

Winterslow Village Hall

Trustees report for the Year ending 31st December 2022

**At the 3rd Annual General Meeting of CIO Charity No: 1183009 - being held Thursday 27th
April 2023**

Chairman's Report

Introduction and summary:

It is a delight to be reporting on a full Covid free year of activity at the Hall and upon the joy of seeing all activities return to normal, if not increased, levels. The fact we survived those prior years so well is due to the resilience of this great community of Winterslow, to generous funding by Government schemes, and the dogged commitment of those who run the various groups and organisations, without which the Hall would not succeed.

The Executive Committee:

Trish Campbell retired from the committee at the AGM in May, after an extraordinary commitment stretching over 14 years, including the all-consuming role as Booking Administrator and as Secretary, two roles which were shared/interchanged with Janet Fitzpatrick in more recent years. There are insufficient words to express our gratitude for the value Trish brought to committee work, always pragmatic and professional. The input of Trish, (and Janet) in deciphering and administering the Covid legislation and guidance, meant the Hall was exemplary in its preparation and management. We miss Trish hugely. Trish was formally thanked at the AGM and a gift in recognition was presented.

Janet Fitzpatrick, with the committee's gratitude, continued to cover both Bookings and Secretarial functions. Fortunately, in September, we were approached by Richard Smith who was subsequently co-opted to the committee as our new Booking Administrator. Janet kindly worked with Richard over several months settling in time, as the management of bookings can be complex. Janet indicated that once Richard fully settled in, she wished to retire from the committee but would be available for support going forward if help was needed, and indeed Janet has continued to support in various ways, for which we are again most grateful.

Mike Taylor agreed to support the Executive committee by leading the project team set up to manage the major refurbishment and Hall extension plans and joined our meeting in November. Mike was co-opted to the Exec Committee in January this year and continues to lead our project team. There will be an update at this AGM.

This is then the opportunity to thank Mike Morgan-Jones for all his stalwart support as Vice Chairman, and all on the committee for the time and talents they so freely give to the Hall in maintaining good management, Health & Safety, Fire regulations, repairs and general maintenance, and administration. These skills and abilities are invaluable and certainly the electrical, plumbing,

and reparation work undertaken by **Alan Eadle** and **Andy Banks**, saves the Hall a considerable amount of money.

Key events during the year:

- **The events team had a busy year: -**

- Entertainment events included Sarah McQuaid in February, the wonderful Miranda Sykes in April, and a Disco in December. These raised sizeable funds towards the Refurbishment reserves.
- The Queen's Jubilee celebrating a reign of 70 years by this extraordinary monarch took place over the extended national weekend. The Hall joined in with the Parish Council, ably managed and driven by **Bella Thomas**. The Hall hosted a Disco evening on Friday the 3rd of June, and organised a Royal Tea afternoon on Sunday the 5th. Both events were highly successful, thanks to the Events team, Bella, and superb support from the **WI** in providing cakes and hard labour looking after the very large numbers who attended. **Lady Bessborough** kindly opened the Sunday event. There were many others who contributed to the success of this event, in the organisation, and provision of cakes. The **Winterslow Scout group** were also amazing in the support they provided to the Hall and across the weekend's events.
- As we all know, our much-loved Queen Elizabeth died on the 8th September 2022. In conjunction with the Parish Council a Book of Condolence was opened at the Hall for any wishing to sign. It was subsequently handed to the Parish Council to arrange safe keeping for future reference. Two trees were purchased and planted in the Hall grounds, one close to the WI bench to commemorate the Queen's reign and death, and one adjacent to the bench by the Tennis Court. This second tree welcomes the reign of King Charles III.
- A **Thank You** party was held on the 30th October for the Representatives of the various Groups and Organisations who support our Hall and for the Executive Committee, to acknowledge all their hard work and commitment. This included **Chris and Sandra Hardwick**. Chris had been our Caretaker for some 10 years and retired at the onset of Covid restrictions. Whilst we were able to say thank you at the time the committee were not able to meet Chris face to face. This was a great opportunity to do so and to show our appreciation for his remarkable service. Much of the preparation and help on the day came from the committee members, but a special thanks to **Janet Fry and Rosemary Hazzard** for their help, and to **Marisa Hardy** and her family for superb organisation and inventiveness.

- **The Tennis Court:**

In 2021 it was agreed to fully refurbish the Tennis Court playing surface, net, and strengthen to ground curbing at a cost of circa £15,500. This will ensure the life of the court for a further 15 – 20 years. Generous grants were received from the Wiltshire Southern Area Board (£5000) and the Parish Council (£5500), both of whom have been thanked. The balance came from Hall funds. Expenditure is included in the 2022 accounts due to weather conditions delaying the work until Spring 2022.

- **Flag flying:**

A Ukrainian flag was privately donated to the Hall and has been regularly flown to demonstrate support for the Ukrainian people suffering this appalling war. The British Union Flag will always take precedent on official flag days as per Government guidance.

