

## **NEWBIGGIN VILLAGE HALL**

Registered Charity 1180409

Trustees Annual Report

1<sup>st</sup> April 2021 – 31st March 2022

Newbiggin, Penrith, Cumbria, CA11 0HT.

Newbigginvh.co.uk

### **Trustees**

Dr AJ Rich	Chairman
Mrs D Cameron	Treasurer
Mrs H May	Secretary
Mr G Dugmore	Bookings Secretary
Mrs J Backshall	
Mr D Bell	
Mr J Cameron	
Mrs A Dugmore	
Mrs B Hope	
Mrs H Nixon	
Mrs J Rich	
Mr S Veitch	
Mrs K Whitehead	

### **BANKERS**

Barclays Bank

Cumberland Building Society

### **Introduction**

The original village hall was built in 1951 on land donated by Harrison's Limeworks. In 2010 the Hall was completely rebuilt with the assistance of national and local grants. At this time a quarter acre land behind the Hall was donated to the charity.

The charity is the registered owner of the building and the land which are both freehold. It is vested with the Official Custodian.

The Hall has its heating and domestic hot water supplied by a ground-source heat pump. Photo-electrical panels on the roof provide energy for the Hall and export surplus to the national grid.

### **Appointment of Trustees**

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

## **Policies and Procedures**

To assist the management committee in exercising its duty of care to users of the Hall the following policy statements have been adopted:

- ☐ Health and safety
- ☐ Safeguarding
- ☐ Equal Opportunities
- ☐ Environmental

Copies of the policies are provided in the Hall Information for Users folder.

## **Hiring Agreements**

Use of the Hall is subject to a hiring agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions for hire and identifies the respective responsibilities of each party to the agreement. Included in the hiring package are the standard conditions of use and information about the safe use of the Hall and its equipment and facilities.

These documents are available to download from the Village Hall website, so that users can determine in advance if the agreement meets their needs.

In the unique circumstances of a Covid-19 activity during this period of reporting the hiring documentation was temporarily amended to reflect relevant government legislation and guidance, as appropriate.

## **Licenses**

The Hall has a Premises License.

## **Risk Management**

The Hall has a procedure for the assessment and management of risk. This is reviewed and updated annually.

The Hall is insured with Ansvar Insurance for buildings and contents, employers liability, public and products liability, and legal assistance and expenses. The policy also covers private users.

## **Asset Management**

- ☐ The ground-source heat pump and the photo-voltaic panels are serviced annually.
- ☐ The fixed electrical installation is inspected by a qualified electrical engineer at five-yearly intervals.
- ☐ Portable electrical appliances are subject to PAT testing every three years by a competent person.
- ☐ The LPG pipe-work and the gas cooker are serviced every ten years by a registered CORGI engineer.
- ☐ The fire alarm and fire-fighting equipment are inspected every six months by Beacon Fire.
- ☐ Volunteers from the Committee carry out day-to-day repairs, replacements and maintenance.
- ☐ A register of portable assets is maintained.

## **Objectives of the Charity**

To manage a village hall for the use of the inhabitants of Newbiggin and the neighborhood for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving their conditions of life.

## **Principle activities in pursuit of objectives**

Most regular activities resumed in the early part of the year after the Covid pandemic. and bookings for social events and meetings increased to the pre-Covid level. The weekly luncheon club for the elderly was the only significant activity which was lost.

## **Funding strategy**

It is intended that the revenue budget is managed on a self-financing basis. The contributions made by users of the Hall, fund-raising events and revenue from electricity generation are set to achieve this.

The trustees recognise that the Hall needs to be available for ad-hoc use by local residents for significant family events, and accordingly do not aim to achieve maximum occupancy of the facilities at the Hall.

## **Cost containment**

Management costs are kept to a minimum by the use of volunteers for day-to-day administration, for the support of the weekly community activities and for the maintenance of the Hall. Volunteers also give their time in organising and running the annual events, maintaining the website and organising marketing and publicity. Where this is not possible, commercial operators are used to ensure that the Hall is maintained as a safe, clean, pleasant environment.

## **Reserves**

The Hall trustees believe it is prudent to maintain a sum of approximately £10,000 as an unrestricted reserve against the possibility of urgent building maintenance or equipment failure out-with the scope of the insurance policy.

## **2021 - 2022 Achievements**

The new extension was completed, incorporating a function room, an entrance foyer and a weather-proof exterior porch. The Trustees were fortunate to receive a number of grants intended to encourage the community to return to communal activities and public buildings. This enabled the purchase of suitable items to enhance both the interior and exterior experience of the Hall. The Queen's Jubilee afforded an opportunity to introduce the Hall as a welcoming and safe environment, and the event was very successful.

During the year maintenance work on the building revealed the original roofing material was showing signs of failure, and that at some points water ingress was occurring. The Trustees agreed that in order to preserve the value of the building to the community it should not be allowed to deteriorate further, and that quotations for re-roofing should be obtained, specifying the same robust long-lasting material that was used on the extension.

## **Future Plans**

The Trustees have been encouraged by Action for Communities in Cumbria to seek grants towards the re-roofing work and are confident that a contribution to the total cost can be met from the reserves.

The Trustees are also considering the installation of electric vehicle charging points in the car park if a survey of users shows sufficient demand.

The new Function Room has proved very successful and the Trustees consider that its use could be expanded if the bar area was fitted with security shutters. Further investigation of practicalities and possible costs will be made.

**Newbiggin Village Hall**

**Charitable Incorporated Organisation**

**Charity Number: 1180409**

**Company Number: CE015438**

**Unaudited Accounts for the Year  
Ended 31 March 2022**

**Newbiggin Village Hall**  
**Contents of the Unaudited Accounts**  
**For The Year Ended 31 March 2022**

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**Newbiggin Village Hall  
Business Details  
For the Year to 31 March 2022**

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Newbiggin Village Hall became a Charitable Incorporated Organisation on 14 February 2020.

