

NEWBIGGIN VILLAGE HALL

Registered Charity 1180409

Trustees Annual Report

1st April 2023 – 31st March 2024

Newbiggin, Penrith, Cumbria, CA11 0HT.

www.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

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.

2023 - 2024 ACHIEVEMENTS

The annual accounts show a small profit on turnover this year. Income from hirings, activities and events was healthy. This reflects the trustees' intentions to invest income in the local community and maintenance of the facility.

During the year grant applications towards re-roofing the hall were successful and re-roofing completed. Unfortunately the work coincided with a severe weather event and water ingress occurred to the ancillary facilities of the hall. The majority of the remedial work was covered by an insurance claim. However, although damage to the electrical installation was not great, new regulations related to the mixing of low-energy and incandescent lights meant that far more electrical work was necessary; and many undamaged fittings required replacement to comply with the new regulations. It was possible to meet the costs of this additional work out of our own funds.

FUTURE PLANS

The new Function Room has proved very successful and the Trustees intend that its usage can be improved by fitting the bar area with security shutters. This will allow it to be used as an additional meeting or breakout room. It is intended that work will start on this project during the next financial year.

The trustees still wish to install EV charging points at the hall and have been identifying suitable partners who will be able to install these at no cost to the hall. This aim will be pursued during the next financial year.

Newbiggin Village Hall

Charitable Incorporated Organisation

Charity Number: 1180409

Company Number: CE015438

Unaudited Accounts for the Year

Ended 31 March 2024

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**Newbiggin Village Hall
Business Details
For the Year to 31 March 2024**

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
Accounts Approval Statement
For The Year Ended 31 March 2024**

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 2024**

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

14/08/2024

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

**Newbiggin Village Hall
Profit and Loss Account
For The Year Ended 31 March 2024**

	2024		2023	
	£	£	£	£
Turnover				
Grants received		81,300		5,236
Other Operating Income				
Electric - feed in tariff	3,967		4,320	
Donations - Cafe & Bar	6,045		4,719	
Donations - Hall Hire	15,644		16,119	
Insurance claim	5,841		-	
		31,497		25,158
		112,797		30,394
Expenditure				
Secretarial services	1,240		1,157	
Light and heat	2,793		3,370	
Water rates	278		270	
Cleaning	4,404		4,799	
Community excursions	679		640	
Repairs, renewals and maintenance	96,527		16,936	
Insurance	1,176		1,028	
Printing, postage and stationery	157		827	
Broadband	288		330	
Accountancy fees	240		240	
Professional fees	-		371	
Exercise class fees	1,025		1,060	
Licence	180		180	
Charitable donations	25		-	
Jubilee gifts and celebrations	-		552	
		109,012		31,760
		3,785		(1,366)
Depreciation				
Depreciation of fixtures and fittings	1,365		1,549	
		1,365		1,549
NET PROFIT		2,420		(2,915)

**Newbiggin Village Hall
Balance Sheet
As At 31 March 2024**

		2024		2023	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible Assets	2		570,057		570,796
CURRENT ASSETS					
Cash at bank and in hand		32,966		29,999	
CURRENT LIABILITIES					
Trade creditors		-		192	
Accruals and deferred income		240		240	
		240		432	
NET CURRENT ASSETS			32,726		29,567
TOTAL ASSETS LESS CURRENT LIABILITIES			602,783		600,363
NET ASSETS			602,783		600,363
CAPITAL ACCOUNT					
Balance at 1 April 2023			600,363		603,278
Profit/(Loss) for the period/year			2,420		(2,915)
Balance Carried Forward			602,783		600,363

**Newbiggin Village Hall
Notes to the Accounts
For The Year Ended 31 March 2024**

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 Freehold	Fixtures & Fittings	Computer Equipment	Total
	£	£	£	£
Cost				
As at 1 April 2023	564,595	10,349	438	575,382
Additions	-	626	-	626
As at 31 March 2024	<u>564,595</u>	<u>10,975</u>	<u>438</u>	<u>576,008</u>
Depreciation				
As at 1 April 2023	-	4,148	438	4,586
Provided during the period	-	1,365	-	1,365
As at 31 March 2024	<u>-</u>	<u>5,513</u>	<u>438</u>	<u>5,951</u>
Net Book Value				
As at 31 March 2024	<u>564,595</u>	<u>5,462</u>	<u>-</u>	<u>570,057</u>
As at 1 April 2023	<u>564,595</u>	<u>6,201</u>	<u>-</u>	<u>570,796</u>

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