

Blunham Village Hall

Registered Charity No. 1183856

Trustees' Annual Report

1 March 2022 – 4 April 2023

Names of Trustees who served during the year

Robin Boothby	Treasurer
Michelle Grice	Chair
Beverley Boothby	
Nigel Aldis	
Lindsay Rose	
Phil Rose	
Shell Eves	
Dee Bartholomew	
Yvonne Sargeant	

Sources of advice and support

Barclays Bank plc, Leicester LE87 2BB
Norris & Fisher Insurance Brokers
Bedfordshire Rural Communities Charity, Cardington
Blunham Parish Council
Phil Rose (Maintenance), Shell Eves (Bookings Secretary)
Independent Examiner: Dr Roy Tipping

Governance

Blunham Village Hall was established by a Trust Deed & Lease date 20 July 1928.
The Trustees manage the site under a Charitable Incorporated Organisation (CIO)
registered with the Charity Commission on 12 June 2019.

Appointment of Trustees

The Constitution of a Charitable Incorporated Organisation governs the appointment of trustees and the management of the charity.

There must be at least three charity trustees. The maximum number of charity trustees is 12.

Hiring Agreement

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence that permits the provision of regulated entertainment including the performance of plays and live music: the exhibition of films and the playing of recorded music. In 2017 the Trustees undertook the exercise to disapply from the mandatory licensing procedures for the sale of alcohol and hirers who plan to sell alcohol at their events must now apply for a TENS license through the Council.

The hall is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society for live and recorded music.

We usually obtain our film licenses from Filmbank Media.

Risk Management

Insurance

The Trustees recognise that they are under a legal obligation to protect the building, its users and contractors through adequate and appropriate insurance. The village hall is insured with respect to property damage (buildings insurance) by Covea Insurance Plc (£607,977 cover). It is insured with the same company with respect to contents (£52,637), public liability (£5,000,000), employers' liability (£10,000,000), property owners liability (£5,000,000), Trustees Indemnity (£500,000), Business Interruption up to 24 months (£22,606), and personal accident (£10,000). It is insured by DAS Legal Expenses Insurance Company for legal expenses (£100,000).

Building Issues

- Gas appliances and portable electrical appliances and firefighting appliances are tested by qualified personnel annually.
- Volunteers from the Committee carry out other regular maintenance checks.

Objectives of the Charity

- The provision and maintenance of a village hall for use by the inhabitants of the Parish of Blunham without distinction of political, religious or other opinions
- Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation and with the object of improving the conditions of life for the inhabitants
- The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

Principal Activities in pursuit of Objectives

- The hall is in use most days of the week for a variety of activities including St Edmunds Fellowship, Gardening Club, Pilates, Boot Camp and Baby Massage
- Volunteers run a successful coffee morning every Monday
- The Parish Council hold their bi-monthly meetings in the Hall
- Blunham Community Cinema holds regular screenings on the last Friday of every month where members of the community have the opportunity to view a recent film at a modest price whilst being able to chat to friends before the performance and enjoy refreshments including ice creams during an interval.
- The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fund raising fayres.

Reserves Policy

It is the strategy of the Trustees to manage the annual budget on a self-financing basis and fundraising activities and hiring income aim to achieve this.

The purpose of the reserves policy is to ensure that sufficient funds are always available to meet all reasonable short-term contingencies. This includes:

- Cover for unforeseen day-to-day operational costs.
- Cover for unforeseen emergency/repair (e.g. boiler breaks down).
- Loss of a source of Income (Could take time to replace).
- Buildup of reserves for replacement/refurbishment of contents that become necessary over time.
- Planned Commitments that cannot be met by future Income alone, eg, plans for a project that require matched funding etc.

The Trustees have resolved to maintain a minimum level of reserves to enable normal operating costs to be covered for a minimum period of 6 months, (approx, £5,000) assuming no income is generated during this time, and to hold a further buffer taking the total reserve to between the six month minimum period and up to a maximum of two years of budgeted annual expenditure, to meet the aims above.

