

# **Westbury-on-Trym Village Hall**

## **Annual Report - 2023/2024**

### **Registered Charity Number**

202781

### **Report and Accounts**

30 June 2024

The report of the Trustees for the year ended 30 June 2024

### **Introduction**

The duly elected Trustees of the hall also serve as the Village Hall Management Committee (VHMC) and are composed solely of volunteers who manage and look after the maintenance and running of the hall to enable the safe use for all hirers and to keep the hall available for the whole community.

The Board of Trustees present their annual report and accounts for the year ended 30 June 2023 and are satisfied with the performance of the charity during the year and the position at 30 June 2023. We also consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfill its obligations.

### **Review of progress and achievements**

Firstly I'm sorry to announce the resignation of Mike Chant who was a member of the hall committee many years ago but has since focussed on looking after our gardens and lawns by himself for more than forty years. He dealt with tree maintenance, pathways and many other important jobs including even the replacement of light bulbs. I would like to thank Mike for his advice and decades of long service to the hall and he will be very much missed. I hope that he will now have more time to spend dealing with his own garden and allotment.

The comprehensive preventative maintenance program of works is still ongoing and the hall has been closed for two months this year to accommodate these works, which started in 2023 and is finishing in October this year. Three of our chimney stacks have been repaired and repointed together with many additional stone repairs around the building including the replacement of our guttering and downpipes. The kitchen wall was totally replaced and re-built for safety reasons due to cracking. We were able to retain use of the kitchen whilst the works were undertaken as the end window area was completely blocked off with a stud wall.

The hall's funds were in a financially good position, however the ongoing programme of works has drained most of our resources which we will now need to rebuild again in order to pay for the addition work that is still required.

I would like to thank the committee for their support during the year together with all the volunteers that have given up so much of their own time.

**Detailed reports on various areas of running the Village Hall are in Appendices 1 and 2**

### **Name, registered office and constitution of the charity**

The full name of the charity is Westbury-on-Trym Village Hall.

The legal registration details are: Date of formation 16 February 1962

The Principal Office is Eastfield Road, Westbury-on-Trym, BS9 4AG

Charity Registration Number 202781

The telephone number is 0117 962 3399

***A summary of the objectives of the charity as set out in its governing document.***

The objective of the Charity is to provide and maintain a village hall for the use of the inhabitants of Westbury-on-Trym and surrounds for recreational and leisure purposes.

***Public benefit that is provided by the charity***

The VHMC aims to provide first class Hall facilities at an affordable cost to the local community and the charity depends largely on the continuing help of local volunteers.

The Hall is available for hire by any individual or organization in accordance with the standard hiring agreement and scale of charges adopted for the year. It is intended that the scale of charges be sufficient together with the associated bar profit to generate enough income to meet all expenditure incurred in providing and improving the Hall and maintain a reserve of accumulated funds which will enable them to properly maintain and operate the Hall. This reserve will also provide resources to meet exceptional costs and/or running expenses should unforeseen circumstances arise to interrupt normal fund raising activities. The Trustees intend that the reserve will be at least £30,000 and will not in normal circumstances exceed £150,000. Improvements are also funded by events arranged by supporters of the Hall, and from income, donations, dividends and interest.

**Structure, Governance and Management**

***Nature of the Governing Document and constitution of the charity***

The Charity's governing document was signed and sealed on 8th October 1981. It covers the administration of the charity, outlines its charitable objectives, deals with the appointment, procedures and obligations of the committee of management and the conduct of meetings.

**Financial Review**

***Availability and adequacy of assets of each of the funds***

The Board of Trustees is satisfied that the charity's assets in each fund are available and adequate to fulfill its obligations in respect of each fund.

***Transactions and Financial position – See appendix 1 (Accounts Report - separate document)***

The members of the Board of Trustees of the Charity during the year ended 30 June 2024 were:

Graham Plummer (chair)

Henry Deval

Hilary Long  
Jane Plummer  
Patrick Thorpe

The Trustees are all members of the charity.

Any new nominations for Trustees - Names to be given at the AGM meeting.

