair; special responsibility for internal maintenance advice and the Players representative

Nigel Hodder - Treasurer

Linda Wright – Secretary, Women's Institute representative, church representative

Gren Elphinstone Davis - special responsibility for grounds maintenance; Deputy Treasurer

Susan Poet - Bookings Secretary

Jenny Balcon (Wednesday Club)

#### Non-trustees including additional user group representatives

The Village Hall continues to be managed in accordance with Charity Commission guidance by a committee made up of trustees and user group representatives. Trustees are elected at the Annual General Meeting, with new members meeting informally with the committee prior to election. Many trustees also represent regular user groups, helping to ensure the hall continues to reflect the needs of the wider community.

The committee includes nominated officers—Chair, Secretary and Treasurer—alongside members with specific responsibilities such as bookings, bar management, internal maintenance advice and grounds maintenance.

### **Committee and Meetings**

The committee meets on a monthly basis. Meetings are informal but well structured, with an agenda circulated in advance. Key matters discussed include finances, maintenance, bookings and forthcoming events. Trustees vote on decisions as required, while non-trustee representatives are able to contribute on matters relevant to their user groups.

Accurate notes are kept for each meeting and, once agreed, are published on the village website. Where necessary, Extraordinary Meetings may be called, and email discussions are used between meetings to agree actions when appropriate.

## **Administration and Safety**

The committee remains committed to ensuring that the hall and its surrounding grounds are safe and well managed. All recommended inspections and risk assessments are carried out annually, including fire safety, electrical safety and general building checks.

A comprehensive set of policies is maintained and regularly reviewed, covering areas such as safeguarding, health and safety, data protection, complaints procedures and codes of conduct. These policies are publicly available on the village website.

## **Objectives**

The object of the CIO is the provision and maintenance of a village hall for the benefit of the inhabitants of Milborne St Andrew, without distinction, for meetings, social events, recreation, leisure activities and community use, with the aim of improving quality of life within the parish.

## **Achievements During 2025**

Throughout 2025, the Village Hall has continued to be well used by a broad range of regular village groups, organisations and private hirers, as well as for one-off community and family events. Ongoing promotion and the continued efforts of the Bookings Secretary have helped to maintain a healthy level of bookings, supporting the hall's ongoing sustainability.

The development of the patio area was completed during the year with the addition of patio furniture, creating a pleasant and practical outdoor space that has been warmly welcomed by hall users.

The monthly Community Café has remained a popular and valued part of village life, providing both a social meeting place and an important source of fundraising income. Its continued success is due to the dedication of the volunteers who organise and run it.

Fundraising and cultural activities have once again played an important role, with events such as the Murder Mystery Night and Artsreach performances receiving excellent support and contributing both financially and socially to the life of the hall.

We also held a very successful Christmas lights event, free of charge to the community, which was hugely popular and something we hope to make an annual event.

The committee continues to be active and hands-on, with members carrying out much of the routine internal and external maintenance themselves. This ongoing commitment helps to keep the hall and grounds safe, welcoming and well presented.

## **Policies**

The following policies are in place, reviewed regularly, and available on the village website:

- Anti-Social Behaviour
- Code of Conduct for Committee Members
- Compliments and Complaints
- Data Protection (GDPR)
- Disciplinary
- Equal Opportunities
- Health and Safety
- Risk Assessment
- Safeguarding
- Whistleblowing

## **Looking Ahead: Plans for 2026**

The committee's priorities for the year ahead are to continue maintaining the hall and grounds to a high standard, to further promote the hall to existing and potential new hirers in order to support its long-term viability, and to continue fundraising and seeking grant funding towards the creation of a new play area for the benefit of the community.

***Linsey O'Neill, Chair***

## Financial Review 2025

We started this year with £17,837 in the bank, Thanks to prudent management of costs and other financial benefits via events, donations and utilities, we have achieved a surplus in 2025 of £5,248 thereby ending with £23,085 in our account.

Rental income has increased by 17.5% year on year to £10,794. That said we believe it is prudent to review our hire charges for 2026 as they have been held at current levels for 2 years while maintenance and other costs continue to increase.

Our income was significantly helped by the efforts of the Trustees who arranged community events throughout the year. The monthly “Milborne Movies” added £1,485 from its attendees in addition to bar and ice cream sales. Additionally, a Murder Mystery night contributed £1,188 from ticket sales alone; bar and ice cream sales in total were c. £1,854.

Other donations including those from Artsreach and a local group who regularly use the Pétanque court (Boules Buddies) have helped swell the coffers for which we are always very grateful. Of course, there were some costs associated with these events but an excellent income stream none the less.

It has been agreed with the organisers of the Community Café that while they donate their profits to the Village Hall, they will receive free use of the hall. Consequently, the Café has contributed £1,890 in the past 12 months.

While we are grateful for future agreed donations of £800 p.a. (only £600 received this year due to different financial year end dates) from the Parish Council towards our ground maintenance costs, this takes no account of inflation, so we find ourselves having to contribute significantly more this year than in previous years. The PC also contributed £800 - 50% of the cost – towards the new benches on the patio,

The solar panels continue to fully support our electricity costs to the extent we paid a net £4 during 2025. Last year I reported that the SEG payment had reduced to 8p per kWh. Well, in July it went back up to 12p. This will always be a variable amount determined by the energy provider, so nothing is guaranteed. We have benefited from the sunniest year recorded in 2025 – a significant contribution to the break-even outcome.

Meanwhile, our gas bill has risen significantly when compared to 2024 but that is due partly to a £500 grant received from SSE in 2024 relating to previous years. We changed supplier to Yu Energy in October 2024 so some of this year’s gas costs really relate to the final 3 months of 2024. This makes a true comparison difficult, but we will watch the costs carefully and change supplier again should this prove necessary. Clearly, a cold winter does not help our gas usage as it is mainly the fuel providing the heating of the premises when in use by our hirers.

It should be noted that bar costs also include the purchase of ice creams most of which are claimed by our film night visitors as part of their entry fee, so while it looks from the figures as if the bar made minimal profit this is not necessarily the case. Bar prices were increased in 2025 to reflect the increased costs of buying stock.

The costs associated with the cleaning and maintenance of the Hall were minimised, but we cannot be complacent. Fortunately, we have several Trustees and other volunteers who have the skill base (and time) to conduct several repairs themselves keeping costs down, but insurance, regulatory annual inspections and maintenance of equipment is always a factor.

Despite support from the Parish Council (who have provided funding towards grass cutting and playpark inspection services) the maintenance of the outside community recreational areas in addition to the Hall itself presents a financial challenge. Any costs must be met out of the general budget. 2025 will prove to be even more challenging as the PC are only contributing £800 p.a. towards grass cutting for the foreseeable future.

We anticipate that the enthusiasm and creativity demonstrated by the Trustees and “friends of the hall” in 2025 will continue into 2026 and that the considerable funds generated by the Community Café and other community activities along with Artsreach events, will be matched if not exceeded! This year’s surplus provides us with an opportunity to consider some significant expenditure in 2026 on the Playpark equipment and general outdoor space for the benefit of our residents and visitors to the area.

The Statement of Assets below covers the financial year to 31<sup>st</sup> December 2025. The Trustees are grateful to Elizabeth Humphrey who continues to audit our accounts.