The trustees understand the principles behind the reserves, setting out appropriate levels of reserves based upon risk assessment, which is based on factors which impact on the hall. Each year they review the reserves to make sure they are relevant to the current prevailing conditions. This ensures the facility is maintained in good order for the benefit of all hall users.

Volunteers' Effort

Management costs are minimised through the use of volunteers for regular maintenance and supplementary cleaning of the hall. On average 4 hours of volunteer time are given each week to cover routine tasks such as bookings management, additional cleaning and maintenance. In addition, trustees give time each month for meetings and organising and running fund raising events. Without the tireless efforts of the small band of Trustees and volunteers there would not be a village hall. The Trustees would like to recognise, with gratitude, the support given in time, effort and donations over the past year to ensure the hall is fit for purpose and used for the benefit of the community.

The Committee would welcome offers of help from any resident and this could be undertaken ex-committee if desired.

2022 -2023 Achievements

The Hall continued to attract regular Hirers and now offer Pilates, Baby Massage and Bootcamp on a twice weekly or weekly basis.

The Community Cinema and the Committee hosted a joint event for the Queen's Platinum Jubilee in June 2022.

The Committee hosted a successful Family Day in September 2022 and a Race Night in November of 2022.

The Hall was represented at the Village's Tree Lighting Ceremony in December 2022 and distributed mince pies as well as advertised regular and Hall sponsored events.

Future Plans

The Committee is determined to offer a full programme of events and are investigating a number of options including the return of regular luncheons, a Vegan Supper, the always popular Quiz Night, an Open Day to assist in promoting on-going activities at the Hall and a Village Talent Show.

**The trustees declare that they have approved the trustees' report above.
Signed on behalf of the charity's trustees**

Signature(s)

M Grice

Full name(s)

Michelle Grice

Position

Chairman

Date:

17 November 2023

BLUNHAM VILLAGE HALL		
Receipts & Payments Account for the Year Ended 4th April 2023		
(All Unrestricted Funds)		
	YE 4/4/23	YE 4/4/22
<u>Receipts</u>	£	£
Regular hall Hire	2,878.50	1,806.75
Ad Hoc Hall Hire	2,294.00	1,084.50
Coffee morning	1,011.00	721.00
Inc Cinema Club	627.85	178.36
Donations	150.00	2,613.00
Grants	-	8,000.00
Events	756.26	
Misc	-	68.00
Total Income	7,717.61	14,471.61
<u>Payments</u>		
Gas	1,572.61	1,095.18
Electricity	-24.12	1,131.00
Water	108.00	189.00
Insurance	946.53	900.75
Cleaning	4,054.41	1,680.00
Stat Inspect & Boiler Serv	146.98	514.10
Maintenance - Internal	552.58	593.33
Maintenance - External	726.19	483.61
Maintenance One off	451.44	7,775.00
Annual Memberships	35.00	35.00
Licenses	712.00	50.64
Sundries	165.09	-
Total Payments	9,446.71	14,447.61
Profit/(Loss)	-1,729.10	24.00
<u>Statement of Assets & Liabilities</u>		
Opening Bank Balance	17,917.81	17,893.81
Excess Of Income over Expenditure	-1,729.10	24.00
Closing Bank Balance	16,188.71	17,917.81
Made up of:-		
Closing Bank & Cash Balance	16,024.29	17,917.81
Bar Stock	164.42	0.00
Total Assets	16,188.71	17,917.81
Signed on behalf of the Trustees	Signature	Print Name
	<i>R J Boothby</i>	R J Boothby
Date of Approval	17th November 2023	

R J Boothby
17/11/23



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
BLUNHAM VILLAGE HALL

On accounts for the year
ended

4TH APRIL 2023

Charity no
(if any) 118385

Set out on pages

1

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 4th April 2023.

Responsibilities and
basis of report

As the charity's trustees, 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]].
Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date: 17/11/23

Name:

Dr Roy Tipping

Relevant professional
qualification(s) or body
(if any):

Address:

60 Barford Road

Blunham

Bedford MK44 3ND

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.