

Trustees' Annual Report for the period from 1st April 2022 to 30th March 2023

Charity name: Colney Heath Village Hall, a CIO

Charity registration number: 1182267

DOCUMENT CONTROL report using the Charities Commission template				
Date	Version	Description	Prepared by	Approved by
25 April 2023	1.0	AGM issue	John Clemow	Trustees at AGM 3 rd May 2023

1. OBJECTIVES AND ACTIVITIES

1.1 Summary of the purposes of the charity as set out in the governing document

As stated in the Constitution "The provision and maintenance of a village hall for the use of the inhabitants of the Parish of Colney Heath and the surrounding neighbourhoods without distinction of political, religious or other opinions, including use for:

- (a) Meetings, lectures and classes, and
- (b) Other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants."

Implicit in this objective is the maintaining the quality and availability of the facilities at reasonable cost.

1.2 Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.

The village hall has been available 7 days each week throughout the year (with a few exceptions including Christmas Day and Boxing Day) for bookings by a variety of users providing for :

Children including

- a pre-school providing childcare services to the local community,
- the Colney Heath Scout Group
- Colney Heath Taekwon Club (also for adults)
- Sport4Kids children's football
- Children's parties

Adults including

- the Colney Heath Badminton Club,
- the Colney Heath Boissy Twinning Association
- the Colney Heath WI
- Iris' Art group
- Mrs Fetti's bootcamp and Clubbersize exercise and fitness classes
- Dog training
- First Aid training
- Adult Parties and celebrations

Vulnerable people including

- Children with Downs Syndrome by the DS Achieve Youth Club
- the Old Friends Club for senior citizens

Community interests including

- 4ColneyHeath residents association
- Public consultation meetings on planning developments

The village hall is the official polling station for elections. The election for the District Council was held in May 2022.

The village hall is maintained as the local emergency centre in the event of an incident – as a base for the emergency services and shelter if an evacuation of residents from the homes is required.

The trustees do not provide events.

The Trustees confirm it has taken the commission's public benefit guidance into account when making any decision it is relevant to meet its purposes.

1.3 Additional information

The charity provides a subsidised rate to the Old Friends Club whose members are all over 70 years old and mostly in their 80's.

The charity acts the conduit for grants awarded to the Colney Heath Community Support Group which is managed by one of the Trustees. Grants totaling £700 were applied for by that Group for support to the Old Friends Club.

2. ACHIEVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.

2.1Utilisation

The main hall is used by regular hires as follows

- during the school term times during the morning and afternoon sessions Tuesday to Friday.
- The afternoon session is used every second Monday.
- The evening session is used on Monday to Thursday.
- The morning session is used on Saturdays and the afternoon session on Sundays.

Most casual bookings are on Saturday afternoons and evenings.

Bookings are generally by "session" with three sessions per day – morning, afternoon and evening.

The planned utilisation is 795 sessions per annum taking into account school holidays and sessions historically very seldom used (eg Friday and Sunday evenings). The actual utilisation in the 2022 calendar year was 716 sessions, 90% of the plan.

The studio is under utilised but provides a good venue for a various users and is sometimes used in combination with the main hall for casual hires.

2.2Value

Hire rates for regular users were last increased in 2019. CDA Herts carried out a survey of hire rates in the consortium of village halls in Hertfordshire in July 2022. This indicated the charity's rates were very good value and that the charity's rates for casual hirers were too low and should be increased.

The typical rate for a regular community group hire has been £24 per session, typically used for 2.5 to 3 hours but available for 4 hours if required. Costs for similar venues are around £20 per hour.

The trustees have regrettably decided to increase regular hire rates to £27 per session from May 2023, an increase of 12.5% (RPI increase is 25% since the last rate change). This is due to the very substantial increase in energy costs. The trustees consider the charity continues to provide very good value.

2.3..... Maintenance and investment in improvements

During the Covid-19 pandemic restrictions the trustees reduced expenditure in line with reduced hire income. Since the lifting of restrictions in expenditure on general maintenance has increased to £2,276 (FYE 2022 £657).

Specific items of maintenance and repairs shown as expenditure of Capital in the accounts included flat roof waterproofing replacement, work identified in 2019 following leaks during heavy rain.

A defibrillator was installed, one of two in the village, with a grant arranged by Herts County Councillor John Hale.

The trustees have implemented agreements with local building tradespeople to provide services on an “open-book non-competitive quote” basis including

- General builder's work
- Plumbing
- Electrical
- Gas central heating
- Carpentry
- Painting and decorations

Obtaining quotations has proved to be very time consuming leading to delays and often with only one price being offered. Certain repairs such as plumbing and electrical works require urgent attention.

These agreements have proved effective and value for money. The trustees have the option of checking a price if that offered, usually by checking previous prices paid.

The agreements will be reviewed annually.

3. FINANCIAL REVIEW

3.1 Review of the charity's financial position at the end of the period

The closing balance in the accounts was £55,864 (FYE 2022 £50,291)

This is an increase in the balance of £5,573.

Within the closing balance is £24,000 (FYE 2022 £20,000) for the reserves account.

