

**Hougham Village Hall Trust**  
**Charitable Incorporated Organisation**  
**Registered Charity Number: 1181034**  
**Trustees (Management Committee) Annual Report**  
**1 July 2020 – 30 June 2021**

**1. Covid -19 Pandemic/Refurbishment**

Covid - 19 and the Government shutdown from March to July 2020, September 2020 to May 2021 has had a major impact on our activities this period and this has been exacerbated by our need to close the hall from September 2020 – January 2021 to carry out a major refurbishment.

**2. Names of Trustees**

Nominated	User Group/Office held	Date if not full year	Reason
Chris Bryan	Parish Council	-	-
Stephen John Oxenham	Heart of Hougham Vice Chair/ Events Secretary	-Date ceased 10/9/20	HoH wound up but see below
Mary Pressnell	Parochial Church Council	-	-
Debbie Sales	Zumba	-	-
No nominee	Gardening Club	-	-
Elected		Term of office	
Christine Care	Lunch club	Served 2/3	
Colin Care		15/10/20 - served 1/3 years	
Dianne Joyce Oxenham *	Treasurer/Secretary/ Fundraising & Refurbishment subgroup	Served 3/4years	
Stephen John Oxenham	Vice Chair/ Bookings Secretary/ Fundraising & Refurbishment subgroup	Co-opted 10/9/20- 15/10/20. Elected 15/10/20 – served 1/3 years	
Peter William Robinson *	Chairman/ Minutes Secretary/ Fundraising & Refurbishment subgroup	Served 3/4years	

Christopher John Stephens *	Bookings Secretary	Served 3/3years	Willing to stand for re-election
Richard Trevor Turner	Pop up Pub & 100 Club/ Fundraising & Refurbishment subgroup/Fire Precautions Lead	15/10/20-served 1/3years	Previously served 2-year term as inaugural trustee of CIO, Re-elected at AGM

\* Nominated as inaugural trustee for term shown following change of status from Trust to CIO on 6 December 2018

### 3. Sources of advice and support

Villagers of the parish of Hougham Without  
 NatWest Bank, Dover  
 Hougham Without Parish Council  
 Dover District Council  
 Kent County Council  
 ACRE  
 Funding for All  
 Mowll & Mowll Solicitors  
 Dan Codrea, DC Architecture Ltd  
 Karen Raeburn, Funding for All  
 Streetz2Streetz

### 4. History

4.1 The hall, then known as the 'Reading Room' passed into private hands from the Kent Coal Fields Syndicate on 27 July 1886. It was purchased by Arthur Evanson on 30 March 1920 and subsequently gifted to the villages by Major Arthur Charles Tarver Evanson in remembrance of his son and other brave men of the parish who lost their lives in WW1. As stated the original conveyance was drawn up in 1920 and the Trust deed is dated 26 November 1935. Over the years there were only a couple of trustees in office at any one time but on 1 February 1972 they resolved to exercise their power contained in the Trust Deed to appoint a committee of management and decided on a schedule which was to be followed by that committee. The Trust was formally entered on the Register of Charities on 30 September 1994 with the Registered charity number 1041193.

4.2 At the time there were to be 2 elected members and 6 representative members as there were 6 groups using the hall. As the number of user groups had dwindled to 4 (Gardener's Club, Heart of Hougham, Parish Council and Parochial Church Council) the committee resolved on 13 March 2017 that to ensure they had an adequate number of trustees that in addition to the nominated trustees there should be 5 elected members; the existing provision also allowed for 2 co-opted members.



## 5. Governance/Appointment of Trustees

5.1 On 22 August 2018 the committee resolved to become a Charitable Incorporated Organisation. The new constitution dated 18 August 2018 was accepted and registered by the Charity Commission on 6 December 2018 as a new charity named "Hougham Village Hall Trust CIO" with a new charity number 1181034.