***Nigel Hodder (Treasurer)***

**MILBORNE ST ANDREW VILLAGE HALL**  
Registered Charity No. 1176828

**Statement of Assets**  
**2025 (01/01/25 - 31/12/25)**

**2025**

Building and land at cost	£ 8,855.18
Cash in hand	£ -
Bar float	£ 50.00
Film float	£ 50.00
Santander current a/c	<u>£ 23,084.59</u>
<b>Total assets @ 31.12.25</b>	<b><u>£ 32,039.77</u></b>
	<b><u>£ 32,039.77</u></b>

**Income**

	2025	2024
Rents	£ 10,794.00	£ 9,158.37
SSE Pole rental	£ 34.66	£ 34.66
Milborne Movies	£ 1,485.25	£ 1,034.00
Fund raising	£ 1,627.50	£ 5,754.02
Donations (Incl. Community Café)	£ 2,637.73	£ 2,901.00
Bar	£ 1,854.25	£ 1,641.08
<b>Grants</b>		
Parish Council	£ 1,490.00	£ -

**Total Income** £ 19,888.73 £ 20,523.13

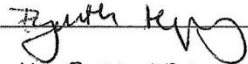
**2024**

Building and land at cost	£ 8,855.18
Cash in hand	£ -
Bar float	£ 50.00
Film float	£ 50.00
Santander current a/c	<u>£ 17,837.07</u>
<b>Total assets @ 31.12.24</b>	<b><u>£ 26,792.25</u></b>
PLUS: Surplus for year	£ 5,247.52
	<b><u>£ 32,039.77</u></b>

**Expenditure**

	2025	2024
Water rates	£ 382.85	£ 333.20
Electricity	£ 3.88	£ (765.27)
Gas	£ 1,246.82	£ (94.61)
Insurance	£ 2,372.43	£ 2,272.37
Licences	£ 816.14	£ 751.50
Sundries	£ 323.82	£ 435.45
Cleaning and caretaking	£ 2,904.61	£ 3,375.57
Fund raising expenses	£ 319.82	£ 939.87
IT costs	£ 386.81	£ 516.61
SumUp Charges	£ 53.23	£ -
Milborne Movies	£ 158.92	£ 146.71
Bar	£ 1,283.13	£ 1,476.66
<b>Repairs &amp; maintenance</b>		
Play repairs	£ 90.00	£ -
Grounds maintenance	£ 1,192.17	£ 247.65
General hall maintenance	£ 736.18	£ 1,108.64
<b>Capital expenditure</b>		
Cooker / Patio		£ 11,123.37
Patio Furniture	<u>£ 2,370.40</u>	
	<b><u>£ 14,641.21</u></b>	<b><u>£ 21,867.72</u></b>
Excess of income over expenditure	<u>£ 5,247.52</u>	<u>£ (1,344.59)</u>
	<b><u>£ 19,888.73</u></b>	<b><u>£ 20,523.13</u></b>

Independently verified as a true and fair record of the Income and Expenditure of Milborne St Andrew Village Hall for the year ended 31st December 2025 and their financial position at that date.

Signed:   
Dated: 11 FEBRUARY 2026

**MILBORNE ST ANDREW VILLAGE HALL**

England & Wales - Charity number 1176828

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# Accounts

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# The Village Hall

MILBORNE ST ANDREW DT11 0JX

[www.milbornestandrew.org.uk/villagehall](http://www.milbornestandrew.org.uk/villagehall)

Registered Charity No. 1176828 (Formerly 301153)



## Milborne St Andrew Village Hall Annual Report January 2024 to December 2024

### **Governance**

#### President

Eric Crichton

#### Trustees and User Group representatives

Linsey O'Neill - Chair – manages the bar and supplies.

Ian Karley – Deputy Chair; special responsibility for internal maintenance advice and the Players representative

Nigel Hodder - Treasurer

Linda Wright – Secretary, Women's Institute representative, church representative

Gren Elphinstone Davis - special responsibility for grounds maintenance; Deputy Treasurer

Susan Poet - Bookings Secretary

Richard Hawker

Jenny Balcon (Wednesday Club)

Sandie Sach - Non-active Trustee, responsible for the Community Café

#### Non-trustees including additional user group representatives

### **The Committee**

The organisation aims to adhere to the recommendations of the Charity Commission. The Village Hall is governed by a committee consisting of trustees and user group representatives; some of the latter may not be trustees and have no voting rights. Trustees are voted onto the committee at the annual general meeting; new applicants have an informal interview prior to election or post-election. Most trustees also represent a group who are frequent hall users. There are nominated members who have a dedicated management role, including the chairperson, secretary and treasurer. Other members have allocated responsibilities such as booking secretary (see list of members).

### **The Meetings**

The meetings are held monthly. The meetings are informal but structured. An agenda is circulated in advance of the meetings to all relevant members. Matters on the agenda are discussed, including the finance statement and reports from the treasurer; votes are taken when actions are required. Only Trustees are allowed to vote; non-trustees may be asked to

leave the meeting if matters are confidential or irrelevant to their user group. Notes are kept of the meetings and are published on the village website once agreed and signed off.

An Extra Ordinary Meeting may be called if necessary. Email 'conversations' are used and if necessary, agreement of actions required is confirmed using this medium.

### **Administration**

The committee aims to ensure that the users of the hall and surrounding grounds are kept safe and risks are managed. There are annual inspections of all aspects that are recommended by the Health and Safety Executive, including general risk assessments, fire assessments, electrical and building features. A portfolio of policies has been created to address important issues such as safeguarding, risk avoidance and those related to management - for example, a code of conduct, complaints procedures, etc

### **Objectives**

The object of the CIO is the provision and maintenance of a village hall for the use of the inhabitants of the parish of Milborne St Andrew without distinction of political, religious or other opinions, including use 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.

### **Achievements of Objectives**

Despite concerns after the Ladybirds Playgroup moved premises, the hall is thriving and being hired on a regular basis by groups established in the village, such as the Women's Institute, Garden Club, Yoga group, Players, Pilates, etc., and for regular and one-off meetings like the Parish Council. The bookings Secretary has done a great job in gaining new business through corporate meetings etc. The hall is also hired by individuals and by groups for one-off functions e.g. child and adult parties, presentations, etc. There are regular social functions such as film shows, Artsreach presentations and the village pantomimes. The monthly community cafe continues to be very successful, thanks to the hard work of the organisers, raising valuable funds for the hall and providing a vital community resource.

The committee is a hard-working one and it is often members who are doing the regular maintenance which the building and grounds need.

We have had a new patio installed, creating a fantastic space for hall users and the community.

We had some very successful fundraising events, including a Murder Mystery Night, Great Dorset Apple Cake event and a Race Night.

### **Policies**

These are available on the village website; they are updated regularly

- Anti-Social Action
- Code of Conduct for Committee Members
- Compliments and Complaints
- General Data Protection Regulations

- Disciplinary
- Equal Opportunities
- Health and Safety
- Risk Assessment
- Safeguarding
- Whistle Blowing

### **Summary of Achievements 2024**

- Patio installed
- Monthly Community Cafe
- Continued general maintenance, both internal and in the grounds

### **Future Plans and Targets for the year ending 2025**

- To ensure the building remains in good order
- To continue to promote the use of the hall by hirers to ensure viability of the facilities.
- Fundraise and apply for grants to achieve a new play area.
- Install patio furniture on the new patio.

*Linsey O'Neill (Chair) – March 2025*

### **Financial Review 2024**

The loss of Ladybirds in 2023 has significantly impacted rental income which is down to £9,158 from £16,727 the previous year. We have been fortunate that our Bookings Secretary has found several replacements to help minimise the loss of income. None-the-less the Hall ends the year with £17,837 in the bank – only £1,200 lower than the previous year thanks to prudent management of costs and other financial benefits via utilities.

