



ASTON-BY-STONE  
VILLAGE HALL

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Charity No: 1183768

Charity Commission Report Upload informed by content of Aston-by-Stone Village Hall Annual General Meeting held on 11<sup>th</sup> April 2023, 19.30 at Village Hall

**Chair's Report (ES)**

Aston-by-Stone Village Hall trustees are tasked with the job of maintaining a community building for the benefit of the people of the locality. The provisions we make aim to provide a safe and serviceable community space, at an affordable cost, to voluntary organisations, casual hirers for private parties and events and to commercial businesses.

This is my first AGM as Chair and Jenny's first as Treasurer. In our first few months we were shown the ropes and relied heavily on our Charity Secretary, Erica. Very sadly Erica died last August, Erica was absolutely committed to the Hall and the village and loved by so many people. Having lived in the village for over 50 years and being involved with Village Hall operations for much of that time, Erica's role was far wider than charity secretary. She managed day to day workings, she knew everyone and just who to call to sort a problem, she had decades of Village Hall experience which she was always happy to share. Without Erica's guiding hand Jenny and I have had to take the latter half of this first year slowly, to really familiarise ourselves with how things work and check and double check our decisions.

We started the year with two priorities, the first to ensure the Hall was running safely and smoothly for regular hirers and secondly to establish new processes so that we could accommodate casual hirers too. Following Erica's death we also needed to prioritise recruiting new trustees, it was essential we have more hands on deck to help run our Village Hall. Alongside these priorities a number of fairly significant maintenance projects emerged which have also been successfully completed and Jenny will mention these in her report.

Where are things now? Well, we are no longer newly formed! Our committee is small but established; we are enthusiastic and keen to see the Village Hall thrive. We have processes in place to administer and manage casual hirers, the Hall is well used by many local groups from WI, Toddler Group, U3A, Indoor Bowls, Table Tennis, Guides and Scouts to yoga and tai chi classes to name just a few. The committee host community events such as coffee mornings and Christmas gatherings. The Village Hall building is in good condition and we are actively maintaining it, the Hall is in a stable financial position. Things are running smoothly and the Hall provides a safe and welcoming community space.

I'd like to thank the committee for all of their hard work in moving things forward this year. We have had a challenging year and we've worked so well together – thank you Jenny, Mallory, Jennifer and Sue – you've been great. I'm delighted to report we have a growing body of volunteers who we can call on to help check hirers in/out, serve teas and coffees, undertake fundraising events, provide bins for recycling (things that can't be put into our blue bin), look after and do jobs around the site. Thank you too to Mick who was re-appointed in November as a trustee to complete the transfer of deeds for the rear car park from the holding trustee's to the Aston-by-Stone Village Hall Charitable Incorporated Organisation (CIO) and wrap up any outstanding CIO matters which were interrupted due to Covid. And to Lisa who has been on hand, not just as a fellow trustee, but doing maintenance jobs and putting up the Christmas decorations - your help has been and continues to be very much appreciated. We also have regular hirers who look out for and actively care for our Hall, without their messages we would not be able to act quickly to address breakages or maintenance issues. I would like to say a big thank you to you all.

So, next year..... In relation to governance and administration, we must continue with our aim to recruit new trustees, we need more people to share the work in making the Hall a safe and welcoming space and contribute to keeping our Hall looking lovely. We must also do some work around updating our constitution.

We have two capital projects to explore which are key development priorities for the Hall. Firstly we would like to get moving with improving the car parks, the rear car park particularly is in a poor state and we need to consider what we will do and how we will fund improvement. Secondly, the children's play area is currently out of use and we would very much like to prioritise that area so that the Hall has an enclosed, outdoor space for hirers to enjoy.

Without the support from hirers and the community working alongside our trustees and committee members we would not be here in our lovely Hall. Thank you again for all your efforts.

Emma Snowden, Chair of AVH Management Committee and Trustee

11.04.2023

### Reports from groups and hirer feedback

1. JW reported on behalf of the **Table Tennis group** which is a private hire, the hall meets all their requirements.
2. JJ reported that **Aston and Little Stoke Scout group** have expanded to include a Squirrels group for ages 4-6. The hall works well for Squirrels, Beavers, Cubs and Scouts groups and continues to meet their requirements. JJ also, commented that following discussions with leaders in the **Guiding section**, leaders in both Scouts and Guides have commented that it would be helpful if the side outside space could be renovated and made useable for children to play.
3. **WI** – report sent by e-mail.

*We meet in the Village Hall on the second Wednesday of each month at 7.30pm. The hall is a warm, welcoming hall, clean and tidy. There are sufficient tables and chairs for our needs. We appreciate the instructions for the boiler being left out. We appreciate receiving bills every three months.*

*We offer the following suggestions of ways to improve the facilities when funds allow:*

- *Internet connection would be greatly appreciated*
- *A microwave*
- *Improvement to the lighting in the rear car park*

*Our new President, PL, is happy to represent the WI at any further meetings.*

The committee discussed feedback from groups and hirers at length and agreed that purchasing a microwave for the kitchen was a way forward, ES offered to action. Also to note, several casual hirers and group representatives in passing have requested Wi-Fi connection. JJ has suggested buying a small device which allows a sim card which can be used to purchase a monthly package of data. JJ offered to research this and bring a proposal to the next committee meeting.