5.2 The objects of the CIO are:-

"To establish and run a village hall and to promote for the benefit of the inhabitants of the parish of Hougham (area of benefit) without distinction of sex, orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or the public at large in interests of social welfare and with the object of improving the conditions of life of said inhabitants."

5.3 Hougham Village Hall Trust was subsequently closed down and all assets, including the hall and land, were transferred to the CIO.

5.4 The new constitution says there must be a minimum of 3 charity trustees but does not specify a maximum. The existing trustees became the first trustees of the new charity serving terms of 4 years (2 members), 3 years (1 member) 2 years (1 member) to allow for a turnover of volunteers. Subsequent appointments by election or according to the ordinary practice of the management committee would be for terms of 3 years.

5.5 Also, one trustee may be nominated from each of the user groups named above to serve a term of one year. Representative members should be appointed not more than 1 month before the AGM where possible. Each organisation is required to notify the secretary of the committee of their representative. Any new or existing user group may apply for representation on the committee and may be appointed subject to the agreement of  $\frac{2}{3}$  majority of the management committee. On 5/02/19 It was unanimously agreed to add Zumba to list of User Groups. HoH, having served its purpose was wound up on 10/9/20.

5.6 Apart from the inaugural trustees charity trustees must be elected at an AGM at which all inhabitants of the area of benefit of 18 years and upwards are entitled to attend and vote. At the first and each subsequent AGMs all elected trustees reaching the end of their elected term of service shall retire from office unless by the close of the meeting the members have failed to elect sufficient charity trustees to hold a quorate (3 members) meeting of the charity trustees. Trustees can also be co-opted but must be appointed at a duly constituted meeting of the charity trustees.

5.7 Full details about AGMs, elections, accounting, rules and trustee responsibilities can be found in the CIO constitution.

5.8 On becoming a trustee a member must sign a declaration of acceptance and willingness to act in the sole interests of the charity. No member should hold any interest in any property belonging to the charity otherwise than as a trustee for the purposes thereof or receive any remuneration or be interested in the supply or works or goods at the cost of the charity. Any member adjudged bankrupt or who makes a composition or arrangement with his creditors or who is incapacitated from acting or who communicates in writing to the committee a wish to resign shall thereupon cease to be a member (but only if enough charity trustees remain in office when the notice of resignation takes effect to form a quorum at meetings).

5.9 At the first meeting after the AGM, the committee elects from amongst all the trustees the following office holders - Chair, Vice Chair, Treasurer, and a Secretary.

## **6. Policies and Procedures**

6.1 To guide the Management Committee in exercising its duty of care to members, contractors, and users of the hall we require a variety of policy documents. We now have the following policy documents: -

- 1) Administration Policy & Procedures
- 2) Finance Policy
- 3) General Fire & Risk Assessment
- 4) Hiring Agreements (Revised 2021)
- 5) Hougham 100 Club
- 6) Insurance
- 7) Licenses
- 8) Current User Groups
- 9) Charitable Objectives
- 10) Conflict of Interest Policy
- 11) Policy on General Data Protection Regulations
- 12) Communication and Complaints
- 13) Trustees' declaration on taking up office
- 14) Environmental Policy
- 15) Reserves Policy
- 16) Fire Safety Management Plan+
- 17) key logbook – Procedures+
- 18) Safeguarding Policy+
- 19) Trustee Handbook+

[+ New for 2020/21]

## **7. Hiring agreement**

7.1 Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. It sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement. Anyone running exercise classes, fitness groups, yoga or other groups



holding physical activities whether they be a commercial enterprise or run on a voluntary basis is required to hold their own stand-alone public liability insurance.

7.2 Bookings can be made on-line via the hall's website; the rates are reviewed annually at the beginning of each year and the new charges come into operation on 1 April each year.