Our income was significantly helped by the efforts of the Trustees who arranged several Community events throughout the year. The monthly “Milborne Movies” added £1,034 from its attendees, and the Community Café contributed a little over £2,000. Additionally, a Murder Mystery night contributed £1,200; Great Dorset Apple Cake a further £1,400; and a Race Night £1,000. Bar and ice cream sales were c. £1,600. Of course, there were costs associated with these events but an excellent income stream none the less.

As part of a fund-raising exercise to support the cost of building the new patio, a “Sponsor a Slab” appeal raised over £2,350 including Gift Aid - HMRC contributing a little over £400 of that total! A roll of honour has been added to the Hall recognising the families, groups and businesses who contributed to this exercise. A big “thank you” to them all.

The solar panels continue to fully support our electricity costs while also contributing an additional £765 in pure profit. However, we were fortunate to benefit from a 15p/kWh SEG payment for most of the year but since September that has reduced to 8p, so next year we are anticipating a break even on electricity. As for gas, we again benefited by receiving a credit of £500 from SSE relating to a government sponsored scheme in 2022 – a belated

payment which helped to cover our costs for this year. No such luck for 2025 where a cold start to the year is requiring substantially more heating to ensure the hall is at a suitable temperature for our various users.

It should be noted that bar costs also include the purchase of ice creams most of which are claimed by our film night visitors as part of their entry fee, so while it looks from the figures as if the bar made minimal profit this is not necessarily the case. That said, a price review of bar prices cannot be ruled out in 2025.

The costs associated with the maintenance of the Hall were minimised, but we cannot be complacent. Fortunately, we have several Trustees and other volunteers who have the skill base (and time) to conduct several repairs themselves keeping costs down, but regulatory annual inspections and maintenance of equipment is always a factor.

Despite support from the Parish Council (who have provided funding towards grass cutting and playpark inspection services) the maintenance of the outside community recreational areas in addition to the Hall itself presents a financial challenge. Any costs must be met out of the general budget. 2025 will prove to be even more challenging as the PC are only contributing £800 p.a. towards grass cutting for the foreseeable future.

It continues to be a great disappointment that our Parish Council does not see fit to provide a greater level of support for these well-used *community* recreational facilities. We anticipate that the enthusiasm and creativity demonstrated by the Trustees and “friends of the hall” in 2024 will continue into 2025 and that the considerable funds generated by the Community Café and other community events, such as Race Night, Bingo and the Village Quiz, along with Artsreach events, will be matched if not exceeded!

The Statement of Assets below covers the financial year to 31<sup>st</sup> December 2024. The Trustees are grateful to Elizabeth Humphrey who continues to audit our accounts.

*Nigel Hodder (Treasurer) - March 2025.*



**MILBORNE ST ANDREW VILLAGE HALL**  
Registered Charity No. 1176828

**Statement of Assets**  
**2024 (01/01/24 - 31/12/24)**

**2024**

Building and land at cost	£ 8,855.18
Cash in hand	£ -
Bar float	£ 50.00
Film float	£ 50.00
Sanlander current a/c	£ 17,837.07
<b>Total assets @ 31.12.24</b>	<b>£ 26,792.25</b>

**2023**

Building and land at cost	£ 8,855.18
Cash in hand	£ 153.12
Bar float	£ 60.00
Film float	£ 30.00
Sanlander current a/c	£ 19,028.54
<b>Total assets @ 31.12.23</b>	<b>£ 28,126.84</b>
LESS: Deficit for year	£ (1,344.59)
Float increase	£ 10.00
	<b>£ 26,792.25</b>

**Income**

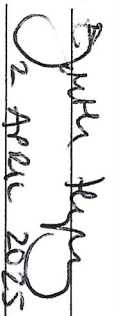
	<b>2024</b>	<b>2023</b>
Rents	£ 9,158.37	£ 16,727.14
SSE Pole rental	£ 34.66	£ -
Milborne Movies	£ 1,034.00	£ 779.62
Fund raising	£ 5,754.02	£ 3,386.80
Donations	£ 2,901.00	£ 3,184.55
Bar	£ 1,641.08	£ 356.90
<b>Grants</b>		
S106 / National Lottery	£ -	£ 31,585.20

**Total Income** £20,523.13 £56,020.21

Independently verified as a true and fair record of the income and expenditure of Milborne St Andrew Village Hall for the year ended 31st December 2024 and their financial position at that date.

**Expenditure**

	<b>2024</b>	<b>2023</b>
Water rates	£ 333.20	£ 291.28
Electricity	£ (765.27)	£ 949.42
Gas	£ (94.61)	£ 395.75
Insurance	£ 2,272.37	£ 2,225.64
Licences	£ 751.50	£ 436.40
Sundries	£ 435.45	£ 1,242.90
Cleaning and caretaking	£ 3,375.57	£ 5,270.23
Fund raising expenses	£ 939.87	£ 762.82
IT costs	£ 516.61	£ 279.40
Films	£ 146.71	£ 355.29
Bar	£ 1,476.66	£ 1,941.64
<b>Repairs &amp; maintenance</b>		
Play repairs	£ -	£ 55.46
Grounds maintenance	£ 247.65	£ 1,239.23
General hall maintenance	£ 1,108.64	£ 1,842.04
<b>Capital expenditure</b>		
Kitchen + Fridge + Picnic Benches + Steps + Urm Cooker / Patio	£ 11,123.37	£ 34,261.88
<b>Total Expenditure</b>	<b>£ 21,867.72</b>	<b>£ 51,549.38</b>
Excess of income over expenditure	£ (1,344.59)	£ 4,470.83
	<u>£ 20,523.13</u>	<u>£ 56,020.21</u>

Signed:   
Dated: 02 April 2025

**MILBORNE ST ANDREW VILLAGE HALL**

England & Wales - Charity number 1176828

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# Accounts

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# The Village Hall

MILBORNE ST ANDREW DT11 0JX

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Registered Charity No. 1176828 (Formerly 301153)



LOTTERY FUNDED

## Milborne St Andrew Village Hall Annual Report January 2023 to December 2023

### **Governance**

#### President

Eric Crichton

#### Trustees and User Group representatives

Linsey O'Neill - Chair

Ian Karley – Deputy Chair; special responsibility for internal maintenance advice and the Players representative

Ed Frost - Treasurer

Linda Wright – Secretary, Women's Institute representative, church representative

Sandie Sach – manages the bar and supplies.

Gren Elphinstone Davis - special responsibility for grounds maintenance; Deputy Treasurer

Susan Poet - Bookings Secretary

Richard Hawker

Dave Andrews (Wednesday Club)

#### Non-trustees including additional user group representatives

Amy Stevens – Parish Council representative

Paul Tasker - Ladybirds Playgroup Chair

### **The Committee**

The organisation aims to adhere to the recommendations of the Charity Commission. The Village Hall is governed by a committee consisting of trustees and user group representatives; some of the latter are not trustees and have no voting rights. Trustees are voted onto the committee at the annual general meeting; new applicants have an informal interview prior to election or post-election. Most trustees also represent a group who are frequent hall users. However, some committee members choose not to be trustees but wish to attend to represent their user Milborne St Andrew Village Hall Page 2 of 6 Annual Report 2022 group. Those who do not wish to be trustees can be invited to attend meetings but have no voting rights and may be asked to leave if business topics are not relevant to their User Group. There are nominated members who have a dedicated management role, including the chairperson, secretary and treasurer. Other members have allocated responsibilities such as booking secretary (see list of members).