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:

Graham Plummer (chair)  
Henry Deval  
Hilary Long  
Jane Plummer

I'm sorry to announce that Patrick Thorpe, has resigned as a trustee this year, he had been a committee member for the last four years and managed our buildings and maintenance. Patrick firstly arranged for the removal of the asbestos, which was on many of the doors downstairs, and he oversaw professional surveys, new risk assessments, fire safety procedures, electrical testing etc. and together with Colliers Building Consultancy managed our building & maintenance programme of works, which is currently ongoing. We would like to thank him for all his time and wish him well for the future.

Independent Examiner - to be appointed by the Trustees.

### **Statement of Trustees' Responsibilities**

Charities registered in England and Wales that are not companies are allowed under section 42(3) of the Charities Act 1993 to prepare receipts and payments accounts provided the charity's gross income is not over £250,000 for financial years ending on or after 1 April 2009. For financial years ending prior to 1 April 2009, this gross income threshold for receipts and payments accounting was lower at £100,000. Receipts and payments accounts are expected to show a 'true and fair view' of the charity's financial activities and state of affairs as is required with accounts prepared on the accruals basis.

All current accounting standards are fulfilled in the presentation of these accounts.

- receipts and payments accounts should be prepared in a consistent way from year to year; and
- if valuations are provided in the statement of assets and liabilities, they should be relevant, reliable and understandable.

The Trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report and the responsibility of the independent examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the Board of Trustees on 11<sup>th</sup> October 2024.

*G. F. Plummer*  
Chairman

## **Appendix 1 - Accounts Report - See separate document**

## **Appendix 2 - Committee Reports**

### **1 Booking Secretary: General/Regular – Henry Deval**

The number of regular hirers totals 18. One long-standing booking – Exercise - has finished. Regular bookings include ALHA, Badminton (4), Baby Ballet, Bridge, Bristol Show choir, Brownies, Embroidery, Karate, Raleigh club, SUSWOT, Tai Chi, Tutor group, WI, WOTSOC and Zumba. We continue to receive many enquiries from individuals, different clubs and associations requesting bookings, which we are unable to accommodate, as we are fully booked in the evenings and for most of the week-days.

Booking details – 2022/23 in brackets

Parties 29 (31)

Concerts 1 (3)

Christening/Naming ceremony 0 (1)

Misc 5 (5)

### **2 Booking Secretary: Weddings – Graham Plummer**

I would like to report that all the weddings held here at the hall have been very successful and we continue to receive very good feedback and compliments to the Hall from our hirers and their guests. Weddings are not only very popular but together with their bar revenue provide the main source of income for the Hall.

The maximum number of wedding receptions agreed by the committee are about 12 per calendar year. This is to ensure that the hall is also made available to hire for other events including community events. I also try to keep to only two per month and two in consecutive weeks as they do require a lot of volunteer work which we are struggling for. There were only 8 wedding receptions held in our financial year ending 30/06/24 compared to 13 the year before, which is partly due to the hall being closed for 6 weeks during July and August 2023. We only have 7 confirmed bookings so far for 2025. We do however already have one wedding booked in for 2026. The Hall continues to enjoy a good working relationship with local businesses who regularly provide catering, decorating and music services for the hirers. I am very grateful for the support of all of our bar volunteers, especially those who have covered wedding bars in the daytime in addition to their normal evening bar duties.

### **3 Bar Manager - Graham Plummer**

Despite actual bar takings and profits being £15,047 less than last year, it still remain a good source of income for the hall. The actual total bar income for the year was £16,058 (including corkage of £2,894). There were a total of 22 bars during the financial year, which was 11 less than the previous year of 33. There were also 5 less weddings at 8 instead of 13 for the year before..

I would like to say a big thank you to all our bar volunteers who give up their valuable time, mainly on a Saturday in the day or in the evening, in order to help behind the bar, and to say that without their help we would not be able to host as many bookings with bars, which creates a high level of income for the hall.