7.3 The hiring policy was recently reviewed as were all the relevant forms including application form, guides etc. The recent review increased the charges and introduced a more simplified scale. The new bands and charges are: -

Date	Band description	Amount of charge
1/04/20	Villagers	£6.00
	User Group/Charity	£7.50
	Commercial	£15.00

## 8. Licenses

8.1 The Hall has a premises license (not including alcohol) and is registered with Dover District Council for small society lotteries i.e., 100 Club, has a Performing Rights Society and Public Performance license for live and recorded music a TV license and a broadband license.

8.2 Because we were closed no Temporary Event Notices (TENS) were needed this accounting year.

## 9. Risk Management

### Insurance

9.1 The Management Committee acknowledges that it is under a legal obligation to protect the building, its users and employees/ self - employed contractors through adequate and appropriate insurance.

9.2 The Village Hall is insured by Ansvar Insurance with respect to property damage (buildings insurance), contents, public liability, employers' liability, and legal assistance. During the Covid-19 lockdown special arrangements have had to be made to ensure that we have been insurance compliant and so covered. Our policy is subject to regular review and is going through that process at the moment.

### Building Issues

10.1 Gas appliances and portable electrical appliances are tested by qualified person annually. Fire-fighting appliances are inspected annually under contract with the supplier. Volunteers from the Committee carry out other

maintenance checks. A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law.

10.2 A building condition survey was last carried out in 2011 but the refurbishment has allowed us to carry out a thorough review and a full survey is not now required until 2025.

## **Risk Assessment**

10.3 Regular Covid-19 Risk Assessments have been carried out before any attempt has been made to re-open the hall when lockdown has eased, and we have been scrupulously following ACRE guidance.

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

11.1 The hall is normally available for hire for private functions including children's parties, wedding receptions, funeral wakes, village social functions and occasional fund-raising fayres and is used occasionally as a polling station.

11.2 Because of Covid use has been very restricted but regular users have been: -

- Parish Council - NIL
- Parochial Church Council - NIL
- Gardening Club - NIL
- Heart of Hougham (including Fete & party in the park) – NIL (Closed 10/9/20)
- Zumba – Monday & Saturday weekly– resumed 19/6/21 after Covid – 4 classes
- Yoga – Friday weekly – resumed 21/5/21 – 6 classes
- Pop Up Pub – monthly - NIL
- Other users have been: -  
Private parties – 2 x children's birthday parties, 1 adult private party and once as a polling station.

In other words, ONLY used on 14 separate occasions.

11.3 The Hall CIO usually use the hall for committee meetings, but because of Covid-19 had to resort to virtual meetings.

## **12. Events since 19/5/21**

12.1 During 2020/21 a whole host of events were planned but had to be postponed until 19/5/21 when Covid restrictions were partially lifted. From then until the end of the reporting year the following events have taken place:

- 
- 6/5/21 Polling Station for local government elections (prior to actual reopening but exceptionally permitted)
- 21/5/21 Yoga class started on Friday mornings
- 21/5/21 Private children's party



23/5/21 Private party for adults  
 19/6/21 Zumba returned on Monday evening and Saturday morning  
 27/6/21 Private children's party

The "Grand Reopening Party" scheduled for 28/5/21 had to be cancelled as we were so over prescribed with numbers that we could not accommodate them safely and socially distanced in the prescribed manner

### **13. Funding Strategy**

13.1 It is the strategy of the Trustees to manage the revenue budget on a self-financing basis; hire charges are set to try to achieve this aim. Other out of course requirements are raised through grants and fundraising events.

13.2 The refurbishment of the hall was funded mainly by grants plus reserves. The details are shown at section 18 below.

### **14. Volunteers' Effort**

14.1 Management costs are kept to a minimum using volunteers wherever possible. Although not exhaustive, examples of this policy are: -

- ❖ Bookings management and our website are maintained free of charge
- ❖ extra cleaning of the hall outside the regular paid weekly clean
- ❖ Grass cutting and keeping the green in front of the hall tidy continues to be managed on a voluntary basis by Allen Jones.
- ❖ The plant troughs were donated to the hall by HoH, planted and continues to be maintained along with the beautiful hanging baskets by Carole Ash.
- ❖ Dan Codrea has contributed his architectural expertise and advice to the planning of the refurbishment of the hall.