## **The Meetings**

The meetings are held on a monthly basis. The meetings are informal but structured. An agenda is circulated in advance of the meetings to all relevant members. Matters on the agenda are discussed, including the finance statement and reports from the treasurer; votes are taken when actions are required. Only Trustees are allowed to vote; non-trustees may be asked to leave the meeting if matters are confidential or irrelevant to their user group. Notes are kept of the meetings and are published on the village website once agreed and signed off.

An Extra Ordinary Meeting may be called if necessary. Email 'conversations' are used and if necessary, agreement of actions required is confirmed using this medium.

## **Administration**

The committee aims to ensure that the users of the hall and surrounding grounds are kept safe and risks are managed. There are annual inspections of all aspects that are recommended by the Health and Safety Executive, including general risk assessments, fire assessments, electrical and building features. A portfolio of policies has been created to address important issues such as safeguarding, risk avoidance and those related to management - for example, a code of conduct, complaints procedures, etc

## **Objectives**

The object of the CIO is the provision and maintenance of a village hall for the use of the inhabitants of the parish of Milborne St Andrew without distinction of political, religious or other opinions, including use 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.

## **Achievements of Objectives**

Despite Ladybirds Playgroup moving premises in October 2023, the hall is once again being hired on a regular basis by groups established in the village, such as the Women's Institute, Garden Club, Yoga group, Players, etc., and for regular and one-off meetings like the Parish Council. The bookings Secretary has done a great job in gaining new business through corporate meetings etc. The hall is also hired by individuals and by groups for one-off functions e.g. child and adult parties, presentations, etc. There are regular social functions such as film shows, Artsreach presentations, amateur play productions and the village pantomimes.

The monthly community cafe continues to be very successful, thanks to the hard work of the organisers, raising valuable funds for the hall and providing a vital community resource.

The committee is a hard-working one, with people regularly putting in hours on jobs like checking and stocking the bar, and it is often members who are doing the regular maintenance which the building and grounds need – the flat roof has been refurbished with a new epdm surface.

Thanks to grants obtained we have installed a new Petanque Court and have purchased a large screen TV for use by hirers. We have also purchased an outdoor table tennis table which has been placed on the field. Solar panels are now installed and working and making a huge impact on our utility bills.

We had some very successful fundraising events, including quizzes and a great Bingo Night.

### **Policies**

These are available on the village website; they are updated regularly

- Anti-Social Action
- Code of Conduct for Committee Members
- Compliments and Complaints
- General Data Protection Regulations
- Disciplinary
- Equal Opportunities
- Health and Safety
- Risk Assessment
- Safeguarding
- Whistle Blowing

### **Summary of Achievements 2023**

- Flat roof resurfaced
- Petanque Court
- Monthly Community Cafe
- Continued general maintenance, both internal and in the grounds

### **Future Plans and Targets for the year ending 2024**

- To ensure the building remains in good order
- To continue to promote the use of the hall by hirers to ensure viability of the facilities.

# The Village Hall

MILBORNE ST ANDREW DT11 0JX

[www.milbornestandrew.org.uk/villagehall](http://www.milbornestandrew.org.uk/villagehall)

Registered Charity No. 1176828 (Formerly 301153)



## Financial Review 2023 and Budget 2024

The ending of Covid restrictions meant that the hall became “open for normal business” again in 2023 and rental income recovered to a more acceptable £16,700 over the year but, as expected, the Ladybirds playgroup moved to their new base at the First School, eventually, in September resulting in a loss of just £3,000 of “traditional” income. None-the-less the Hall end the year with around £19,000 in the bank, up from £14,500 the previous year.

Our income was significantly helped by the efforts of the Trustees who arranged a number of Community events throughout the year. The monthly “Milborne Movies added £400, sales of refreshments added £1,200 and the monthly Community Café a massive £2,700. A Village Quiz and Bingo were particularly successful fund raisers.

Grants provided the financial resources to enhance the hall facilities. A successful bid to the National Lottery allowed us to purchase a large screen TV and sound bar which has been a boon for many of our user groups and an added attraction for commercial hirers. Grants from Dorset Council S106 (Huntley Down Development) funded additional outdoor community recreation facilities and equipment (Pétanque and Table Tennis) which saw regular use throughout the summer and autumn.

Dorset Council also allocated substantial funding for a much-needed extension to our car park. Unfortunately, unsurmountable environmental concerns were raised at the very last minute and the project had to be abandoned.

The S106 fund also allowed us to complete the installation of solar panels and a storage battery in the spring. An analysis has shown a 50% reduction in the amount of electricity drawn from the mains as a result along with around 6,500kwh of electricity exported back to the grid. A new contract for the supply and export of electricity is expected to result in a near zero charge for the utility in 2024 - an expected saving of £2,000.

Despite support from the Parish Council (who provide grass cutting and play inspection services) the maintenance of the outside community recreational areas in addition to the Hall itself presents a financial challenge. Any costs have to be met out of the general budget. An inspection and consequent maintenance of mature trees on the site cost almost £1,000 and the cost of repairs to the play equipment invariably amount to hundred of pounds. It continues to be a great disappointment that our Parish Council provides only minimal support for these well-used community recreational facilities.

The costs associated with the maintenance of the Hall increased significantly this year. This was mainly due to a leak in the flat roofed section of the Hall which had to be repaired. Fortunately, we were able to carry out the repair ourselves thanks to the skills and commitment of our Trustees and other volunteers thereby saving thousands of pounds. The only costs were those of the materials needed.

In 2024 our efforts must be focussed on generating more business for the Hall. The Ladybirds playgroup provided around 60% of our rental income in the past and this needs to be replaced if we are to continue to be able to maintain the Hall and the outside community facilities to an acceptable standard. Our efforts to recruit additional Trustees and other volunteers to contribute to the management and maintenance of the whole community site will continue alongside a vigorous promotion of the facilities we offer to the community and beyond for activities, meetings, conferences, celebrations etc. etc. The future presents a significant challenge.

We anticipate that the enthusiasm and creativity demonstrated by the Trustees and “friends of the hall” in 2023 will continue into 2024 and that the considerable funds generated by the Community Café and other community events, such as Bingo and the Village Quiz, along with Artsreach events, will be matched in 2024. These funds, alongside the savings in utilities should go a long way in ensuring the future viability of the Hall and its site post-Ladybirds.

Funds have been reserved to extend and repave the patio area outside the Hall. A decision as to whether to go ahead with this project, or not, will be made in the early summer of 2024 by which time the success, or otherwise, of our fundraising activities will become clearer. It may be necessary to retain the funds to subsidise the Hall in future years.

The Statement of Assets overleaf covers the 12-month period 01/Jan/2023 to 31/Dec/2023. The Trustees are grateful to Elizabeth Humphrey for auditing the accounts and preparing the Statement.

