

Baxter Hall Petrockstowe Village Hall 5 Year Plan

Introduction

This document was produced by the Trustees of the Baxter Hall Charity to record the business plan for the future management of Baxter Hall.

The Purpose of the Plan

- To aid planning for the future of the hall.
- To enable plans to be shared with all parties who have an interest in the Village Hall.
- To involve as many people and groups within the community with the plans for the future.
- To make the most of the facilities provided by the hall.
- To form the basis of bids for grants.
- To make the workings of the Trustees more transparent.
- To encourage involvement from local people not currently on the Trustee committee.

Who produced the planning?

The plan was produced by the Trustees but will be shared with the Parishioners of Petrockstowe who will be invited to comment and help develop the plan.

How will the plan be reviewed?

The plan will be reviewed annually at the AGM to ensure it reflects the views of the Trustees and Parishioners.

The plan will also be reviewed in response to major internal or external changes.

How will the plan be communicated?

- Making it available at the AGM
- Sending it to the Parish Council

- Making it accessible on the village website.
- Publishing it in the Petrockstowe News.

Who is responsible for the Hall?

Baxter Hall is a registered charity which is run by a committee of Trustees.

What is the purpose of the Hall?

The advancement of citizenship and community development by maintaining Petrockstowe Village Hall for the communal benefit of residents of the parish of Petrockstowe and surrounding areas.

What are the roles of the committee of Trustees?

Chair – Chairs all committee meetings and the AGM. Provides overall leadership and guidance to the committee of Trustees.

Vice Chair – Deputises for the Chair

Treasurer – Responsible for producing the annual accounts and presenting them at the AGM and committee meetings. Responsible for all day to day financial transactions including invoicing, receipting and banking relating to bookings and also paying of bills.

Secretary – Responsible for minuting of meetings and the AGM, and other administrative matters.

Booking Secretary – Responsible for maintaining the calendar of hall bookings, handling enquiries from those interested in making bookings and arranging all bookings upon request. Recording and passing to the treasurer any deposits and booking fees received.

General Committee Members – Contribute to all discussions relating to the hall and to **share** with the work relating to running the hall.

All committee members work together to support all activities relating to the running of the hall.

What links are there to groups in the Village?

There are strong links with the Parish Council, The Church and many groups in the village including the Ladies Social Club, Art Group, Recreation Ground. Gardening Club, Skittles Club

Is the hall supported by non-committee members?

Outside of the committee of Trustees there are a number of individuals and groups who support the hall on a regular basis and as such contribute significantly to maintaining and running the hall. These contributions are invaluable to the running of the hall and are welcome by the Trustees.

However, to help spread the load of running and maintaining the hall it is necessary for more volunteers to step forward from the community.

Cost of running the hall

It costs approximately £8000 per annum to keep the hall running.

- Insurance
- Electricity
- Water
- Security maintenance (alarm, extinguishers)
- Bar licence
- General maintenance
- Cleaning

Hall Income

The hall derives its income from three sources.

- Hall rental
- Events
- Bar takings

Hall Reserves

The trustees have put in place a policy of having a minimum of £8000 in a general reserve (a years running costs)

A building sinking fund to deal with any planned and unplanned building maintenance. Currently £10000

What approach will the Trustees take to managing the hall?

- Managing the hall in accordance with the aims laid down in the constitution.
- Maintaining the hall to at least its current standard.
- Improving the hall to meet the needs of its users as funds permit.
- Ensuring the hall is managed and maintained in accordance with the relevant legislation and regulations.
- Maintaining sufficient funds to be able to meet day to day running costs.
- Building up reserve funds for major maintenance and improvement projects.
- Seek ways to increase income through grants and other means.
- Increase use of the hall.

BAXTER HALL FIVE YEAR PLAN

Aim	Implementation	By whom	By when	Budget	Monitor	Completion date
Developing Community Use	Attract more groups to use hall through publicity	WG	12/2020	£50		
	Create new events - consultation with community	Trustees/WG	On going			
	Investigate possibility of monthly market	WG	On going			
Leadership and Management	Complete CIO	Chair	Done			
	Form working Groups from outside the committee of Trustees	Trustees	On-Going			
	Attract new trustees for the future	Trustees	On Going			
	Safeguarding policy/procedures - safeguarding lead	Chairman	Done			
Finance and funding	Grant application/s	Treasurer/ Working G	On-going			