The charity's target surplus is a minimum of £4,000 per annum for the reserves account.

3.2 Statement explaining the policy for holding reserves stating why they are held

The charity's policy states the trustees will develop and maintain sufficient reserves from the surplus from income after expenditure to meet the future needs of the charity, principally the major items of maintenance, refurbishment and replacement of the facilities (routine annual maintenance will form part of the normal operational expenditure).

The charity maintains a 30 year forecast of estimated costs for major items of maintenance and replacement. This indicates £4,000 per annum should be sufficient to add to the reserves account.

3.3 Explanation of any uncertainties about the charity continuing as a going concern

The trustees do not see any indications of uncertainties in the ordinary course. Cashflow is sufficiently good to obviate the need for a cash flow forecast.

Management accounts are presented to the quarterly trustees' meetings showing performance of income and expenditure against the budget.

Additional information

3.4 The charity's principal sources of funds (including any fundraising)

The principal source of funds was the income from hirers.

3.5 Investment policy and objectives including any social investment policy adopted

The charity's funds are held in a CAF bank account and CAF savings account. While interest on funds is low, and below inflation, the trustees' policy is cautious and risk of loss with higher gain/loss investments is avoided.

Investment of funds is directed at the quality and availability of facilities for hirers. No cancellations of bookings have been required due to maintenance failures.

3.6 A description of the principal risks facing the charity

People

Trustee retirements has been successfully managed through recruitment of new trustees to date. The knowledge held by some trustees in key roles presents a risk which is to be mitigated by a data base accessible by all trustees (currently held personally). The housekeeper is paid a commercial rate so could be replaced if unavailable although the quality of their service would be difficult to replicate.

Hirers

Review and updating of the Charity's safeguarding policy and procedures resulted in improvements to the facilities to enhance safeguarding measures for the Treasure Tots pre-school. The attendance at large private parties has been limited to 60 to reduce the potential disruption to neighbours and housekeeping.

Income

38% of the charity's income is provided by the Treasure Tots Pre-school who use the main hall 4 days a week during term times. Approaches have been received previously from pre-school providers so replacing them is considered reasonably possible but could result in a delay in income.

Replacement of leaving regular hirers has been possible to date

Expenditure and Facilities

The charity has adopted a proactive planned maintenance programme (in lieu of "fix it once broken"). The increase in the cost of energy is a concern mitigated by the investment in 2022 in LED lighting. The main risk identified is the fire alarm is not connected so is not heard when the building is unoccupied. Mitigation is planned in the coming year.

4. STRUCTURE, GOVERNANCE AND MANAGEMENT

4.1 Type of governing document

Deed of Trust

4.2 How the charity is constituted

Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees (Charities Commission 'Foundation' model constitution)

4.3 Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees

Individuals can be invited to be a trustee. Selection is by the trustees having regard to the candidates' skills, knowledge and experience needed for the effective administration of the charity. The charity's constitution includes the provision for the following to nominate a trustee

The Colney Heath Badminton Club

The Colney Heath/Boissy-sous- St.Yon/St Yon Twinning Association

The Colney Heath WI

The Cyclists Touring Club

The Old Friends Association

The trustees can add other organizations.

Additional information

4.4 Policies and procedures adopted for the induction and training of trustees

New trustees are provided with

- a copy of the last annual report and accounts,
- minutes of recent meetings as necessary or requested

They are made aware of

- ACRE's publication Trustees roles and responsibilities.
- The Charity's Policies

4.5 The charity's organisational structure and any wider network with which the charity works

The trustees from the management board of the charity. The chair is elected at each meeting of the trustees.

The trustees meeting schedule is quarterly with a standard agenda, and usually once in-between quarterly meetings to review actions and matters arising.

If decisions in the ordinary course are required outside scheduled meetings these will be discussed and concluded by electronic communications, otherwise an exceptional meeting will be held.

Designated roles are Secretary, Treasurer and Facilities Manager. They form the Finance Committee that has the authority to spend monies that are within the approved budget for the year. Other expenditure has to be approved at a meeting of the trustees.

The trustees' decision making culture is that decisions should be unanimous and not by voting.

The charity is a member of CDA Herts which is a member of the nationwide ACRE network. ACRE campaigns nationally on behalf of Village Halls and provides the numerous Information Sheets and

Model documents available through CDA Herts.

CDA Herts provides updates on Legislation, Licensing, Health & Safety, Safeguarding, GDPR and Governance and offer a Management Health check Consultancy Service to help with all aspects of management, governance and risk assessment.

CDA provides access cheaper Energy, Insurance, Phone and Broadband and advise on green issues and renewable energy.

The charity is represented on CGA's regular on line video meetings with village halls and at the annual conference.