*Edwin Frost (Treasurer) March 2024.*

Milborne St Andrew Village Hall  
Statement of Assets 2023

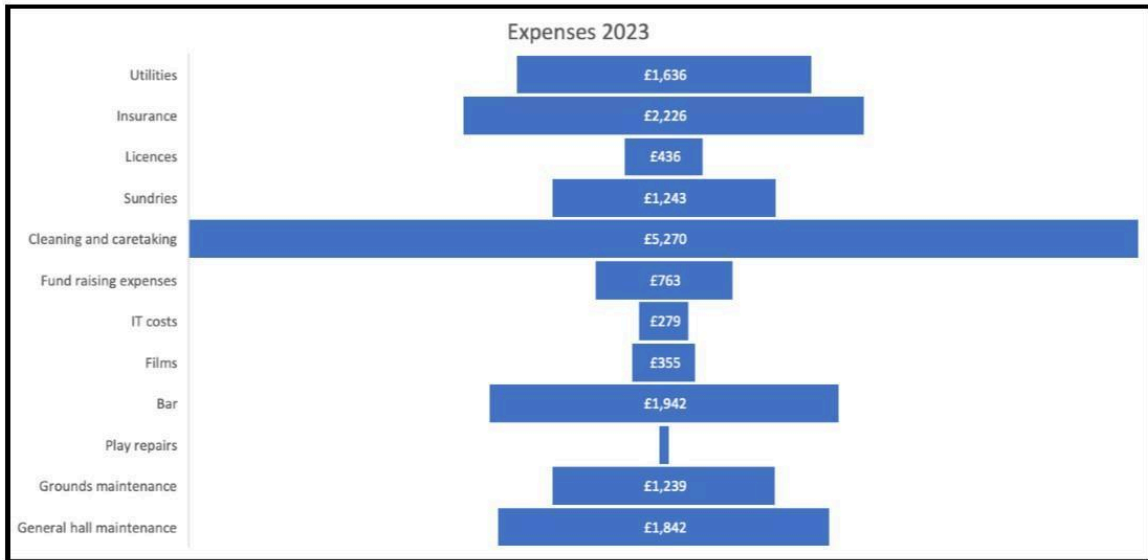
		Statement of Assets 2023 (1/01/23 - 31/12/23)			
		2023	2022		
<b>2022 year end</b>					
Building and land at cost	£ 8,855.18		Building and land at cost	£ 8,855.18	
Cash in hand	£ 77.09		Cash in hand	£ 153.12	
Bar float	£ 60.00		Bar float	£ 60.00	
Film float	£ 30.00		Film float	£ 30.00	
Santander current a/c	£ 14,633.74		Santander current a/c	£ 19,028.54	
<b>Total assets @ 31.12.22</b>	<b>£ 23,656.01</b>		<b>Total assets @ 31.12.21</b>	<b>£ 28,126.84</b>	
PLUS (Income - Expenditure) for 2023	£ 4,470.83				
	<b>£ 28,126.84</b>				
<b>Income</b>					
Rents (not including payment from SSE for Pole)	£ 16,727.14	£ 14,553.07	Expenditure	£ 291.28	£ 214.10
Milborne Movies	£ 779.62	£ 632.64	Water rates	£ 949.42	£ 882.06
Rent from Scottish Power for pole	£ -	£ 34.66	Electricity	£ 395.75	£ 988.23
Fund raising	£ 3,386.80	£ 1,315.58	Gas	£ 2,225.64	£ 2,541.41
Donations	£ 356.90	£ 352.61	Insurance	£ 436.40	£ 515.94
Bar	£ 3,184.55	£ 1,549.43	Licences	£ 1,242.90	£ 272.04
			Sundries	£ 5,270.23	£ 4,944.21
<b>Grants</b>			Cleaning and caretaking	£ 762.82	£ 672.86
National Lottery TV etc	£ 2,450.00		Fund raising expenses	£ 279.40	£ 383.20
National Lottery (Windows and Doors)		£ 9,999.00	IT costs	£ 355.29	£ 332.14
DCC (Covid - Omicron)		£ 2,667.00	Films	£ 1,941.64	£ 1,012.40
S106 (Solar Panels)	£ 14,040.00	£ 1,560.00	Bar		
S106 Swings + Petanque	£ 11,845.20		<b>Repairs &amp; maintenance</b>		
S106 Table Tennis Table	£ 3,250.00		Play repairs	£ 55.46	£ 450.00
			Grounds maintenance	£ 1,239.23	£ 458.57
			General hall maintenance	£ 1,842.04	£ 1,264.43
			<b>Capital expenditure</b>		
			Solar Panels, Swings, Table Tennis, Petanque, TV, Stage Lights	£ 34,261.88	£ 31,190.19
			Windows etc, Blinds etc, Urinals, Mugs, Solar dep.		£ 46,121.78
			<b>Total Expenditure</b>	<b>£ 51,549.38</b>	<b>£ 46,121.78</b>
			Excess of income over expenditure	£ 4,470.83	<b>-£13,457.79</b>
			<b>Total Income</b>	<b>£ 56,020.21</b>	<b>£ 32,663.99</b>
Independently verified as a true and fair record of the Income and Expenditure of Milborne St Andrew Village Hall for the year ended 31st December 2023 and their financial position at that date.					
		Signed: _____			
		Dated: _____			

MILBORNE ST ANDREW VILLAGE HALL  
Registered Charity No. 1176828

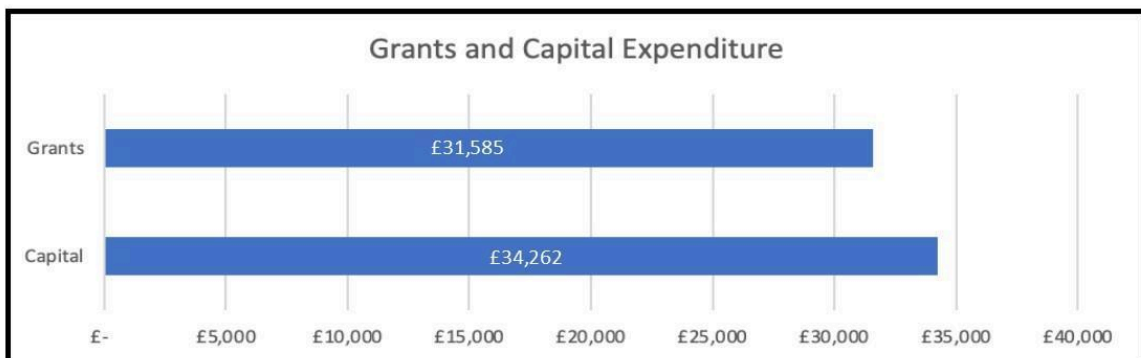
Milborne St Andrew Village Hall  
Accounts summary Jan - Dec 2023



Total Income (- Grants) = £24,435



Total Expenses (excluding capital projects spend) = £17,288





**Independent examiner's  
report on the accounts**



**Report to the trustees/  
members of**

Milborne St Andrew Village Hall

**On accounts for the year  
ended**

31 December 2023

**Charity no  
(if any)**

1176828

**Set out on pages**

1-4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*Elizabeth Humphrey*

**Date:**

05/04/2024

**Name:**

Elizabeth Humphrey


**Relevant professional qualification(s) or body (if any):**

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**Address:**

19 Huntley Down

Milborne St Andrew

Dorset DT11 0LN

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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**Give here brief details of any items that the examiner wishes to disclose.**

I have the following queries and comments:

1. The amount allocated to sundries has increased six-fold. This expenditure allocation should be used sparingly and we have discussed two items that could have been allocated elsewhere
2. Both grounds and hall maintenance costs have increased this year. Why is this?
3. Income and expenditure have both increased this year. Is this the Covid bounce?
4. How is the loss of the Ladybird's rent being addressed in 2024?