	Increase our reserves (future proofing)	Trustees	Done			
Improving Facilities	Improve accessibility - disabled toilet	Chairman	Done	Grant		
	Refurbish bar stockroom	Chairman	Done	£2000		
	Improve physical appearance of outside of Hall	Chairman	Done	£500		
Building maintenance / Health and safety	Repair Fire Exit doors/update Fire RA	Chairman	Done			
	Kitchen redecoration	Chairman	Done	£500		
	Interior Hall redecoration	Chairman	Done	£2500		
	Exterior redecoration	Chairman	Done	£4000		
	Refurbish entrance posts and repoint car park wall	Chairman	Summer 2022			
	Implement Garden Maintenance rota	Frances	Done	Volunteers		
	Hall Entrance decoration	Chairman	Done	£900		
	Decorate men's toilet	Chairman	Done	£800		
New Aims 2022/2025						

Improving Facilities	Create a garden for sitting in. Look at furniture for the garden area,. Think about herb garden.	Chairman Keith/Carol	Spring 2023	TBC		
	Increase the size of the bar	Chairman	Autumn 2022	TBC		
	Install permanent bunting in the hall to give a lowered ceiling effect.	Carol/Barbara	Autumn 2022	TBC		
	Install roll up shutters in the bar	All trustees	By Spring 2023	TBC		
	Investigate renewable energy	All Trustees	ON going	TBC		
	Invest in larger screen for film nights, showing Broadway musicals, Eurovision etc.	All Trustees	Spring 2023	TBC		
Total Cost				TBC		

Petrockstowe Village Hall

Also Known as

Baxter Hall

Financial Statements for the year ending 31 March 2022

Income & Expense Statement for the Year 2021/2022

	2021/2022		2020/2021	
Income	£	£	£	£
Hire of Hall (inc polling station)		951.00		367.50
Bar	Income	1766.50	Income	205.40
	Less Cost	<u>1031.49</u>	Less Cost	<u>0.00</u>
		735.01		205.40
Interest		0.87		3.31
Fund Raising Activity	Income	496.05	Income	0.00
	Less Cost	<u>193.45</u>	Less Cost	<u>0.00</u>
		302.60		0.00
Grants - PPC and DCC		0.00		1200.00
Grants - COVID Support		10667.00		19431.00
Donations		20.00		950.00
Misc inc		177.28		312.00
100 Club		<u>0.00</u>		<u>75.00</u>
		<u>12853.76</u>		<u>22544.21</u>
Expenditure				
Hall Repairs & Renovations		11657.54		6162.11
Roof Contractor		0.00		0.00
Electricity		1427.03		672.22
Water Charges		187.41		136.53
Insurance		845.40		848.37
Hall Cleaning(inc window)		597.11		569.85
100 Club Prizes		0.00		565.00
Licences		200.00		180.00
Equipment purchase		799.98		0.00
Miscellaneous		<u>918.62</u>		<u>195.00</u>
		<u>16633.09</u>		<u>9329.08</u>
Income less Expenditure		-3779.33		13215.13
Depreciation Expense		<u>704.32</u>		<u>879.72</u>
Surplus/(Deficit)		<u>-4483.65</u>		<u>12335.41</u>

