

Rufford Village Hall CIO

Registered Charity No 1179466

Trustees' Annual Report
1st April 2023 to 31st March 2024

Secretary to the Trustees
Mrs Carol Thompson
Cross House ,
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Rufford,
L40 1SZ

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Trustees

Mrs Karen Ashcroft	Chairman
Mrs Carol Thompson	Secretary
Mr Peter Hall	Treasurer
Mrs Joyce Carrick	Health and Safety
Mrs Ita Hicks	

Sources of Advice and Support

Bank: Santander Ormkirk
Rufford Parish Council
Acre Community Futures, Brentwood House, Victoria Road, Fulwood, Preston,
PR2 8PS

Governance

Rufford Village Hall Committee were gifted land under a conveyance dated the 27th September 1968 by the Parish Council, on the understanding that a village hall would be built. The original building was constructed for the use of the inhabitants of Rufford and surrounding neighbourhood. The building has been extended creating the premises today.

On the 6th August 2018 a new charity was registered, creating the Rufford Village Hall Charitable Incorporated Organisation. The new CIO began in March 2019. The governing document, 'Rufford Village Hall Constitution', has allowed the Trustees to run the village hall in accordance with modern day legislation and regulations.

Appointment of Trustees

The Constitution governs the appointment of trustees and the management of the charity.

At every subsequent annual general meeting of the CIO, charity trustees will retire on a three yearly basis starting from the latest appointment date. Should there only be one charity trustee, he or she shall retire. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

Policies and Procedures

To guide the Trustees in the management of the Village Hall and duty of care to the members, volunteers and users of the hall, the following policy statements / procedures have been adopted.

Constitution

Health and Safety Risk Assessment

Fire Safety Awareness Statement

Hirers Documentation

CCTV Policy

GDPR Policy

Hiring Agreement

Use of the village hall is subject to a Hiring Agreement; the automated booking system, Hallmaster, provides this and all documents relating to the hiring of the building. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement. This agreement has recently been reviewed to meet all necessary requirements.

Licensing

The Hall is licensed under PPL/PRS LTD for the purpose of music. Businesses (ie those taking payment for activities), require their own licence.

Risk Management

Insurance

The village hall is insured with respect to property damage (buildings insurance) by Ecclesiastical Insurance (£1135,828 cover). It is insured with the same company with respect to contents (£59,420) public liability (£10,000,000) employers' liability (£10,000,000). Legal expenses are covered by DAS (250,000).

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Building Maintenance Programme

Gas appliances and portable electrical appliances are tested by qualified personnel annually.

The mains electrical installation is checked by a qualified engineer every 5 years.

Fire fighting appliances and emergency lights are inspected annually under contract with the supplier.

Repairs and maintenance is monitored weekly and the general condition of the structure of the building is annually checked by the caretaker. All items are recorded and added to the maintenance schedule which is monitored by the Trustees.

Objectives of the Charity

The objects of the CIO are:

The provision and maintenance of a village hall for the use of the inhabitants of Rufford and the neighbourhood without distinction of political, religious or other opinions, including use for:

- a) Meetings, lectures and classes, and
- b) Other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for 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.

Principle Activities in Pursuit of Objectives

The hall is in use most days of the week for a variety of activities including: Yoga, WI Meetings, Tai Chi, Marshall Arts, Zumba Class, Music Classes for babies, Children's Library, Coffee and Chat Afternoon, Bowling Club, monthly Antiques Fair, Artisans Fair and Sewing Group. Also First Aid Training available to businesses and the community and Home Schooling. The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fundraising fairs..

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self financing basis. The contributions made by users of the hall are set to achieve this.

The Trustee's Report

The Trustees are pleased to report that the hall has provided a variety of activities throughout the year which meet the needs of the local community. We have sadly lost School of Dance, Line Dancing and Ballet Fit but have been able to attract new clients through our social media exposure. We now have Zumba Classes, which have proved very successful and a Bowling Club which is very popular, regularly having four teams playing. This equipment is also available for use by others for one off events.

Due to the success of our Warm and Snug sessions we have continued to open our doors one afternoon a week. The community Tractor Parade was held again in June and was well attended, it is set to become a yearly event and is ever growing. It was also an opportunity to display our Rufford Through the Years photograph collection, a historical record of the village, which has attracted much interest.

The Grants Sub - Committee has been gathering information and preparing grant applications for projects identified to improve the fabric of the building, examples being:

- Toilet refurbishing
- Renovation of the original wooden sprung dance floor
- Replacement of window and stage curtaining
- Upgrading and repair of the outside lighting

Smoke alarm system

Upgrade of the CCTV equipment and replacement of all outside cameras

Development of an outside courtyard area

Suitable grants have been identified, some have been successful and some have not, others are presently being considered. One of our main projects is the refurbishment of the toilets, hopefully our application will be successful as this will be a major improvement to the premises. The sub-committee is continually working on finding appropriate grants available to us and preparing applications.

In order to provide a more efficient environment for the administration of the hall a refurbishment of the office has been carried out.

Unfortunately there was a major leak in the roof of the newly created snug which required costly repairs, the room is almost ready for use again.

The Trustees and Clean and Care Team work together to maintain the hall and improve the facilities as a priority to meet the needs of the community and provide a pleasant environment for all

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

Signed on behalf of the Charity's Trustees

Signature



Full name

KAREN DAWN ASHCROFT Karen Dawn Ashcroft

Position

CHAIR

Chairman

Date

20th May 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Rufford Village Hall

No (if any)
1179466

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/23

To

Period end date
31/03/24

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hire of hall	11,896	-	-	11,896	-
Bank interest	116	-	-	116	-
Parish Council grant	1,850	-	-	1,850	-
Lanc. Cnty. Grant 62128 (carpet bowls)		500	-	500	-
Lanc. Cnty. Grant 344544 (portable bar)		480	-	480	-
Peter Lathom Charity grant	400	-	-	400	-
Donations	650	-	-	650	-
	-	-	-	-	-
Sub total (Gross income for AR)	14,912	980	-	15,892	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	14,912	980	-	15,892	-
A3 Payments					
Heat, Elec, Water & drainage D/D	4,569	-	-	4,569	-
Phones, broadband D/D	720	-	-	720	-
Rates D/D	154	-	-	154	-
Insurance	2,142	-	-	2,142	-
Household, Mtce & booking support	11,551	-	-	11,551	-
Computer & Hallmaster system	338	-	-	338	-
Office furniture	149	-	-	149	-
Upgrade lighting	1,260	-	-	1,260	-
Lanc. Cnty. Grant spend (carpet bowls)	50	500	-	550	-
Sub total	20,931	500	-	21,431	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	20,931	500	-	21,431	-
Net of receipts/(payments)	- 6,020	480	-	- 5,540	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	34,607	-	-	34,607	-
Cash funds this year end	28,587	480	-	29,067	-

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 £
B1 Cash funds	Current a/c	17,062	480	-
	Savings a/c	11,481	-	-
	Petty cash	44	-	-
	Total cash funds	28,587	480	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities		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


C. Thompson

K. Ascroft
C. THOMPSON

20.5.24
20.5.24