**Receipts and payments accounts**
**CC16a**

 For the period  
from

01/01/2023


To

31/12/2023

**Section A Receipts and payments**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Rents	16,727	-	-	16,727	14,553
Milborne Movies	780	-	-	780	633
Rent from SSE for pole	-	-	-	-	35
Fund raising	3,387	-	-	3,387	1,316
Donations	357	-	-	357	353
Bar	3,184	-	-	3,184	1,549
Grants	-	31,585	-	31,585	14,226
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>24,435</b>	<b>31,585</b>	<b>-</b>	<b>56,020</b>	<b>32,665</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>24,435</b>	<b>31,585</b>	<b>-</b>	<b>56,020</b>	<b>32,665</b>
<b>A3 Payments</b>					
Utilities	1,636	-	-	1,636	2,084
Insurance	2,226	-	-	2,226	2,541
Licences	436	-	-	436	516
Sundries	1,243	-	-	1,243	272
Cleaning and caretaking	5,270	-	-	5,270	4,944
Fund raising	763	-	-	763	673
IT costs	279	-	-	279	383
Films	355	-	-	355	332
Bar	1,942	-	-	1,942	1,012
Play repairs	55	-	-	55	450
Grounds maintenance	1,239	-	-	1,239	458
Hall maintenance	1,842	-	-	1,842	1,264
Capital	2,677	31,585	-	34,262	31,190
<b>Sub total</b>	<b>19,963</b>	<b>31,585</b>	<b>-</b>	<b>51,548</b>	<b>46,119</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>19,963</b>	<b>31,585</b>	<b>-</b>	<b>51,548</b>	<b>46,119</b>
<b>Net of receipts/(payments)</b>	<b>4,472</b>	<b>-</b>	<b>-</b>	<b>4,472</b>	<b>- 13,454</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>14,800</b>	<b>-</b>	<b>-</b>	<b>14,800</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>19,272</b>	<b>-</b>	<b>-</b>	<b>19,272</b>	<b>#NAME?</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash in hand	153	-	-
	Floats	90	-	-
	Balance at bank	19,029	-	-
	<b>Total cash funds</b>	<b>19,272</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
		Edwin Frost (Treasurer)		13th April 2024

**MILBORNE ST ANDREW VILLAGE HALL**

England & Wales - Charity number 1176828

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# Accounts

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# The Village Hall

MILBORNE ST ANDREW DT11 0JX

[www.milbornestandrew.org.uk/villagehall](http://www.milbornestandrew.org.uk/villagehall)

Registered Charity No. 1176828 (Formerly 301153)



LOTTERY FUNDED

## Milborne St Andrew Village Hall Annual Report

January 2022 to December 2022

### **Governance**

#### President

Eric Crichton

#### Trustees and User Group representatives

Sarah Ryan - Chair

Ian Karley - Deputy Chair; special responsibility for internal maintenance advice and the Players representative

Ed Frost - Treasurer

Linda Wright - Secretary, Women's Institute representative, church representative  
Sandie Sach - manages the bar and supplies.

Gren Elphinstone Davis - special responsibility for grounds maintenance; Deputy Treasurer

Linsey O'Neill

Richard Hawker

Dave Andrews (Wednesday Club)

Kas Park (now resigned)

Barbara Rawlings (resigned July 2022)

#### Non-trustees including additional user group representatives

Alison Riddle - Booking secretary

Amy Stevens - Parish Council representative

Paul Tasker - Ladybirds Playgroup Chair

### **Structure and Governance**

#### The Committee

The organisation aims to adhere to the recommendations of the Charity Commission.

The Village Hall is governed by a committee consisting of trustees and user group representatives; some of the latter are not trustees and have no voting rights.

Trustees are voted onto the

committee at the annual general meeting; new applicants have an informal interview prior to election or post-election. Most trustees also represent a group who are frequent hall users. However, some committee members choose not to be trustees but wish to attend to represent their user group. Those who do not wish

MAKING A DIFFERENCE

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to be trustees can be invited to attend meetings but have no voting rights and may be asked to leave if business topics are not relevant to their User Group. There are nominated members who have a dedicated management role, including the chairperson, secretary and treasurer. Other members have allocated responsibilities such as booking secretary (see list of members).

### The Meetings

The meetings are held on a monthly basis, usually on the third Wednesday of the month. The meetings are informal but structured. An agenda is circulated in advance of the meetings to all relevant members. Matters on the agenda are discussed, including the finance statement and reports from the treasurer; votes are taken when actions are required. Only Trustees are allowed to vote; non-trustees may be asked to leave the meeting if matters are confidential or irrelevant to their user group. Notes are kept of the meetings and are published on the village website once agreed and signed off.

An Extra Ordinary Meeting may be called if necessary. Email 'conversations' are used and if necessary, agreement of actions required is confirmed using this medium.

### **Administration**

The committee aims to ensure that the users of the hall and surrounding grounds are kept safe and risks are managed. There are annual inspections of all aspects that are recommended by the Health and Safety Executive, including general risk assessments, fire assessments, electrical and building features. A portfolio of policies has been created to address important issues such as safeguarding, risk avoidance and those related to management - for example, a code of conduct, complaints procedures, etc.

In 2022 the Charity Commission accepted our application to become a Charitable Incorporated Organisation (CIO).

### **Objectives**

The object of the CIO is the provision and maintenance of a village hall for the use of the inhabitants of the parish of Milborne St Andrew without distinction of political, religious or other opinions, including use 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.

### **Achievements of Objectives**

The hall is once again being hired on a regular basis by groups established in the village, such as the Women's Institute, Garden Club, Ladybirds Playgroup, Yoga group, Players, etc., and for regular and one-off meetings like the Parish Council. The hall is also hired by individuals and by groups for one-off functions e.g. child and adult parties, presentations, etc. There are regular social functions such as film shows, Artsreach presentations, amateur play productions and the village pantomimes. It is great to have things more or less back to how they were before the pandemic.

In 2022 we did a lot, much of it thanks to the tireless work of our treasurer in seeking and obtaining grants and overseeing the work that was enabled by them. These included the installing of new windows and doors, and working towards the installation of solar panels in the roof which will make quite a bit of money for us, as well as being better for the environment. We were also successful in obtaining a grant to extend the car park, which will include opportunities for future installation of EV charging points.

The committee is a hard-working one, with people regularly putting in hours on jobs like checking and stocking the bar, and it is often members who are doing the regular maintenance which the building and grounds need – new blinds and curtains were sourced, bought and put up; a new urn for the kitchen and the gents' has new urinals. Ceiling tiles, toilet doors, gutters and the flat roof are just four things that needed attention. With the Players we have bought new stage lights. The loft and the storage sheds have been gone through and a lot of stuff cleared, making much-needed storage space available. The car park is now well-lit in the evenings, thanks to lights bought and put up.

Two committee members started organising a monthly Community Café, which has proved tremendously successful, both as an event which regularly brings a lot of the community together and as a regular source of income (they did it for charity for the first 5 months and then continued doing it to raise funds for the Hall).

### **Policies**

These are available on the village website; they are updated regularly

- Anti-Social Action
- Code of Conduct for Committee Members
- Compliments and Complaints
- General Data Protection Regulations
- Disciplinary
- Equal Opportunities
- Health and Safety
- Risk Assessment
- Safeguarding
- Whistle Blowing

### **Summary of Achievements 2022**

- New doors and windows, blinds and curtains have continued what was started in 2021 with the refurbishment of the kitchen and the floor treatment, so that the hall looks much better and more inviting
- Monthly Community Cafe
- continued general maintenance, both internal and in the grounds

### **Future Plans and Targets for the year ending 2023**

To ensure the building remains in good order

To continue to promote the use of the hall by hirers to ensure viability of the facilities.

To complete the extension to the car park  
To build a Pétanque Court  
To look at getting more play equipment for older children

## **Financial Review 2022 and Budget for 2023**

2022 showed Covid 19 restrictions reduced and then removed and we were able to almost return to “business as usual”. Our rental income for the year was still down at £14,500 as compared to around £18,000 in previous “normal” years but massively up from the £7,000 in 2020 and £5,000 in 2021. Once again, we were helped out by a small “Covid (omicron)” grant, this time of £2,670, from the government/Dorset Council. Income from the bar and Community Café made a significant contribution of in excess of £1,000. The Parish Council continued to provide support in the form of grass cutting and Playpark inspection services.