I am constantly trying to increase the number of bar volunteers as we currently only have about 12 regular volunteers, hopefully this can be improved on over the next year.

#### **4 Buildings and Maintenance Manager – Graham Plummer**

Since the resignation of Patrick Thorpe in September I have now stepped back in to take over the buildings & maintenance role and have been actively involved with all of the current high level roof works, windows, guttering, chimney stacks and stone works, which will fall within next year's annual budget report. I am currently liaising with the contractors and managing agents to firstly complete the works that require scaffolding before this is to be removed in October this year.

Much of the past year has been spent in preparing for the program of building works by working with the managing agents to prioritize essential works, obtain planning permission and achieve the maximum repairs and maintenance work possible within our budget.

Early in 2024 work commenced in the kitchen to replace the whole wall facing onto the patio area as it had severe cracks in the stone and was at risk of collapse. The far end of the kitchen was boarded off so that the stone masons could work from the outside and the kitchen could still be used with reduced capacity. The window lintel together with the end of the roof beam had deteriorated and had to be replaced and the whole wall was re-built using existing stones and bricks where possible. New windows and new interior walls were installed at the gable end. The existing sink and kitchen units were reinstalled, and the kitchen back fire exit door was also replaced.

The defibrillator was completed in July 2023, and is functioning within the required weekly checks to the system. We had a drone survey last year of the inside and outside of the hall which provided an accurate 3D model, this enables accurate plans to be drawn up.

A new WIFI router was installed last year to improve WIFI within the hall and our website has been updated. We now have a payment card system for the bar with two terminals, this helps the bar volunteers in identifying prices and adding up payments. We now hardly ever take cash, the system has been set up and is managed by myself for the stock we sell and all bar prices and is also used for the Village Show to take card payments for their refreshments.

Throughout the year we have undertaken remedial works where necessary, including decorating, and have continued to maintain the defibrillator, emergency lighting, fire and security systems to the required standard.

#### **5 Events – Graham Plummer**

The annual Village Show was held in September this year and is covered below.

#### **6 Village Show – Carole Thorpe**

Oral report to be given by Carole, as Chairman of the Village Show.

We are very grateful for the continued generous support of the Village Show and would like to thank Carole and all the village show committee together with all the volunteers involved in making this such a great event, year after year.

Westbury-on-Trym Village Hall

Audited Accounts

30 June 2024

Charity Number: 202781

**Westbury-on-Trym Village Hall  
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**Westbury-on-Trym Village Hall  
Income and Expenditure Account  
for the year ended 30 June 2024**

	<b>2024</b> <b>£</b>	<b>2023</b> <b>£</b>
<b>Income</b>	58,175	82,188
Cost of income	6,511	12,303
<b>Gross income</b>	<u>51,664</u>	<u>69,885</u>
<b>Other business income</b>	6,574	4,283
<b>Expenses</b>		
Premises expenses	16,992	20,263
Repairs and renewals of property and equipment	47,963	28,945
Telephone, stationery and other office costs	1,163	4,526
Advertising and website costs	500	-
Accountancy, legal and other professional fees	4,362	3,330
Depreciation and loss/(profit) on sale/valuation	(4,892)	(827)
Other business expenses	859	834
	<u>66,947</u>	<u>57,071</u>
<b>(Deficit)/surplus</b>	<u>(8,709)</u>	<u>17,097</u>

**Westbury-on-Trym Village Hall**  
**Balance Sheet**  
**as at 30 June 2024**

	<b>Notes</b>	<b>2024</b> <b>£</b>	<b>2023</b> <b>£</b>
<b>Fixed assets</b>			
Equipment and machinery	3	3,014	4,018
Other fixed assets	4	78,153	72,258
		<u>81,167</u>	<u>76,276</u>
<b>Current assets</b>			
Bar stock		2,373	1,584
COIF balance		85,178	81,010
Bank balances		11,900	32,556
Cash in hand		316	316
Other current assets and prepayments		5,263	5,525
		<u>105,030</u>	<u>120,991</u>
<b>Current liabilities</b>			
Other liabilities and accruals		<u>8,066</u>	<u>10,427</u>
<b>Net current assets</b>		96,964	110,564
<b>Net assets</b>		<u>178,131</u>	<u>186,840</u>
<b>Funds of the charity</b>			
Balance at start of period		186,840	169,743
Net (deficit)/surplus		(8,709)	17,097
		<u>178,131</u>	<u>186,840</u>

