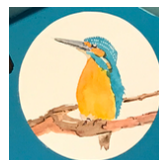


## COLNEY HEATH VILLAGE HALL

Location : 83 High Street, Colney Heath, Herts AL4  
ONS

www.colneyheathvillagehall.com



### Trustees' Annual Report for the period from 1<sup>st</sup> April 2023 to 30<sup>th</sup> March 2024

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
28 April 2024	1	Approved	John Clemow	Trustees 7 May 2024

## 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 Objects : "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)
- Shin Sekai Ju-Jitsu (also for adults)
- 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

- 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 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 their 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. The Group applied for the "Bags of Kindness" for 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.**

### **2.1 Utilisation**

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 on both the morning 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 2023 calendar year was 756 sessions plus 110 casual sessions.

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.

### **2.2 Value**

The typical rate for a regular community group hire has been £27 per booking, 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 consider the charity continues to provide very good value.

### **2.3 Expenditure on facilities**

The charity spent £14,882 in the year in major maintenance and improvements.

The gas boiler was replaced and electrical items recommended for improvement from the quinquennial fixed wiring inspection were completed. The total of these two items £10,074 could have been considered to be drawn down from the reserve provision. This will be considered when improvements planned for the coming year are agreed.

A large projection screen was installed in the main hall offering an additional facility for hirers. The area outside the kitchen was reduced in level to below the damp course line of the main hall and surfaced with retained gravel.

### **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 £45,534 (FYE 2023 £55,864)

Within the closing balance is £28,000 (FYE 2023 £24,000) for the reserves provision.

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

#### **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 provision. This was most recently reviewed in August 2023.

#### **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. This has been demonstrated as closely aligned throughout the year.

#### **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**

##### **Trustees and employees**

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**

Enquiries and casual hires have been consistent and seem to not have been effected by the cost of living constraints. It may be that with limited budgets the value of our offer is more attractive. Casual hirers are generally interviewed in person to check their suitability. This is not however certain and we did experience a couple of problems, one which incurred more cost than the retained security deposit. The attendance at large private parties has been limited to 60 to reduce the potential disruption to neighbours and housekeeping.

##### **Income**

39% of the charity's income is provided by the Treasure Tots Pre-school Ltd 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 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 and how the charity is constituted**

Deed of Trust : Constitution of a Charitable Incorporated Organisation whose only voting members are its charity trustees (Charities Commission ‘Foundation’ model constitution)

#### **4.2 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.

#### **4.3 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

#### **4.4 The charity’s organisational structure and any wider network with which the charity works**

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

The meeting schedule is quarterly with a standard agenda, and sometimes 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 aim to make decisions unanimously, and not by majority 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 CDA's regular on line video meetings with village halls and at the annual CDA conference.

#### 4.5 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. There are no Corporate trustees. No trustees hold title to property belonging to 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	Gerry Savage		
6	Mike Salinger		

#### DECLARATION

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

Signed on behalf of the charity's trustees



Signature  
John Allan Clemow  
Secretary

# COLNEY HEATH VILLAGE HALL

Location : 83 High Street, Colney Heath, Herts AL4 0NS  
www.colneyheathvillagehall.com



## Accounts for the year ended 31st March 2024

Date	31/03/24	Issue 1	
	<b>OPENING BALANCE</b>	<b>2022/2023</b>	<b>2023/2024</b>
	Current Account and Cash	26,640	16,114
	CAF Savings Account	29,224	29,420
	Total Assets	55,864	45,534
	Provision (Note 1)		(28,000)
	Provision (Note 2)		(1,000)
			16,534

		2022/2023	2023/2024
<b>INCOME</b>	<b>Regular Lets</b>	19,019	18,210
	<b>Casual Lets</b>	2,776	2,906
	<b>Total Lettings</b>	21,795	21,116
	Returnable Deposits received	4,702	4,601
	Deposits returned	(3,792)	(4,841)
	CDA Grant for Old Friends	700	
	Council Tax Refund for 22/23		348
	<b>TOTAL INCOME</b>	<b>23,405</b>	<b>21,224</b>
	Interest (CAF Current Account)	37	46
	Interest (CAF 60 Day Notice Account)	87	195
	<b>TOTAL INCOME (Including Interest)</b>	<b>23,529</b>	<b>21,465</b>
<b>EXPENDITURE</b>	<b>Operational costs</b>		
Remuneration	Houskeeper	(3,716)	(3,690)
Utilities	Gas & Electricity	(4,662)	(6,260)
	Water	(433)	(495)
	Council Tax	(699)	(183)
	WiFi	(417)	(474)
Cleaning	Cleaning materials	(521)	(335)
Facilities	General maintenance	(2,276)	(3,027)
Services	Insurance	(1,538)	(1,922)
	Website	(13)	0
	PRS for Music License	(422)	(259)
Miscellaneous	Postage and printing	0	0
	Gifts and celebrations	(200)	0
	CDA membership	(36)	(36)
	Bank Account Fees	(72)	(60)
	St Marks Hire	(100)	
	Booking refunds	(283)	(172)
	CDA Grant for Old Friends	(700)	
	<b>TOTAL OPERATING COSTS</b>	<b>(16,088)</b>	<b>(16,913)</b>
	<b>OPERATING SURPLUS</b>	<b>7,441</b>	<b>4,552</b>



		2022/2023	2023/2024
<b>SPECIAL ITEMS</b>	None		
	<b>SURPLUS (DEFICIT)</b>	<b>7,441</b>	<b>4,552</b>
<b>CAPITAL</b>	<b>One off costs/income in year</b>		
	New Boiler		(5,900)
	Side path and triangle gravel		(4,174)
	Electrical remedial work		(3,318)
	Screen in main hall		(1,490)
	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)	
	<b>Capital balance</b>	<b>(1,868)</b>	<b>(14,882)</b>
	<b>CLOSING BALANCE</b>	<b>55,864</b>	<b>45,534</b>
	Provision (Note 1)	(24,000)	(28,000)
	Provision (Note 2)	(2,000)	(1,000)
		<b>29,864</b>	<b>16,534</b>

Note 1 Provision for future major maintenance and replacement £4000 per year.  
(Allocation has been made for the last 7 years)

Note 2 A total of £1,000 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 DF Date 30/4/2024

Mr D Gutteridge

# COLNEY HEATH VILLAGE HALL

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

[www.colneyheathvillagehall.com](http://www.colneyheathvillagehall.com)



## Income and Expenditure for the Year ended March 2024

### Balances

<b>CAF Bank Account</b>	
Balance held in account 2022/2023	26,639.71
Income 2023/2024	26,111.17
Total	52,750.88
Less expenses	(36,636.74)
<b>Total balance in bank 31st March 2024</b>	<b>16,114.14</b>

<b>CAF 60 Day Savings Account</b>	
Balance held in account 2022/2023	29,224.44
Income 2023/2024	195.28
<b>Total balance in bank 31st March 2024</b>	<b>29,419.72</b>

<b>Total Assets</b>	
Balance held in CAF Account 31st March 2024	16,114.14
Balance held in CAF Savings Account 31st March 2024	29,419.72
<b>Total balance in bank 31st March 2024</b>	<b>45,533.86</b>

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. 30/4/2024

Mr D. Gutteridge