Petrockstowe Village Hall - Fixed Assets at 31 Mar 2021

Asset		Year of Purchase	Cost	Accumulated Depreciation 31/03/2021	NBV 31/03/2021	Accumulated Depreciation 31/03/2021	Depreciation For Year 31/03/2022	Accumulated Depreciation 31/03/2022	NBV 31/03/2022
Office Furniture		2010/2011	682.09	682.09	0.00	682.09		682.09	0.00
Hot Cupboard		2010/2011	431.23	431.23	0.00	431.23		431.23	0.00
				0.00	0.00	0.00		0.00	0.00
Tannoy System		1999/2000	248.00	248.00	0.00	248.00		248.00	0.00
New Bar	Cost	2013/2014	7686.50			0.00		0.00	0.00
	Grant		<u>6912.00</u>	774.50	619.60	154.90	77.45	697.05	77.45
Picture Framing		1999/2000	50.00	50.00	0.00	50.00		50.00	0.00
Range Cooker		2013/2014	1404.00			0.00		0.00	0.00
Electrics			680.70			0.00		0.00	0.00
Additonal Shelf			<u>42.00</u>	2126.70	1701.36	425.34	212.67	1914.03	212.67
Metal Shelf Unit		2013/2014	45.00	36.00	9.00	36.00	4.50	40.50	4.50
Projector Screen		2014/2015	292.60	204.82	87.78	204.82	29.26	234.08	58.52
New Heaters for Hall		2014/2015	9340.60	0.00	0.00	0.00		0.00	0.00
Less Grant			<u>9340.00</u>	0.60	0.72	-0.12		0.72	-0.12
New Bar		2012/2013	350.00	315.00	35.00	315.00	35.00	350.00	0.00
Floor Covering			1198.00	838.60	359.40	838.60	119.80	958.40	239.60
C/H Thermostat		2015/2016	181.20	108.72	72.48	108.72	18.12	126.84	54.36
Bar Shutters		2015/2016	673.22	403.93	269.29	403.93	67.32	471.25	201.97
Baby changing Unit		2016/2017	140.98	140.98	0.00	140.98		140.98	0.00
Hall clock		2016/2017	29.99	29.99	0.00	29.99		29.99	0.00
Blinds		2016/2017	1000.00	500.00	500.00	500.00	100.00	600.00	400.00
Bar Fridge		2016/2017	139.99	70.00	70.00	70.00	14.00	83.99	56.00
New Chairs x 100		2018/2019	2223.00			0.00		0.00	0.00
Less Grant/donation		2018/2019	1961.00	262.00	78.60	183.40	26.20	104.80	157.20
				8626.10	6459.64	2166.46	6459.64	704.32	7163.96
							704.32	7163.96	1462.14
All items at 10%									

Petrockstowe Village Hall

Balance Sheet as at 31 March 2022

	2022		2021	
Assets Furniture & Equipment - NBV	£	£	£	£
New Bar		77.45		189.90
Range Cooker		212.67		425.34
Metal Shelf Unit		4.50		9.00
Projector Screen		58.52		87.78
Floor covering		239.60		359.40
C/H Thermostat		54.36		72.48
Bar Shutters		201.84		269.29
Blinds		400.00		500.00
Bar fridge		56.00		70.00
New Chairs – net of donation		157.20		183.40
		<u>1462.14</u>		<u>2166.46</u>
Current Assets				
Bank - Current Account at 31/3/22		25645.00		29639.32
Bank - Reserve Account		8836.54		8834.67
Cash in Hand-petty cash	201.11		87.99	
Cash in Hand-bar floats	<u>300.00</u>	501.11	<u>200.00</u>	287.99
Bar Stock		1068.84		1068.84
Debtors		<u>0.00</u>		<u>0.00</u>
		36051.49		39830.82
Current Liabilities				
Creditors		<u>0.00</u>		<u>0.00</u>
Total Net Assets		<u>37513.63</u>		<u>41997.28</u>
Represented By:				
Funds brought forward		41718.83		29383.42
Surplus/(Deficit) for year		<u>-4483.65</u>		<u>12335.41</u>
Funds carried forward		37235.18		41718.83
Capital Reserve - Note 1		278.45		278.45
		<u>37513.63</u>		<u>41997.28</u>

Notes:

1. Capital reserve represents credit for damaged tables which will be used against other capital purchases.

The Petrockstowe Village Hall (Baxter Hall). Freehold title vested in the Official Custodian of Charities

The Play Area. Freehold title vested in the Official Custodian of Charities

Petrockstowe Village Hall

Independent Accountants Report to the Members on the Accounts of Petrockstowe Village Hall (also Known as) Baxter Hall

This Report is made solely to the Members as a body

RESPECTIVE RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE AND THE INDEPENDENT ACCOUNTANT

The Management Committee is responsible for the preparation of the accounts and they consider an Independent Accountants report and opinion is required

Signed:

Michael Munro
Treasurer

Malcolm Busby
Chairman

Date:

Date:

Basis of the Independent Accountants Opinion

My procedures included a review of the accounting records maintained by the Trustees and a comparison of the accounts presented with those of the underlying records. It also included consideration of any unusual items or necessary disclosures in the accounts, and seeking explanations from the Management Committee concerning any such matters. The procedures undertaken do not provide for the evidence that would be required from a full audit, and consequently I do not express an audit opinion on the figures given in the attached accounts.

Independent Accountants Opinion

From the review of the work completed as identified above the Financial Statements of Petrockstowe Village Hall (also known as) Baxter Hall at 31st March 2022 appear to be free from material error.

Signed

John Davey AAT
Date: