

Hougham Village Hall Trust
Charitable Incorporated Organisation
Registered Charity Number: 1181034
Trustees (Management Committee) Annual Report
1 July 2021– 30 June 2022

1.Covid -19 Pandemic

Although the Government Road map allowed for partial reopening in May 2021 some restrictions were maintained, and we only reopened our hall on 27/7/21 and even then business began slowly.

2. Names of Trustees

Nominated	User Group/Office held	Date if not full year	Reason
Chris Bryan	Parish Council	-	-
Mary Pressnell	Parochial Church Council	-	-
Debbie Sales	Zumba	-Date required	Ceased -ill health
No nominee	Gardening Club	-	Wound-up
Elected		Term of office	
Christine Care	Functions sub-group, 100 Club, Dover Lotto, Coffee morning organizer	Elected 15/10/19 Served 3/3 years	Completed term in office, standing for re-election
Colin Care	Functions sub-group, 100 Club, Dover Lotto, Coffee morning organizer.	15/10/20 - served 2/3 years	
Dianne Joyce Oxenham *	Treasurer/Secretary, Building improvement & fundraising sub-group, Functions subgroup	Inaugural appointee Served 4/4years	Completed term in office, standing for re-election
Stephen John Oxenham	Vice Chair, Hall bookings Secretary, Building Improvement & fundraising subgroup, Functions sub-group & Website administrator	Elected 15/10/20 - served 2/3 years	
Peter William Robinson *	Chairman/ Minutes Secretary, Building improvement &	Inaugural appointee-	Completed term in office – not

	Fundraising subgroup, Dover Lotto, Website administrator & Safeguarding lead.	Served 4/4years	standing for re-election
Christopher John Stephens		Elected 15/10/21 - served 1/3years	
Richard Trevor Turner	Fire Precautions Lead, Complaints lead, Building improvement & fundraising sub-group & Website lead & administrator.	Elected 15/10/20- served 2/3years	

* 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
 Alison Barker, Independent Examiner
 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 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 thrr 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 members) 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. Because of dwindling attendance, the Gardening Club was wound up. And, unfortunately, because of ill health, Debbie Sales was unable to continue running the Zumba user group and it finished in August 2021. However, members of the group voluntarily resurrected the Zumba class a few months later and they meet twice a week as friends.

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 an 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 are in the CIO constitution a copy of which can be found on our website.

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 communicated 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 maintain quality standards and 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 which are subject to regular review: -

- 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

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 unless the need for an earlier review arises.

7.3 The hiring policy was recently revised 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
1/06/22	Villagers	£10.00
	Commercial	£20.00
	Daily rate	Negotiable
	Overnight rate	Negotiable
	Deposit (refundable)	£25.00

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 One Temporary Event Notices (TENS) was taken out to allow us to sell alcohol on musical evenings.

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.

Health & Safety/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.

Safeguarding Policy

10.3 We have recently agreed a Safeguarding policy which closely follows that recommended by both the Charity Commission and ACRE to ensure the safety of vulnerable adults and children although we always ensure that a parent acts as a responsible adult for any event solely for children. Both Health & Safety & Safeguarding are standing items on the agenda for all Management Committee meetings.

Risk Assessment

10.4 Regular Risk Assessments have been carried out before any out of the ordinary event and during the Covid pandemic. The last assessment for Covid was on 27/2/21 when the Government roadmap allowed for the reopening of most premises.

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. It is also used for meetings by Parochial Church Council, Parish Council, CIO and is used occasionally as a polling station.

11.2 The hall has been used by the following (number of times used): -

- CIO – 5 (including AGM)
- Parish Council - NIL
- Parochial Church Council – NIL but harvest Festival & Church Christmas Carols - 2
- Gardening Club – NIL but Coffee morning - 1
- Zumba – 73
- Yoga - 46
- Keep Fit/ Pilates– 31
- Pop Up Pub – monthly – 9

- Polling station – 1 on 22/7/21
- Football on TV evenings -3
- Private children's parties – 7
- Private hires -4
- Wedding – 1
- Baby Showers -2
- Dog First Aid Training -1
- Bounce class - 2
- CIO organized events - 5

In other words, used on 191 separate occasions or 52% usage.

12. Events

12.1 During 2020/21 a whole host of events were planned by CIO but had to be postponed until 22/7/21 when Covid restrictions were lifted. From then until the end of the reporting year the following events have taken place:

- Pop Up Pub – 9 times
- Musical Evenings – Hayley Di Rito & Abba Tribute Band
- Christmas Fayre
- Football on TV Evenings – 3 times
- Halloween Children's Party
- Children's Easter Egg Hunt

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 continued improvements to the hall following on from the refurbishment have been mainly funded 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
- ❖ Allen Jones continues to manage grass cutting, keeping the green in front of the hall tidy and cut by the trees and shrubs at side of building on a voluntary basis.
- ❖ Painting outside of building
- ❖ The plant troughs were donated to the hall by HoH, planted and maintained along with the beautiful hanging baskets by Carole Ash. Until her untimely death in February 2022. * Hall

- ❖ Dan Codrea has contributed his architectural expertise and advice to the planning of the refurbishment of the hall.
- ❖ Alison Barker volunteered to independently examine and certify our annual accounts
- ❖ Colin Care – carried out the groundworks at rear of building to allow for the laying of artificial turf and refurbished the picnic tables.

*The MC passed a resolution on 15/2/22 in which they expressed their sadness at her passing, extended sympathies to family and friends and placed on record their thanks and appreciation for her support for the hall and all our activities and for planting and maintaining the wonderful display of flowers in the wall troughs and hanging baskets.

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

15. Achievements 2021/22

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. The major part of the refurbishment was completed on 6/1/21 which was followed by a fitting out period to ensure the building was fit for purpose. Subsequently we have been busy with the following, which were all on our wish list at last year's AGM and in our Trustees Annual Report: -

- Erecting new close boarded fence at rear with concrete posts and gravel boards- Peter Wright Fencing, groundwork, and paving services – 3/5/22 £2,300
- Preparing the ground and installing artificial turf at rear of building Don Taylor April 2022 £760: R&R Landscaping 17/5/22 £3200
Large Screen TV-

15.2 Everyone, without exception, has been delighted with our new look hall and we regularly receive very positive feedback 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

The reserves policy which we adopted in July 2020 is used to ring fence any grants we receive for building improvements.

18. Building improvements to the hall

18.1 The details of income and expenditure for continued improvements to the hall are as follows: -

Income from Grants

Purpose		Amount	Total
Front windows	Dover DC Community Grant	,£916.67	
Rear Fence	KCC	£800.00	
	Dover DC Community Grant	£1,400.00	
TOTAL			£3,116.67

The cost of the improvements was:

Type+date	Name	Amount	Total
Side fence 7/9/21	Wickes	£379.00	
Electrical 11/12/13/11/21	DW Electrical	£825.00	
Back fence 3/5/22	Peter Wright	£2,300.00	
Groundworks April 2022	Don Taylor	£760.00	
Artificial Lawn 17/5/22	R&R Landscaping	£3,500.00	
TOTAL			£7,764.00

19. Communications-Newsletter & Website

Newsletter

19.1 We have been diligently pursuing the launch of the Hougham Herald Newsletter as we consider it an essential vehicle for communication in the parish along with the website, social media and notice boards. Whilst, we haven't managed to get it off the ground this financial year we are optimistic that it will launch in 2022.

NB First issue to be launched October 2022.

Website

19.2 With Richard Turner taking the lead we launched a new website in January which has allowed us to expand our content and allow the hall to be hired, events booked and paid for on-line together with displaying information

and photographs about the hall to keep the parish informed. Our host site is Square Space and the costs of setting up the website, domain and scheduling were £598.00 with subsequent costs of £388.00 annually. The contact details are: -

Website – www.westhoughamvillagehall.co.uk

Email: houghamvillagehall.dover@gmail.com

20. Future

20.1 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 or were on our wish list: -

- Installing new windows to front of building – completed by Peter Oliver Windows on 26/8/22 at cost of £2530.80
- Installing power and lights to metal workshop – completed by Dan Williams on 9/9/22 at a cost of £825.00
- Installing outside power point and 2 PIRs – completed by Dan Williams on 9/9/22 at cost shown above
- Re-launch newsletter – due October 2022
- Revamp car park and drive
- Pruning and maintenance of yew trees in front garden

21. Conclusion

The Trustees of Hougham Village Hall Trust CIO would like to thank everyone for their practical help and support throughout 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: 7 October 2022

[Final version 7/10/22]

Date	Account
Accounts 01.07.2021-30.06.2022	
Opening Balance	Current 1134.62
Petty cash	0.00
Income	
Hires:	4232.25
Lottery	1273.50
Donations	265.52
Pop up Pub	135.75
Events	2801.29
Hougham 100 Club	430.00
Miscellaneous	10.62
Bank Interest	1.41
Grants	3116.67
Total	12267.01
Expenses	
Insurance	952.35
Energy	1362.88
Water Rates	469.46
Boiler Service & Gas Certificate	
Fire Extinguisher Annual Service	58.20
PRS/PPL Licence	114.48
Lottery Licence	20.00
Cleaning	1500.00
Cleaning Materials	84.93
PAT Testing	54.00
TV Licence	159.48
Misc	2878.90
ACRE Membership	60.00
TENS Licence	42.00
Covid 19 Requirements	
Repairs & Renewals	59.30
Petty Cash	0.00
Website	598.00
Hougham 100 Club Winnings	200.00
Refurbishment	11689.82
Event Costs	1527.91
V-Fast Wifi	299.76
Total	22131.47
Nett Profit/Loss	-9864.46
Funds in Current Acc	£803.09
Funds in Deposit Acc	£2,203.41
Zumba From Previous Year	-£26.00

Paid in New Financial Year

Account

Deposit
10385.90

23787.53

I confirm these accounts
have been audited by myself.
Shlee

27th APRIL 2023.

22131.47

1656.06

20.00 Paid Prior T Jones Event Canx
250.00 Candice Roberts Sept Booking
48.30 Safri Tables July Event
86.00 In Zumba Pot
175.00 Pilates Class owed
451.34 Dianne Owed
59.44 Steve Owed
58.90 Water Acc in credit
-35.61 Owed to EDF

Total

£2,980.50

8.27 Opus Energy in credit
168.00 Cheque from last year
34.80 Funds in P/cash
2980.50