

# 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 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.

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## 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.*

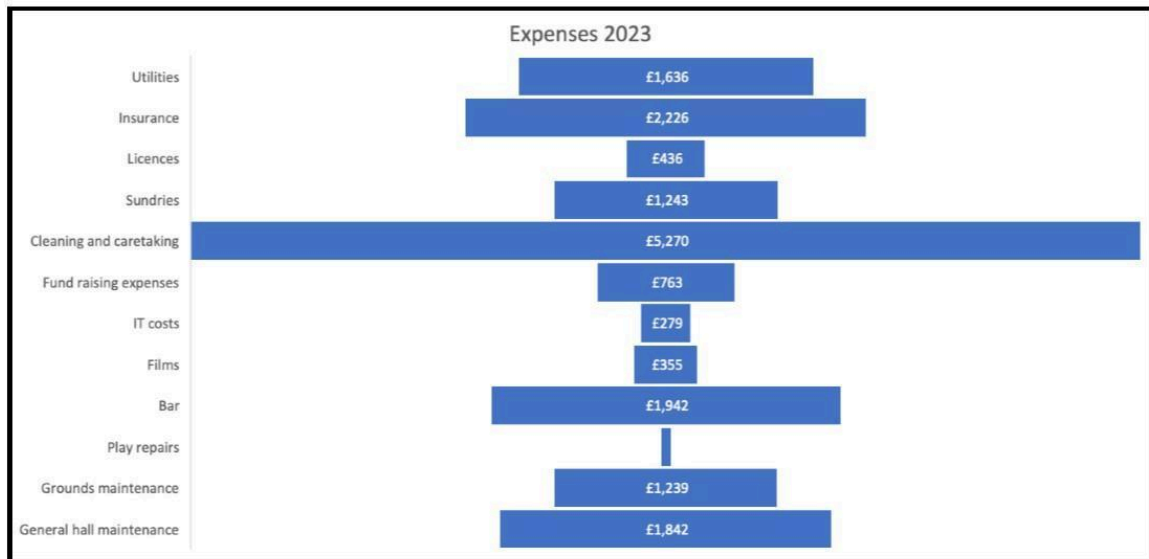
## Milborne St Andrew Village Hall Statement of Assets 2023

<b>MILBORNE ST ANDREW VILLAGE HALL</b>					
Registered Charity No. 1176828					
<b>Statement of Assets</b>					
<b>2023 (1/01/23 - 31/12/23)</b>					
<b>2022 year end</b>		<b>2023</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	<b>£4,470.83</b>				
	<b>£28,126.84</b>				
<b>Income</b>	<b>2023</b>	<b>2022</b>	<b>Expenditure</b>	<b>2023</b>	<b>2022</b>
Rents (not including payment from SSE for Pole)	£ 16,727.14	£ 14,553.07	Water rates	£ 291.28	£ 214,101.00
Milborne Movies	£ 779.62	£ 632.64	Electricity	£ 949.42	£ 882.06
Rent from Scottish Power for pole	£ -	£ 34.66	Gas	£ 395.75	£ 988.23
Fund raising	£ 3,386.80	£ 1,315.58	Insurance	£ 2,225.64	£ 2,541.41
Donations	£ 356.90	£ 352.61	Licences	£ 436.40	£ 515.94
Bar	£ 3,184.55	£ 1,549.43	Sundries	£ 1,242.90	£ 272.04
<b>Grants</b>			Cleaning and caretaking	£ 5,270.23	£ 4,944.21
National Lottery TV etc	£ 2,450.00		Fund raising expenses	£ 762.82	£ 672.86
National Lottery (Windows and Doors)		£ 9,999.00	IT costs	£ 279.40	£ 383.20
DCC (Covid - Omicron)		£ 2,667.00	Films	£ 355.29	£ 332.14
S106 (Solar Panels)	£ 14,040.00	£ 1,560.00	Repairs & maintenance	£ 1,941.64	£ 1,012.40
S106 Swings + Petanque	£ 11,845.20		Play repairs		£ 55.46
S106 Table Tennis Table	£ 3,250.00		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	
			Windows etc, Blinds etc, Urinals, Mugs, Solar dep.		£ 31,190.19
			<b>Total Expenditure</b>	<b>£ 51,549.38</b>	<b>£ 46,121.78</b>
			Excess of income over expenditure	£ 4,470.83	<b>-£13,457.77</b>
				<b>£ 56,020.21</b>	<b>£ 32,663.99</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:	

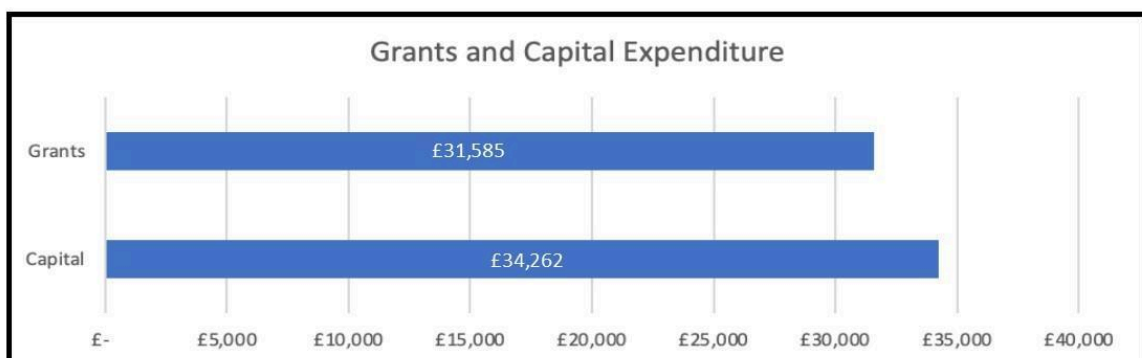
Milborne St Andrew Village Hall  
Accounts summary Jan - Dec 2023



Total Income (- Grants) = £24,435



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





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:

Date:

05/04/2024

Name:

Elizabeth Humphrey



	<b>Relevant professional qualification(s) or body (if any):</b>	
	<b>Address:</b>	19 Huntley Down
		Milborne St Andrew
		Dorset DT11 0LN
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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**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total funds</b>	<b>Last year</b>
	<b>to the nearest £</b>	<b>to the nearest £</b>	<b>to the nearest £</b>	<b>to the nearest £</b>	<b>to the nearest £</b>
<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>
	(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	