Flags are removed at times of high winds to prevent damage.

Finances:

Our finances will be covered fully in the Treasurer's report and presentation of the Year-end accounts.

They remain very healthy due to the building of reserves towards our Project plans. Funders will not offer support unless we are able to make our own contribution.

To summarise, we remain in a good place and now activity has returned to normal, our finances are very stable and balances in the Current and Deposit account are healthy. You will see some notations at the foot of the Accounts made by the Independent Examiner. One relates to our Zettle payment system for events, where it is not always easy to allocate the payments in, but we are working on this to see if Zettle can report in a different way. This is not a matter of concern as all income is accounted for and belongs to the Hall. Expenditure does not feature in this.

A second point made is whether we should transfer money into an investment account. Our view has been that the interest rates on savings have been so poor, there was no real advantage, though as they are now increasing, it will be reviewed. We have also considered there is too much risk in most investment accounts where funds can decrease as easily as increase. As a Charity, risk needs to be mitigated.

The Treasurer will take you through the accounts so I will not go into further detail.

Projects, Maintenance, and compliance:

Projects:

A project team was put in place to consider the following exciting ambitions:

- Refurbishment of the toilets.
- Refurbishment of the Main Hall to include insulating and paneling the ceiling, new LED lighting, plastering the walls with the installation of acoustic panels, improvement of sound system, refurbishment of the floor, and installing a large glass bi-fold door arrangement giving access to the rear lawn.
- Extending the Meeting Room to incorporate the covered patio, installing two unisex toilets, an office, and a storeroom along the East elevation; re-establishing the covered patio to access the rear lawn.

To enable this, Nigel Lilley, the original architect of the Hall, has been engaged to develop the plans up to the point of gaining planning permission. Our ability to proceed will depend on finding the necessary funding. This process has already begun. Mike Taylor will update us at the AGM.

Most of the ideas follow previous idea-sharing with the Representatives and Hall users but has taken some time to develop.

Maintenance:

General maintenance work has been undertaken during the year, mostly for plumbing and electrical issues. Carpark lighting has been enhanced for safety reasons, and whilst the initial reach of the new lights caused a few issues with neighbours, this has been adjusted.

Compliance: Compliance and Regulation requirements are reviewed at each monthly Executive Committee meeting.

In conclusion:

The Hall could not operate successfully without the amazing volunteers who make up our Executive committee, all of whom play key roles in maintaining the required administration and maintenance, and who freely provide the energy necessary to run this busy place. A huge thank you to Trish Campbell, Janet Fitzpatrick, Marisa Hardy, Michelle Scarrett, Mike Morgan-Jones, Richard Henderson, Alan Eadle, Jim McGillivray, Andy Banks, Ian McDonald, Sarah McAvinue, Richard Smith, and our Treasurer, Steve Durrans.

Thank you to all the following for your hard work, time, and energy:

- **The Tennis sub-committee**, Lynne Blackwell, Sandra Cassells, Myra Newton, have continued to manage the Tennis Court and membership. The success of this is important to the Hall as the annual membership and booking fees made a substantial contribution to the Hall's share of the refurbishment costs, not to mention the benefit of tennis to the community.
- **The Winterslow Cinema team**, Chris & Bob Loach, John & Fiona Forbes, Dave Evans, Alan Eadle, Viv Dudek, Paul Richardson, Harvey Baird, and Jane Cottrell (and maybe others) have continued to run Cinema which brings both pleasure to many, and welcome funds towards our refurbishment plans.
- **Village Hall Events sub-committee**, Trish Campbell, Lyn Evans, Michelle Scarrett, Marisa Hardy, Pat Ford, Sarah McAvinue, Bella Thomas who continue to organise events and contribute to our funds. This takes time and much energy.
- **Len Curtiss and David Tullis** continue to prune and maintain the Queen's 90th birthday Rose Garden. This continues to be a delight, bringing lovely colours to brighten the day and sweet scents upon the air.
- Thank you, to **Adrian Geary**, for all his caretaking activities and his "meet and greets". Our Caretaker is an important ambassador for the Hall.

Finally, the Hall thrives due to the devotion of those of you who organise the clubs, groups, activities, and events. The energy generated by all of you and your activities is palpable, and a wonderful counterpoint to the "misery" brigade and the concerning state of the world. It proves that the vast majority in this world, and certainly our own community, are good, kind, and considerate.

This is my final Report as Chairman as I am stepping back at this AGM, though will remain on the committee if they will have me. It concludes 10 years in the Chair, and I believe it is healthy to hand over to someone who will bring new energy and ideas, and a fresh style of management. We think we have the ideal candidate to fill this role and I am confident he will prove to be excellent in all

areas of management and interfaces and will bring good business experience and practical skills to the role. This person is **Andy Banks**, already on our committee. This assumes, of course, he is elected, but I think that is assured and he is already electronically tagged to prevent escape.