Graham Plummer ( Chairman )

Dated:

**Westbury-on-Trym Village Hall**  
**Notes to the Accounts**  
**for the year ended 30 June 2024**

**1 Accounting basis**

The trustees present the annual report together with the financial statements of the charity for the year ended 30 June 2024.

**2 Income and expenditure account analysis**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Income</b>		
Public hire of hall	36,710	42,106
Bar income	15,534	28,660
Corkage	3,278	3,386
Village show	1,300	1,400
Event income	-	730
Donations	1,353	5,906
	<u>58,175</u>	<u>82,188</u>
<b>Cost of income</b>		
Bar supplies	6,235	11,333
Event expenses	276	970
	<u>6,511</u>	<u>12,303</u>
<b>Other business income</b>		
Interest receivable	4,473	2,190
COIF dividends	2,101	2,093
	<u>6,574</u>	<u>4,283</u>
<b>Premises expenses</b>		
Rates and water	796	1,218
Gas and electric	7,011	9,457
Waste	2,420	2,370
Cleaning	5,453	5,565
Security	1,312	1,653
	<u>16,992</u>	<u>20,263</u>
<b>Repairs and renewals of property and equipment</b>		
Repairs and maintenance	<u>47,963</u>	<u>28,945</u>
<b>Telephone, stationery and other office costs</b>		
Telephone and internet	664	410
Printing, postage and stationery	261	121
Equipment expensed	238	3,995
	<u>1,163</u>	<u>4,526</u>
<b>Advertising and website costs</b>		
Advertising and PR	<u>500</u>	<u>-</u>

**Westbury-on-Trym Village Hall**  
**Notes to the Accounts**  
**for the year ended 30 June 2024**

**Accountancy, legal and other professional fees**

Accountants fees	600	600
Other legal and professional	648	-
Insurance	3,114	2,730
	<u>4,362</u>	<u>3,330</u>

**Depreciation and loss/(profit) on sale/valuation**

Depreciation	1,004	1,347
(Surplus)/deficit on COIF values	(5,896)	(2,192)
Surplus/deficit on disposal of fixed assets	-	18
	<u>(4,892)</u>	<u>(827)</u>

**Other business expenses**

Flower fund	340	300
Licence fees	180	180
Sundry expenses	339	354
	<u>859</u>	<u>834</u>

**Westbury-on-Trym Village Hall**  
**Notes to the Accounts**  
**for the year ended 30 June 2024**

**3 Equipment and machinery**

	<b>Equipment</b>
	<b>£</b>
<b>Cost</b>	
At 1 July 2023	70,242
At 30 June 2024	<u>70,242</u>
<b>Depreciation</b>	
At 1 July 2023	66,224
Charge for the year	1,004
At 30 June 2024	<u>67,228</u>
<b>Net book value</b>	
At 30 June 2024	<u>3,014</u>
At 30 June 2023	<u>4,018</u>

**4 Other fixed assets**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Investments	<u>78,153</u>	<u>72,258</u>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

WESTBURY-ON-TYLM VILLAGE HALL

On accounts for the year  
ended

30 JUNE 2024

Charity no  
(if any)

202781

Set out on pages

1-5

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above  
charity ("the Trust") for the year ended DD / MM / YYYY.

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 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 (other than that disclosed below \*) in connection with  
the examination which gives me cause to believe that in, any material  
respect:

- accounting records were not kept in accordance with section 130 of  
the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection  
with the examination to which attention should be drawn 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:

16/10/24.

Name:

PAUL NICHOLAS DAY

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

FM AAT

Address:

FIRST FLOOR, 5 HIGH STREET, WESTBURY-ON-TYLM  
BUSTOL, BS9 3BY.