As planned, we installed new double glazing and a new front door using our own funds and, with a successful grant application to the National Lottery for £10,000, were able to also install a new back door and new patio doors. As well as being a significant improvement in the building’s thermal insulation, the new doors and windows have really smartened up the appearance of the Hall. New blinds and curtains were also purchased and the Gents toilet was refurbished with new urinals.

We started the year with an extremely healthy bank balance of £28,000 and, after spending on glazing, doors, curtains, blinds and urinals, ended with a comfortable balance of almost £15,000.

Building work on the new Huntley Down development in the village was completed this year releasing S106 infrastructure funds to the parish. We successfully bid for funds to extend the Car Park and to install a Solar PV system. Contracts have been signed and the S106 funds promised will fully fund both projects in 2023.

We ended the year on a note of uncertainty. The Ladybirds Playgroup announced their intention to relocate from the Village Hall to a new dedicated location at our Primary School some time in 2023. This will result in a massive loss of income for the Hall of more than £10,000 per year. Maintaining the Hall as a venue for our community clubs and societies is a priority and will demand significant innovation.

Our Hall is an attractive building in a superb geographical position and with increased availability we should be able to attract new community and corporate users. Appropriate Car Parking and provision of EV charging facilities will help to make this an achievable goal as will the provision of enhanced presentation facilities and other equipment for users of the Hall. Our Solar PV installation will make a significant contribution to reducing costs as well as generating new income. None the less the future presents a financial challenge.

The Statement of Assets below covers the 12-month period 01/Jan/2022 to 31/Dec/2022. The Trustees are grateful to Elizabeth Humphrey for preparing the Statement.

*Edwin Frost (Treasurer) March 2023.*

**MILBORNE ST ANDREW VILLAGE HALL**  
Registered Charity No. 1176828

**Statement of Assets**  
**2022 (1/01/22 - 31/12/22)**

Building and land at cost	£ 8,855.18
Cash in hand	£ 77.09
Bar float	£ 60.00
Film float	£ 30.00
Santander current a/c	£ 14,633.74
<b>Total assets @ 31.12.22</b>	<b>£ 23,656.01</b>

Building and land at cost	£ 8,855.18
Cash in hand	£ 65.09
Bar float	£ 60.00
Film float	£ 30.00
Santander current a/c	£ 28,103.53
<b>Total assets @ 31.12.21</b>	<b>£ 37,113.80</b>
<b>PLUS (Income - Expenditure) for year</b>	<b>-£ 13,457.79</b>
	<b>£ 23,656.01</b>

**Income**

Rents (not including payment from SSE for Pole)	2022	2021
Milborne Movies	£ 14,553.07	£ 5,380.00
Rent from Scottish Power for pole	£ 632.64	£ 187.05
Fund raising	£ 34.66	£ 17.33
Donations	£ 1,315.58	£ 143.40
Bar	£ 352.61	£ 350.15
	£ 1,549.43	£ 959.06

**Grants**


DCC (Covid 19)	£ 18,398.36
National Lottery (Windows and Doors)	£ 9,999.00
DCC (Covid - Omicron)	£ 2,667.00
S106 (Solar Panels)	£ 1,560.00

**Expenditure**

Water rates	2022	2021
Electricity	£ 214.10	£ 195.31
Gas	£ 882.06	£ 547.85
Insurance	£ 988.23	£ 213.87
Licences	£ 2,541.41	£ 2,827.53
Sundries	£ 515.94	£ 515.75
Cleaning and caretaking	£ 272.04	£ 638.14
Fund raising expenses	£ 4,944.21	£ 4,863.61
IT costs	£ 672.86	£ 157.00
Films	£ 383.20	£ 236.70
Bar	£ 332.14	£ 214.84
Repairs & maintenance	£ 1,012.40	£ 741.64
Play repairs	£ 450.00	£ 684.00
Grounds maintenance	£ 458.57	£ 1,053.70
General hall maintenance	£ 1,264.43	£ 5,240.77
<b>Capital expenditure</b>		
Kitchen + Fridge + Picnic Benches + Steps + Urn		£ 12,113.67
Windows etc, Blinds etc, Urinals, Mugs, Solar dep	£ 31,190.19	
<b>Total Expenditure</b>	<b>£ 46,121.78</b>	<b>£ 30,244.38</b>
<b>Excess of income over expenditure</b>	<b>-£ 13,457.79</b>	<b>-£ 4,809.03</b>

**Total Income £ 32,663.99 £ 25,435.35**

Independently verified as a true and fair record of the Income and Expenditure of Milborne St Andrew Village Hall for the year ended 31st December 2022 and their financial position at that date.

Signed:   
Dated: 13th April 2023

**MILBORNE ST ANDREW VILLAGE HALL**

England & Wales - Charity number 1176828

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# Accounts

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# The Village Hall

MILBORNE ST ANDREW DT11 0JX

[www.milbornestandrew.org.uk/villagehall](http://www.milbornestandrew.org.uk/villagehall)

Registered Charity No. 1176828 (Formerly 301153)



LOTTERY FUNDED

## Milborne St Andrew Village Hall Annual Report

January 2021 to December 2021

### **Governance**

#### President

Eric Crichton

#### Trustees and User Group representatives

Sarah Ryan - Chair and Yoga representative

Ian Karley - Deputy Chair; special responsibility for internal maintenance advice and the Players representative

Ed Frost - Treasurer

Linda Wright - Secretary and Women's Institute representative

Susan Dawson - special responsibility for hygiene and cleaning, on Covid subcommittee

Sandie Sach - Covid subcommittee; manages the bar and supplies.

Barbara Rawlings - Covid subcommittee

Gren Elphinstone Davis - special responsibility for grounds maintenance; Deputy Treasurer

Rose Frost - Food and Wine representative

Tanya Churchill

#### Non trustees including additional user group representatives

Paul Tasker - Ladybirds Playgroup Chair

Alison Riddle - Booking secretary

Jenny Balcon - Wednesday Club/Lunch Club/Scouts representative

### **Structure and Governance**

#### The Committee

The organisation aims to adhere to the recommendations of the Charity Commission.

The Village Hall is governed by a committee consisting of trustees and user group representatives; some of the latter are not trustees and have no voting rights.

Trustees are voted onto the

committee at the annual general meeting; new applicants have an informal interview prior to election or post-election. Most trustees also represent a group who are frequent hall users. However, some committee members choose not to be trustees but wish to attend to represent their user group. Those who do not wish

MAKING A DIFFERENCE

to be trustees can be invited to attend meetings but have no voting rights and may be asked to leave if business topics are not relevant to their User Group. There are nominated members who have a dedicated management role, including the chairperson, secretary and treasurer. Other members have allocated responsibilities including booking secretary, events organiser, maintenance representative, etc. (see list of members)

### The Meetings

The meetings are held on a monthly basis, usually on the third Wednesday of the month. The meetings are informal but structured. An agenda is circulated in advance of the meetings to all relevant members. Matters on the agenda are discussed, including the finance statement and reports from the treasurer; votes are taken when actions are required. Only Trustees are allowed to vote; non-trustees may be asked to leave the meeting if matters are confidential or irrelevant to their user group. Notes are kept of the meetings and are published on the village website once agreed and signed off.

An Extra Ordinary Meeting may be called if necessary. Email 'conversations' are used and if necessary, agreement of actions required is confirmed using this medium.