I have enjoyed my time as Chairman immensely, thanks to a fantastic committee and team to work with over the decade. I hope I have managed to achieve some gains during my time, but I am ever aware it is the committee that matters and drives change, not the Chairman, and so it will remain to be in the future. I would like to thank you all on the committee, past and present, and particularly **Mike Morgan-Jones** for his unswerving support during my tenure.


I have loved my interface with huge number of people who grace and bless this place. I have made many friends, learnt a significant amount from the energy, skills, and personal contributions of others, and have been reminded to be humbled by the great qualities of so many.

Thank you for the experience and for your support.

Clive

Clive Broadley - Chairman

		Winterslow Village Hall				V3	14/04/2023
		Accounts for the year ended 31st December 2022					
		Income and expenditure					
2021		INCOME		2022		EXPENDITURE	
£	£	Hire of Village Hall and Facilities	£	£	£		£
10		Art	134		6,786	Caretaker & Cleaning	8,530
326		Badminton	397		1,942	Insurance & Licenses	2,416
1,001		Bowls	1,700				
156		Brownies	429			Maintenance & Repairs	
44		Church	0		6,005	VH General Repairs /maintenance	891
51		Craft	178		522	Fire Maintenance/Alarms	682
832		Drama Groups	1,505		407	Gardening	671
20		Friendship	206		216	Consumables	1,486
59		Glorious cycling	52				
255		Horticultural Society	0			Utilities	
224		JuJitsu	488		225	Water	225
745		Line Dancing	960		650	Sewerage/Bins	757
136		Para Bellum Fitness	0		3,293	Electricity	2,878
129		PCC/councils	203		1,213	Telephone/Broadband Costs	663
269		Pilates	531				4,524
5,119		Pre-school/P&T	4,016				
0		Reading	270			Other Expenditure	
180		Slinky Pizza	608			Rent	
		FOWS	111		719	Moviola	1,465
85		Table Tennis	0		512	Website	516
1,480		Truffles coffee shop	2,490		284	Misc Expenditure	
90		Whist Club	510			Honararia	480
423		Women's Institute	898		763	Refunds on Hires	940
1,500		Tennis sub-committee	1,200			Events	1,530
0		Moviola	2,911				4,931
2,806		Parties/Fundraisers	5,360				
1,251		Weddings	820				
651		Other village organisations	795				
	17,839	Total Hire Income		26,770	23,538	Total Running Costs	24,131
		Other Income				Equipment purchased/improvements	
1360		Electricity Over Charge credit	0				
5500		Grant Winterslow PC	5,000			Tennis court improvements	13,309
17360		Grant Wilts Council	5,000			Portable Scaffolding	1,859
1,141		Solar Panels Income	1,922				15,169

10		Other	16				
	25,371	Total Other Income		11,938	23,538	Total Expenditure	39,300
					19,672	Excess of Income over Expenditure	-591
	43,210	Total Income		38,708	43,210		38,708
		Balance Sheet as at 31st Dec 2022					
		Current Assets and Liabilities				Bank Accounts	
	2021			2022		2021	2022
	£	£	Funds held by Village Hall	£ £	£		£
	15,021		Bank Savings Account	31,133	36,551	Opening Balance as at 1st January 2022	56,223
	41,202		Bank Account	24,499			
			Unpresented cheques/Tennis Donation	0			
			Cash in hand	0			
		56,223		55,632			
			Funds held by Tennis Club				
		0	Bank Account	0	19,672	Excess of Income over Expenditure	-591
		0	Cash in hand	0			
		0	Less Liabilities	0			
		56,223		55,632	56,223	Closing Balance as at 31st Dec 2022	55,632
I certify that the Income and Expenditure Account and Balance sheet above are true and correct and accord with all records relating thereto.							
	Signed.....		(Independent Examiner)	Date... 14 April 2023..			
		Mrs Amy Baker (Management Accountant)					
Notes to the Accounts							
1	The Trustees have decided to make the following provisions to protect the Hall Finances.						
i)	In the light of the Village Hall's experience during the Covid lockdowns, a contingency reserve fund of £15,000 is to be set aside to cover unexpected events such as a forced closure of the Hall or cancelation of activities due to uninsured events.						
ii)	A refurbishment fund of £25,000 is to be set aside in preparation for necessary refurbishments and improvements to the now 31 year old Hall. These include insulating walls and roof and installing eco lighting. Further work includes replacing the worn Main Hall sports floor and extending the toilet and disabled facilities, for which significant fund raising and Grant assistance would be needed.						
2	The effect of these two provisions would be to reduce the available Closing Balance shown above from £55,632 to £15,632						

**Independent examiner's report to the Trustees of
Winterslow Village Hall**

I report to the Trustees on my examination of the accounts of Winterslow Village Hall
CIO Charity number 1183009 for the year ended 31st December 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('The Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Mrs Amy Baker (Management Accountant)

Date 14th Apr 2023