### Treasurers Report (JJ)

#### Financial Report for AGM – April 2023

**This report is based on the financial year 1<sup>st</sup> February 2022 – 31<sup>st</sup> January 2023 – See Appendix 1 for detailed breakdown.**

Current accounts held are:

Natwest – Business Account, Balance at 31<sup>st</sup> Jan 2023 = £17,492.17

Lloyds – Treasurer Account, Balance at 31<sup>st</sup> Jan 2023 = £6,598.38

Hanley Building Society Account, High Interest Savings Account, Balance at 31<sup>st</sup> Jan 23 = £10,157.00

CCL Charities Account, Balance at 31<sup>st</sup> Jan 2023 = £477.88

Total Income for the year: £21,674.37

This is made up of:

Casual Hirers: £3,469.00 (compared to the previous year £637.00, still suffering covid)

Regular Hirers: £14,399.00 (compared to the previous year £2661.00)

Donations: £606.37

Grant: £3200.00

Total Expenditure for the year: £15,333.77

We have had made some significant improvements to the hall:

New pents due to rotting wood: £2315.00

New kitchen external door, due to broken lock mechanism: £740.00

New carpets (50% deposit paid): £570.00

Insurance for the year: £759.02

New water boiler: £671.96

We have also seen significant increases in gas and electric, however as a charity we have benefited from the government support scheme for electricity, so we have only been paying £50 per month since December 2022. There is a scheme about to be launched in April 2023 for the gas, however we have had a significant increase in gas usage and cost, total for the year: £1662.78

The overall accounts compared to the previous year have made a profit of £6340.60, compared to 2021-2022, where there was a loss of -£5195.50. There was a lack of invoicing towards the end of last financial year, which would have had an impact, and of course the country was still suffering the effects of covid, therefore hirers were unable to utilise the facilities.

As you can see, the hall is in a healthy financial position, and we have plans to improve the outside areas, such as the carparks and the children's play area, these will require a significant investment, and we are hopeful that grants from a HS2 bid will go a long way to supporting these very much needed improvements.

The online booking portal continues to be a really effective way of managing the hall's hirers, with a new system of requesting the damage deposit through the invoicing system, rather than previously this was through handling cash with the hall representative for casual hirers. This new system is working really well, and casual hirers will pay their damage deposit with their invoice, provide their bank details through the hire agreement, and then following satisfactory return of the hall following hire, the deposit is refunded within 14 days.

The main improvement to the treasurer function has seen the opening of a treasurer account with Lloyds Bank, this did take some time to get open, but we are now no longer reliant on a business account.

Plans for 2023-2024:

- Close the CCL Charities account, and the monies will be transferred into the Hanley Economic Building Society.
- Create a finance policy to provide clear guidance for the trustees
- Build up of a reserve from profit to support the improvement plans.

Many thanks

Jenny Johnston, Aston Village Hall Treasurer and Trustee

01/04/2023

## Financial Report Discussion

In relation to accounting and planning for the future hire fees were discussed by the committee at the April 2023 AGM. Hire fees were previously increased in 2021, but since then utilities and cleaning costs have increased significantly. In addition, the committee will need to explore the possibility of buying in some more help with the running of the hall with things such as health and safety inspections, grounds maintenance and policy management. This will depend on the success of recruiting volunteers and trustees to share the load. More help is necessary to run the hall and if help cannot be sourced internally we must buy in services to undertake work. For the immediate future, effective from the 1<sup>st</sup> September the following was agreed in relation to hiring and related fees:

- Regular fee increase from £12 to £13 per hour – unanimously agreed.
- Casual fee increase from £18 to £19 per hour – unanimously agreed.
- Minimum length of casual hire time of 3 hrs – unanimously agreed.
- Removal of free set up – unanimously agreed.
- Removal of free clean up – 5 for, 1 against. Agreed.

- Removal of discount for village residents, but instead a discount for active volunteers – unanimously agreed.

The committee will continue to discuss the minimum hourly rate in conjunction with exploring new contacts to ensure all regulatory commitments were undertaken. The committee will also think about how to apply a different rate for commercial vs charitable regular hirers.

### **Election of Trustees**

ES has proposed the term of service for trustees be set to 4 years – unanimously agreed.

- **LH, ES and JJ will continue as trustees. ES will continue as chair of the committee and JJ will continue as treasurer.**
- **MJ will continue as trustee until the deeds have been completely transferred and will then retire.**
- LH proposed SBB as trustee and JJ seconded, unanimously agreed. **SBB appointed as a trustee and will continue as casual bookings secretary.**
- ES proposed JW as trustee and LH seconded, unanimously agreed. **JW appointed as a trustee.**
- ES proposed MH as committee member and JJ seconded, MH to continue as minute secretary.
- HS will continue to support the committee and Village Hall activity as a volunteer.