In addition, trustees give in the region of 60 hours a month for meetings and an incalculable number of hours per annum organising and running events. Also, most if not all stationery, printing ink for documents, photocopying, laminating etc., is donated free of charge.

### **15. Achievements 2020/21**

15.1 The Trustees work hard to make the hall attractive to potential users and measure their success by the range of users and hall occupancy. Unfortunately, the Covid lockdown prevented virtually all activities. But we were able to take advantage of this closure by ensuring the work on refurbishing the hall took place at the same time. The refurbishment took from 5/9/20 to 18/12/20 with the floor being laid on 6/1/21. Since then, we have been busy; the following list is not exhaustive: -

- Redecorating the meeting room
- Purchasing and erecting new fixtures and fitting
- New curtain rails, repurposed curtains, and new blinds
- New toilet fittings – hand towel dispensers, soap, toilet roll holders etc.

- Notice boards and signage in lobby
- Hand cleaning equipment, notices special first aid kit etc., purchased and installed because of Covid requirements.
- Metal workshop brought into use for storage
- Audit of crockery and cutlery and other kitchen equipment undertaken – disposal of old or unused items and replaced with new.

15.2 We were very heartened to receive such positive feedback from everyone who has seen the refurbished hall; without exception it has all been very positive so much so that users from outside the parish have begun to use it as a preferred location.

## 16. Financial report

See separate document

## 17. Reserves Policy

Towards the end of the period of this report a reserves policy was under active discussion. It was finally agreed and adopted on 27/07/20. The funding we will receive in grants for the refurbishment will be ring fenced as restricted reserves held for that specific purpose.

## 18. Refurbishment of the hall

18.1 The details of income and expenditure for refurbishing the hall are as follows: -

### Income

Type	Name	Amount	Total
Grants	KCC Combined members Grant	£5,000.00	
	National Lottery Awards for All	£10,000.00	
	KCC Village & Community Halls Grant	£14,000.00	
	Hougham Without PC	£4778.62	
	Dover DC Community Grant	£916.67	£34,695.29
Match funding	Bernard Sunley Foundation	£5,000.00	
	Roger De Haan Trust	£5,000.00	£10,000.00
Hall	Savings A/C	£5,000.00	£5,000.00
Heart of Hougham	HoH	£1378.05	£1,378.05



TOTAL			£51,073.34
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The cost of the refurbishment was

Type	Name	Amount	Total
Tender	Hougham B&P	£44,200.00	£44,200.00
Extras	Kitchen	£3,426.67	
	Ceiling	£2,300.00	
	Door	£430.00	
	Worktop	£400.00	
	Floor	£90.00	
	Cooker	£1,199.00	£7,845.67
TOTAL			£52,045.67

## 19. Future

19.1 The Management Committee are committed to continue to improve the hall and its environment and build on the success of the refurbishment. The following are on our wish list: -

- Sealing and repainting the outside of the hall
- New furniture for snug
- Large screen TV
- Replacement windows
- Installing power to workshop and PIRs
- Outside signage
- New fencing at side of back and rear perimeter
- Improving hard standing at rear of building to create picnic area
- Revamping car park

## 20.Conclusion

The Trustees of Hougham Village Hall Trust CIO would like to thank everyone for their practical help, support and not least the professional support from Dan Codrea, Architect, our builders, and the encouraging support for the refurbishment. Also, for your patience and understanding about the difficulties we've faced together this reporting year. Without your active involvement we could not have done this, and we hope for your continued support.

The Trustees declare that they have approved the above report.

