

NEWBIGGIN VILLAGE HALL

Registered Charity 1180409

Trustees Annual Report

1st April 2022 – 31st March 2023

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

Cumberland Building Society

Barclays

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.

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

Regular activities take place every day of the week. There is an activity or event most weekends. Bookings are being made for events in 2023 and 2024.

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.

To help contain energy costs, as it becomes redundant, lighting in the hall is being replaced with LED fittings.

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.

2022 - 2023 Achievements

The annual accounts show a loss this year, but this reflects the timing of grant payments related to repairs, renewals and maintenance. Income from hirings, activities and events was healthy.

During the year grant applications were made for re-roofing of the hall with a long-lasting material. Contractors were appointed and it is anticipated the work will take place later in 2023.

Future Plans

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 2023**

**Newbiggin Village Hall
Business Details
For the Year to 31 March 2023**

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
Joanne Backshall
Barbara Hope

Accountants

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

**Newbiggin Village Hall
Business Details
For The Year Ended 31 March 2023**

Proprietor

Mrs Doreen Cameron

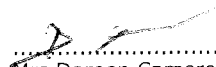
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11 Devonshire Street
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**Newbiggin Village Hall
Accounts Approval Statement
For The Year Ended 31 March 2023**

I approve these unaudited 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.

Signed


.....
Mrs Doreen Cameron

**Newbiggin Village Hall
Accountant's Report
For The Year Ended 31 March 2023**

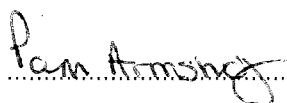
In accordance with the engagement letter dated 16 April 2021, we have prepared the accounts, which comprise the Profit and Loss account, the Balance Sheet and the related notes, from the accounting records, information and explanations provided to us.

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

.....

Pam Armstrong

15/08/2023

ASAP Accountancy Services Ltd
11 Devonshire Street
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**Newbiggin Village Hall
Profit and Loss Account
For The Year Ended 31 March 2023**

	2023		2022	
	£	£	£	£
Turnover				
Grants received		5,236		18,607
Other Operating Income				
Electric - feed in tariff	4,320		3,159	
Donations - Cafe & Bar	4,719		2,211	
Donations - Hall Hire	16,119		11,009	
EDC - Covid grants	-		8,000	
		25,158		24,379
		30,394		42,986
Expenditure				
Secretarial services	1,157		1,080	
Light and heat	3,370		3,737	
Water rates	270		111	
Cleaning	4,799		2,703	
Community excursions	640		-	
Repairs, renewals and maintenance	16,936		4,234	
Insurance	1,028		951	
Printing, postage and stationery	827		409	
Broadband	330		240	
Telephone	-		48	
Accountancy fees	240		204	
Professional fees	371		-	
Exercise class fees	1,060		300	
Licence	180		180	
Jubilee gifts and celebrations	552		195	
		31,760		14,392
		(1,366)		28,594
Depreciation				
Depreciation of fixtures and fittings	1,549		1,937	
		1,549		1,937
NET LOSS		(2,915)		26,657

**Newbiggin Village Hall
Balance Sheet
As At 31 March 2023**

		2023	2022
	Notes	£	£
FIXED ASSETS			
Tangible Assets	2	570,796	572,345
CURRENT ASSETS			
Cash at bank and in hand		29,999	31,576
CURRENT LIABILITIES			
Trade creditors		192	439
Accruals and deferred income		240	204
		432	643
NET CURRENT ASSETS		29,567	30,933
TOTAL ASSETS LESS CURRENT LIABILITIES		600,363	603,278
NET ASSETS		600,363	603,278
CAPITAL ACCOUNT			
Balance at 1 April 2022		603,278	576,621
Profit/(Loss) for the period/year		(2,915)	26,657
Balance Carried Forward		600,363	603,278

**Newbiggin Village Hall
Notes to the Accounts
For The Year Ended 31 March 2023**

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

	Land & Property	Fixtures & Fittings	Computer Equipment	Total
	Freehold			
	£	£	£	£
Cost				
As at 1 April 2022	564,595	10,349	438	575,382
As at 31 March 2023	564,595	10,349	438	575,382
Depreciation				
As at 1 April 2022	-	2,599	438	3,037
Provided during the period	-	1,549	-	1,549
As at 31 March 2023	-	4,148	438	4,586
Net Book Value				
As at 31 March 2023	564,595	6,201	-	570,796
As at 1 April 2022	564,595	7,750	-	572,345

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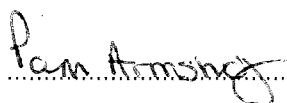
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