4.6 Employee remuneration

The charity's policy to remunerate employees at the rate the charity would have to pay a commercial provider.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	Colney Heath Village Hall, a CIO
Other name the charity uses	none
Registered charity number	1182267
Charity's principal address	Correspondence address The Secretary 54 Bullens Green Lane Colney Heath Herts AL4 0QS

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year
1	John Clemow	Secretary	
2	Pam Fox	Treasurer	
3	Iris Green		
4	Mike Redferm	Facilities Manager	
5	Mike Salinger		From 13 December 2022
6	Graeme Shaw		1 April 2022 to 24 February 2023

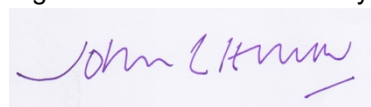
There are no Corporate trustees

No trustees hold title to property belonging to the charity

DECLARATION

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees



John Allan Clemow
Secretary
May 2023

COLNEY HEATH VILLAGE HALL

Location : 83 High Street, Colney Heath, Herts AL4 0NS

www.colneyheathvillagehall.com



Accounts for the year ended 31st March 2023

Date

31/03/23

OPENING BALANCE

	2021/2022	2022/2023
Current Account and Cash	21,154	26,640
CAF Savings Account	29,137	29,224
NSI Account		
Total Assets	50,291	55,864
Provision (Note 1)		(24,000)
Provision (Note 2)		(2,000)
		29,864

		2021/2022	2022/2023
INCOME	Regular Lets	15,645	19,019
	Casual Lets	2,290	2,776
	Total Lettings	17,935	21,795
	Returnable Deposits received	4,200	4,702
	Deposits returned	(2,770)	(3,792)
	CDA Grant for Old Friends	100	700
	HCC Defibrillator Grant	1,195	
	EON Insurance Complaint	75	
	TOTAL INCOME	20,735	23,405
	Interest (National Savings)		
	Interest (CAF Current Account)		37
	Interest (CAF 60 Day Notice Account)	137	87
	TOTAL INCOME (Including Interest)	20,872	23,529
EXPENDITURE	Operational costs		
Remuneration	Houskeeper	(3,175)	(3,716)
Utilities	Gas & Electricity	(3,661)	(4,662)
	Water	(397)	(433)
	Council Tax	(173)	(699)
	WiFi	(370)	(417)
Cleaning	Cleaning materials	(197)	(521)
Facilities	General maintenance	(657)	(2,276)
Services	Insurance	(1,325)	(1,538)
	Website	(91)	(13)
	PRS for Music License	(180)	(422)
Miscellaneous	Postage and printing	(22)	0
	Gifts and celebrations		(200)
	CDA membership	(36)	(36)
	Bank Account Fees	(106)	(72)
	St Marks Hire		(100)
	Booking refunds	(344)	(283)
	CDA Grant for Old Friends	(100)	(700)
	Defibrillator	(1,207)	

Note 2

		2021/2022	2022/2023
	TOTAL OPERATING COSTS	(12,041)	(16,088)
	OPERATING SURPLUS	8,831	7,441
SPECIAL ITEMS	CIO Conversion		
	Advisors (CHPC Office)	(9,416)	
	CHP Office: Termination Compensation	(1,850)	
	Advisors (CHPC Money Claim)	(3,719)	
	Legal Claim against Insurance	3,099	
	SADC Coronavirus Grant	8,000	
	SADC Coronavirus Grant	2,667	
	SURPLUS (DEFECIT)	7,612	7,441
CAPITAL	One off costs/income in year		
	Rear and side door refurbishment	(5,198)	
	Lighting upgrade	(9,483)	
	Studio accoustics	(1,336)	
	Grant for lighting		3,041
	Ladies toilet access work		(876)
	Emergency Light replacement		(85)
	Front porch flat roof		(2,700)
	Office redecoration		(570)
	Studio ceiling painting		(50)
	Front door external light		(145)
	Additional spot light in main hall		(94)
	Defibrillator installation		(389)
	Capital balance	(16,017)	(1,868)
	CLOSING BALANCE	50,291	55,864
	Provision (Note 1)	(20,000)	(24,000)
	Provision (Note 2)	(1,800)	(2,000)
		28,491	29,864

Note 1 Provision for future major maintenance and replacement £4000 per year.
(Allocation has been made for the last 6 years)

Note 2 A total of £2,000 returnable deposits are held at 31st March

Note 3 Related Party Transactions

No trustee has received remuneration, benefits or expenses.

Some trustees are members of organisations that have hired the hall.

These hires have been made in accordance with the standard hire agreement applicable to all hirers.

I, the undersigned, in accordance with the wishes of the members, elected as Honorary Auditor to the Colney Heath Village Hall CIO, have examined the records and accounts and find them to be a true and accurate record as presented by the Treasurer.

Signed  Date 25/4/2023

Mr D Gutteridge

COLNEY HEATH VILLAGE HALL

Location : 83 High Street, Colney Heath, Herts AL4 0NS
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Income and Expenditure for the Year ended March 2023 Balances

CAF Bank Account	
Balance held in account 2021/2022	21,154.15
Income 2022/2023	30,274.76
Total	51,428.91
Less expenses	(24,789.20)
Total balance in bank 31st March 2023	26,639.71

CAF 60 Day Savings Account	
Balance held in account 2021/2022	29,137.03
Income 2022/2023	87.41
Total balance in bank 31st March 2023	29,224.44

Total Assets	
Balance held in CAF Account 31st March 2023	26,639.71
Balance held in CAF Savings Account 31st March 2023	29,224.44
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