### **Concluding remarks**

The committee look forward to the forthcoming year. We will continue to work with hirers and local residents to keep our Village Hall looking lovely, making it a welcoming space and available for use.

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### Appendix 1 Profit and Loss Accounts for 01/02/22/ to 31/01/2023

Aston By Stone Village Hall				Profit & Loss Account For Financial Year:				01/02/20 - 30/01/21
								01/02/21 - 30/01/22
								01/02/22 - 30/01/23
CLIENT	Commercial / Non-Commercial	Yr End 2023		Yr End 2022		Yr End 2021		Comparison
		Paid Out	Receipts	Paid Out	Receipts	Paid Out	Receipts	2022 and 2023
Art Group	Non-Commercial		£ 1,260.00		£ 468.00		£ 216.00	£ 792.00
Bowling	Non-Commercial		£ 936.00		£ 264.00		£ 96.00	£ 672.00
Aston Scout Group	Non-Commercial		£ 2,306.00		£ -		£ 928.00	£ 2,306.00
Brownies	Non-Commercial		£ 612.00		£ -		£ 252.00	£ 612.00
Toddlers	Commercial		£ 1,080.00		£ -		£ 160.00	£ 1,080.00
Guides	Non-Commercial		£ 486.00		£ 165.00		£ 108.00	£ 321.00
War Games					£ -		£ 304.00	£ -
Rainbows	Non-Commercial		£ 518.00		£ -		£ 72.00	£ 518.00
Yoga	Commercial		£ 1,004.00		£ 276.00		£ 56.00	£ 728.00
U3A	Non-Commercial		£ 1,872.00		£ 648.00		£ 384.00	£ 1,224.00
Velocettes	Non-Commercial		£ 944.00				£ 221.00	£ 944.00
WI Group	Non-Commercial		£ 450.00		£ 144.00		£ 270.00	£ 306.00
Tai Chi	Commercial		£ 540.00		£ 168.00			£ 372.00
Table Tennis	Non-Commercial		£ 408.00		£ 84.00			£ 324.00
Exercise & Recorders	Non-Commercial		£ 954.00		£ 336.00			£ 618.00
Chanteuse	Non-Commercial		£ 54.00		£ 36.00			£ 18.00
Jane Austen	Non-Commercial		£ 72.00		£ 72.00			£ -
Sing & Sign	Commercial		£ 627.00					£ 627.00
Tiny Toes Ballet	Commercial		£ 276.00					£ 276.00
Hall Hire	Non-Commercial		£ 3,469.00		£ 637.00		£ 955.00	£ 2,832.00
Casual Hirer Deposits**			£ 3,238.00					
Rebates					£ 320.31			-£ 320.31
INCOME			£ 17,868.00		£ 3,618.31		£ 4,022.00	£ 14,249.69
Donations*			£ 606.37		£ -		£ 10,418.09	£ 606.37
Grants			£ 3,200.00					
TOTAL INCOME			£ 21,674.37		£ 3,618.31		£ 14,440.09	£ 18,056.06
Expenses								
Water			£ 121.39		£ 77.80			£ 43.59
Lighting & Heating			£ 3,244.01		£ 1,614.15		£ 1,696.94	£ 1,629.86
Insurance			£ 825.14		£ 620.48		£ 590.00	£ 204.66
Solicitors Fees			£ 1,002.40					
Admin/Office Supplies/Post			£ 129.47		£ 340.90			
Hallbooking.com Fee			£ 120.00					
Licences			£ 271.20					
Maintenance / Equipment			£ 5,831.04		£ 4,016.30		£ 3,551.50	£ 1,814.74
Cleaning			£ 3,568.21		£ 1,742.45		£ 295.00	£ 1,825.76
Misc			£ 220.91		£ 401.73		£ 100.00	-£ 180.82
Casual Deposits Refunded **			£ 2,937.00					
TOTAL EXPENSES			£ 15,333.77		£ 8,813.81		£ 6,233.44	£ 6,519.96
LOSS/PROFIT			£ 6,340.60		-£ 5,195.50		£ 8,206.65	
CCLA Charity Account			£ 477.88		£ 473.25		£ 473.23	
Hanley Building Society			£ 10,157.00		£ 10,057.81		£ 9,966.01	
Closing Bank Balance	Natwest		£ 17,492.17		£ 17,537.36		£ 22,797.49	
	Lloyds		£ 6,598.38					
Note								
* Donations: From Jubilee Garden Party, Village Hall coffee mornings/afternoon tea (various dates), table loan, Diamond Delis donation, Aston Social Team Winter Warmer event.								
** Deposits: From casual hirers are damage deposits that are refunded to the hirer following their hire period and satisfactory return of the hall and therefore not included in the overall income and expenditure.								