### **Administration**

The committee aims to ensure that the users of the hall and surrounding grounds are kept safe and risks are managed. There are annual inspections of all aspects that are recommended by the Health and Safety Executive, including general risk assessments, fire assessments, electrical and building features. A portfolio of policies has been created to address important issues such as safeguarding, risk avoidance and those related to management, for example, a code of conduct, complaints procedures, etc.

For most of the year we were doing the last things - or waiting for them to be recognised - to have the Charity Commission accept our application to become a Charitable Incorporated Organisation (CIO).

### **Objectives**

The existing charity exists to:

1. Promote the intellectual, social and physical welfare of the inhabitants of Milborne St Andrew irrespective of their race, creed or physical ability.
2. Provide a range of facilities that will improve the conditions of life within the community including the use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation.

At the suggestion of the Charity Commission the renewed object for the new CIO charity is to be: -

*The object of the CIO is the provision and maintenance of a village hall for the use of the inhabitants of the parish of Milborne St Andrew without distinction of political, religious or other opinions, including use 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.*

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## **Achievements of Objectives**

Until the arrival of the pandemic, the hall was hired on a regular basis by groups established in the village such as the Women's Institute, Garden Club, Ladybirds Playgroup, Yoga group, Players, etc., and for regular and one-off meetings such as the Parish Council, Neighbourhood Planning Group, the Village Hall Committee, etc.

The hall was hired by individuals and by groups for one-off functions e.g. child and adult parties, presentations, etc. There were regular social functions such as film shows, Artsreach presentations, amateur play productions and pantomimes, etc. Most of these stopped during 2020.

By the beginning of 2021, however, things were beginning to happen again. Our Covid committee worked continuously updating policies according to latest government guidelines, and the hall was able to be used again. The grants that we were given by Dorset Council during the time of the pandemic were put to very good use, enabling us to carry out expensive work on the floor and refurbish the kitchen. We decided to get rid of the dishwasher which had never worked satisfactorily, feeling that the instalment of a double sink would make up for this to a certain extent. We started planning to renew windows and the front door. Storage space was looked at again in an effort to make things easier for the Ladybirds Playgroup.

In the grounds we repaired the base of the zip wire and the steps by the slide. We installed two picnic benches, one of which is wheelchair-friendly (and child buggy-friendly) picnic bench, and had an ongoing battle with moles. We decided to allow dogs on leads in the grounds once more.

We started investigating the possibility of enlarging the car park, as there are so often problems with lack of space. Alongside this, we also investigated the possibility of EV charging points. We also looked into the installation of solar panels.

We took part in the village preparations for the Queen's Jubilee Celebrations planned for June 2022.

## **Policies**

These are available on the village website; they are updated regularly

- Anti-Social Action
- Code of Conduct for Committee Members
- Compliments and Complaints
- General Data Protection Regulations
- Disciplinary
- Equal Opportunities
- Health and Safety
- Risk Assessment
- Safeguarding
- Whistle Blowing

## **Summary of Achievements 2021**

- refurbishment of the kitchen

- the floor has had extensive woodworm treatment and been sanded and polished
- continued general maintenance
- more picnic benches, including a wheelchair-friendly one, installed

### **Future Plans and Targets for the year ending 2022**

To complete the conversion of the Charity to become a Charitable Incorporated Organisation.

To ensure the building remains in good order

To continue to promote the use of the hall by hirers to ensure viability of the facilities.

To get new windows and front door

To obtain external funding for the car park extension now that planning permission has been obtained

### **Financial Review 2021 and Budget for 2022**

The restrictions imposed as a result of the continuing Covid 19 pandemic restricted the use of the hall and rental income was massively down for the second year. In normal times we can expect a rental income of around £18,000, in 2020 it was down to £7,000 and in 2021 down further to £5,000. Fortunately, we were eligible for and received a number of Covid Lockdown-related grants from the government/Dorset County Council and in late 2020 received £10,000 and then in 2021 a total of £18,400.

The grants comfortably compensated for our loss of rental income and the Trustees agreed to provide a two-term rent holiday for the Ladybirds pre-school group. In addition, funds were used to refurbish the kitchen, replace the steps for the playpark slide and carry out treatment for woodworm in the main hall floor.

Overall, we spent almost £5,000 more than we received but were left with enough to confirm the replacement of windows and the front door for the spring of 2022.

In 2022, as well as the replacement of glazing and the front door, we hope to obtain external funding for the car park extension now that planning permission has been obtained. At the time of writing, Covid restrictions have been lifted and clubs are returning and we look forward, with optimism, to a more normal year.

The Statement of Assets below covers the 12-month period 01/Jan/2021 to 31/Dec/2021. The Trustees are grateful to Elizabeth Humphrey for preparing the Statement.

*Edwin Frost (Treasurer) March 2022.*



**MILBORNE ST ANDREW VILLAGE HALL**  
Registered Charity No. 301153

**Statement of Assets**  
**2021 (1/01/21 - 31/12/21)**

<b>2021</b>		
Building and land at cost	£ 8,855.18	
Cash in hand	£ 65.09	
Bar float	£ 60.00	
Film float	£ 30.00	
Santander current a/c	£ 28,103.53	
<b>Total assets @ 31.12.21</b>	<b>£ 37,113.80</b>	

<b>2020</b>		
Building and land at cost	£ 8,855.18	
Cash in hand	£ 65.09	
Bar float	£ 60.00	
Film float	£ 30.00	
Santander current a/c	£ 32,912.46	
<b>Total assets @ 31.12.20</b>	<b>£ 41,922.73</b>	
	-£4,808.93	
	<b>£ 37,113.80</b>	

<b>Income</b>		
Rents (not including payment from SSE for Pole)	£ 5,380.00	£ 7,178.76
Milborne Movies	£ 187.05	£ 183.00
Rent from Scottish Power for pole	£ 17.33	£ 17.33
Fund raising	£ 143.40	£ 205.80
Donations	£ 350.15	£ 21.96
Bar	£ 959.06	£ 509.67
<b>Grants</b>		
DCC (Covid 19)	£ 18,398.36	£ 10,000.00
<b>Total Income</b>	<b>£ 25,435.35</b>	<b>£ 18,116.52</b>

<b>Expenditure</b>		
Water rates	£ 195.31	£ 110.77
Electricity	£ 547.85	£ 799.35
Gas	£ 213.87	£ 669.21
Insurance	£ 2,827.43	£ 2,416.14
Licences	£ 515.75	£ 20.00
Sundries	£ 638.14	£ 386.08
Cleaning and caretaking	£ 4,863.61	£ 4,449.16
Fund raising expenses	£ 157.00	-
IT costs	£ 236.70	£ 127.33
Films	£ 214.84	£ 199.20
Bar	£ 741.64	£ 261.71
<b>Repairs &amp; maintenance</b>		
Play repairs	£ 684.00	£ 1,222.00
Grounds maintenance	£ 1,053.70	£ 107.79
General hall maintenance	£ 5,240.77	£ 1,172.14
<b>Capital expenditure</b>		
Plastic Chairs + Goal Posts		736.14
Kitchen + Fridge + Picnic Benches + Steps + Urn	£ 12,113.67	
<b>Total Expenditure</b>	<b>£ 30,244.28</b>	<b>£ 12,677.02</b>
Excess of income over expenditure	-£4,808.93	£ 5,439.50
	<b>£ 25,435.35</b>	<b>£ 18,116.52</b>

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Independently verified as a true and fair record of the income and expenditure of Milborne St Andrew Village Hall for the year ended 31st December 2021 and their financial position at that date.

Signed: Barbara King  
Dated: 10 April 2022