The Charity Number is 1180409

The Trustees of the Charity are

- Dr Alan Rich – Chairman
- Joy Rich
- Gordon Dugmore – Booking Secretary
- Ann Dugmore
- David Bell
- Doreen Cameron – Treasurer
- John Cameron
- Helen May – Secretary
- Simon Veitch
- Cathy Whitehead
- Helen Nixon
- Timothy Backshall
- Barbara Hope


Accountants

ASAP Accountancy Services Ltd  
11 Devonshire Street  
Penrith  
Cumbria  
CA11 7SR

**Newbiggin Village Hall  
Accounts Approval Statement  
For The Year Ended 31 March 2022**

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I approve these un-audited accounts which comprise a Profit and Loss Account, Balance Sheet and related notes.  
I acknowledge my responsibility for the accounts including the provision of all the information and explanations necessary for the completion.

  
.....  
Mrs Doreen Cameron  
15/08/2022



**Newbiggin Village Hall  
Accountant's Report  
For The Year Ended 31 March 2022**

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In accordance with the engagement letter, we have prepared the accounts, which comprise the Profit and Loss account, the Balance Sheet and the related notes, from the accounting records, information and explanations provided to us.

This report is made to you in accordance with the terms of our engagement. Our work has been undertaken to enable us to prepare the accounts on your behalf and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than to you, the client, for our work or for this report.

You have approved and acknowledged your responsibility for these accounts.

We have not been instructed to complete an audit of the accounts. For this reason, we have not verified the accuracy or completeness of the accounting records, information or explanations you have provided. Therefore we do not express any opinion on the accounts.

Signed

  
.....

Gail Williamson

15/08/2022

ASAP Accountancy Services Ltd  
11 Devonshire Street  
Penrith  
Cumbria  
CA11 7SR

**Newbiggin Village Hall  
Profit and Loss Account  
For The Year Ended 31 March 2022**

	<b>2022</b>		<b>2021</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Turnover</b>				
Grants received		18,607		35,500
<b>Other Operating Income</b>				
Electric - feed in tariff	3,159		4,548	
Donations - Cafe & Bar	2,211		100	
Donations - Hall Hire	11,009		1,745	
EDC - Covid grants	8,000		19,669	
		<u>24,379</u>		<u>26,062</u>
		42,986		61,562
<b>Other Income</b>				
Bank interest receivable		-		9
		<u>42,986</u>		<u>61,571</u>
<b>Expenditure</b>				
Secretarial services	1,080		523	
Light and heat	3,737		2,000	
Water rates	111		120	
Cleaning	2,703		962	
Repairs, renewals and maintenance	4,234		3,595	
Insurance	951		936	
Printing, postage and stationery	409		-	
Broadband	240		257	
Telephone	48		48	
Accountancy fees	204		204	
Legal fees	-		2,351	
Exercise class fees	300		-	
Licence	180		180	
Jubilee gifts	195		-	
		<u>14,392</u>		<u>11,176</u>
		28,594		50,395
<b>Depreciation</b>				
Depreciation of fixtures and fittings	1,937		64	
		<u>1,937</u>		<u>64</u>
<b>NET PROFIT</b>		<u>26,657</u>		<u>50,331</u>

**Newbiggin Village Hall  
Balance Sheet  
As at 31 March 2022**

		2022		2021	
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	2		572,345		544,090
<b>CURRENT ASSETS</b>					
Trade debtors		-		878	
Cash at bank and in hand		31,576		33,726	
		<u>31,576</u>		<u>34,604</u>	
<b>CURRENT LIABILITIES</b>					
Trade creditors		439		1,869	
Accruals and deferred income		204		204	
		<u>643</u>		<u>2,073</u>	
<b>NET CURRENT ASSETS</b>			<u>30,933</u>		<u>32,531</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>603,278</u>		<u>576,621</u>
<b>NET ASSETS</b>			<u>603,278</u>		<u>576,621</u>
<b>CAPITAL ACCOUNT</b>					
Balance at 1 April 2021			576,621		526,290
Profit/(Loss) for the period/year			<u>26,657</u>		<u>50,331</u>
<b>Balance Carried Forward</b>			<u>603,278</u>		<u>576,621</u>

**Newbiggin Village Hall  
Notes to the Accounts  
For The Year Ended 31 March 2022**

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**1. Accounting Policy**

These unaudited accounts have been completed in accordance with UK Generally Accepted Accounting Practice guidelines and provides sufficient and relevant information to enable completion of a tax return.

**2. Tangible Assets**

	<b>Land &amp; Property Freehold</b>	<b>Fixtures &amp; Fittings</b>	<b>Computer Equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
As at 1 April 2021	543,762	990	438	545,190
Additions	20,833	9,359	-	30,192
As at 31 March 2022	<u>564,595</u>	<u>10,349</u>	<u>438</u>	<u>575,382</u>
<b>Depreciation</b>				
As at 1 April 2021	-	662	438	1,100
Provided during the period	-	1,937	-	1,937
As at 31 March 2022	<u>-</u>	<u>2,599</u>	<u>438</u>	<u>3,037</u>
<b>Net Book Value</b>				
As at 31 March 2022	<u>564,595</u>	<u>7,750</u>	<u>-</u>	<u>572,345</u>
As at 1 April 2021	<u>543,762</u>	<u>328</u>	<u>-</u>	<u>544,090</u>

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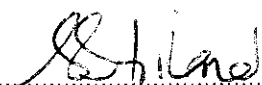
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