

Town Hall Trust Body

Membership (to May 2024) Cllr. Tim Horton, Cllr Ian Hill. Cllr. Denise Mallan, Cllr Leo Pesci and by co-option, Mr Mike Young

Technical adviser: Mr. Bob West

The Trust Body is first responsible for the good order of the Town Hall – a Grade 2* listed building. It is also interested to promote the use of the building, especially for a wide variety of uses for local people and groups.

The Building

The Henley firm of Payne and Lyttle completed successfully the work on the renewal of brickwork and mortar to the Hall, thereby (with work to the flagstone area) giving the area a fresh appearance. The Trust Body are resolved to sustain regular work to the outside of the building.

The attention to detail too saw a full replacement of the ground floor window undertaken by Mike Young, following the discarding of a gas flue. Further Denise Mallan led on the redecoration of the upper reception area through painting and new cupboards. The improvements have been well-received.

The Trust Body have elected to use its accumulated savings for a phased programme to include the removal of plaster that is subject to damp, the anticipated electrical programme, the introduction of the downstairs toilet and the chairlift. To these ends grant aid has also been forthcoming from the Doris Field Trust and the Councillor's grant facility from OCC and SODC.

Facilities

The Trust has introduced some more modern chairs and tables that should give greater ease in use and may widen further the range of uses for the main hall. There is now a greater range of kitchen equipment to help users, including – vitally – a fridge!

The Events Group

The bookings of the Hall and the Undercroft are stronger again this past year and there has been a dialogue with the Undercroft Company on use. The Trust Body resolved to establish a new 'sub-group' to promote use and now also to organise directly social and cultural events that will add to the Town's calendar and also improve further the finances of the Trust. Initial steps are encouraging. The Group has arranged for talks, a D-Day event and evening inspired by Noel Coward and Cicely Courtneige for example. An emphasis is placed on widening the appeal of the Hall for a wider age band! We are hoping 'Board Game' sessions will appeal to

school students.

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Trustees are very grateful for the care shown by users of the building, the staff who clean, improve and safeguard the Hall and our clerical team who ensure good management and accurate accountancy.

During the year, Mike Staples felt he must resign from the very active role he played as a co-optee to the Trust Body. His colleagues recorded special thanks for his work.

April 2024

Kristina Tynan

From: Denise <Denise@skpsolutions.co.uk>
Sent: 14 November 2024 13:09
To: Kristina Tynan
Subject: Town Hall
Attachments: Income and Expenditure YE 31.03.24.pdf; Examiner letter.pdf; CC16a_-_ Completed 2024.xls; Accounts 23-24.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Kristina

Here are the accounts, letter, Charity form for 31/3/24. Also sending you my Excel sheets.

Let me know if you've got any queries .

All the best

Denise
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The Trustees
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14th November 2024

**Independent Examination Report for Watlington Town Hall Charitable Trust
Year Ended 31st March 2024**

I reviewed the documents provided and met with the parish Clerk, Kristina Tynan, and finalised the report on 14h November 2024.

Basis of Report

As a small charity with an annual income of under £25,000 the Trust has opted for an independent review of its processes and accounting for the period. The aim of this inspection is to ensure the processes employed and bookkeeping are efficiently safeguarding the finances and administration of the charity.

Accounting

Much of the expenditure is made initially by Watlington parish Council and re-imbursed to them from time to time.

The Parish Council makes a grant to the Trust every year of £6500 and this is balanced at the year end to ensure the whole amount has been received by the Trust.

Major expenditure has been researched and quotes have been sourced from at least 3 suppliers before a decision to proceed is made.

Minor, every day, expenditure is at the discretion of the Parish Clerk and Trustees.

Bank Reconciliations are carried out on a regular basis.

Rental income is administered via the Parish office team, mainly through a system called Bookteq.

Other income was received for events held by Tim Horton and enabled the purchase of staging.

Administration

The Trustees meet every quarter, for which an agenda is published, beforehand.

All meetings are minuted by a clerk and published.

Insurance: Renewed each year, and the Trustees have the opportunity (via email) to see the renewal notice and recommend any changes they think are necessary. This is also ratified at a committee meeting.

Risk assessment:

I would recommend that the Risk Assessment needs updating, as it has not been completely had an overview since 2011. This should be done on a regular basis.

Conclusion

In general, apart from my recommendation, I believe the trust has competent arrangements in place and its systems of internal control are transparent and effective.

Many thanks to Kristina Tynan and team, Jo Pugh and Rachel Gill, for their help in completing this examination.

I hope this report is of help. If you would like any further assistance or clarification, please let me know.

A handwritten signature in dark ink, appearing to read 'Denise Allnutt', with a long horizontal stroke extending to the right.

Denise Allnutt
Examiner