Signed on behalf of the Charity's trustees  
 Signature: Peter Robinson  
 Full name: Peter William Robinson  
 Position: Chairman  
 Date: 20 September 2021

## Financial Report 2020/2021

The Hall was closed due to COVID restrictions from the beginning of our financial Year, that being the 1<sup>st</sup> of July 2020 and did not re-open until 06.05.2021 when there were elections for the KCC, and PCC held in the Hall. We were please that a Yoga Class started on the 21.05.2021 and is held every Friday from then on, we had a couple of Children's Parties a private party and Zumba re-commenced on the 19.06.2021. The hire income was therefore significantly reduced for this year amounting to £613.00, we had further income from the Dover Lottery to the tune of £1208.50, Donations of £1568.00 and Hougham 100 Club £228.00.

We were very fortunate with being awarded £45604.43 in Grants from the following organisations

Roger De Haan £5000.00

Bernard Sunley Foundation £5000.00

Dover District Council Community Grant £916.67

KCC Combined Members Grant £14000.00

Hougham Parish Council £6591.76

DDC Covid Closure Grant £2096.00

DDC Restart Grant £12000.00

We did not hold any Pop-up Pubs due to COVID restrictions

Our Turnover excluding a temporary loan was therefore £49233.22 which consists of mainly the grants.

The costs were not extensively down due to the closure as we had to maintain Insurance payments the usual licences and water gas and electric costs. The miscellaneous was high due to buying Fire Signs Door Signs, Bins, Notice Board, New Hoover, Plates and bowls and various small items the new hall required. We also had to invest in COVID 19 items to ensure safety and enable us to open the hall. The cost of the refurbishment was £54172.17 of which I am sure you will agree has been well spent.

The accounts look on paper to have made a year end loss of £9182.82 but we had been awarded grants in previous years that was to go towards the refurbishment.

At the end of the financial year there was £1134.62 in the Current Account and £10385.90 in the Deposit Account.



Date	Account	Account
Accounts 01.07.2020-30.06.2021		
	Current	Deposit
Opening Balance	1316.30	20007.18
Income		
Hires:	613.00	
Lottery	1208.50	
Donations	1568.00	
Pop up Pub		
Events		
Hougham 100 Club	228.00	
Miscellaneous	10.62	
Bank Interest	0.67	
Grants	45604.43	
Loan	5580.00	
Total	54813.22	21323.48
		54813.22
Expenses		76136.70
Insurance	947.61	
Energy	1211.86	
Water Rates	340.36	
Boiler Service & Gas Certificate		
Fire Extinguisher Annual Service	106.20	
PRS/PPL Licence		
Lottery Licence	20.00	
Cleaning	207.07	
PAT Testing	54.00	
TV Licence		
Misc	995.70	
ACRE Membership	52.00	
TENS Licence		
Covid 19 Requirements	365.54	
Repairs & Renewals		
Solicitor Fees re Land Registry		
Website		
Hougham 100 Club Winnings	75.00	
Refurbishment	54172.17	
Funding For All		
Loan Re-paid	5580.00	
Total	64127.51	76136.70
		64127.51
		12009.19
Nett Profit/Loss	-9182.82	
Funds in Current Acc	£1,134.62	Water DD -272.64
Funds in Deposit Acc	£10,385.90	Chq -168.00
		Zumba -26.00
		BG Electric -12.34
		Di owed -9.69
Total	£11,520.52	11520.52

*I confirm these  
accounts have been  
audited by myself*

*Alison Barker*  
**ALISON BARKER**

*02/03/2022*

**ACCOUNTANT**

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Lottery Licence	20.00	
Cleaning	207.07	
PAT Testing	54.00	
TV Licence		
Misc	995.70	
ACRE Membership	52.00	
TENS Licence		
Covid 19 Requirements	365.54	
Repairs & Renewals		
Solicitor Fees re Land Registry		
Website		
Hougham 100 Club Winnings	75.00	
Refurbishment	54172.17	
Funding For All		
Loan Re-paid	5580.00	
Total	64127.51	76136.70
		64127.51
		12009.19
Nett Profit/Loss	-9182.82	
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*I confirm these  
accounts have been  
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*Alison Barker*  
**ALISON BARKER**

*02/03/2022*

**ACCOUNTANT**