

Oake & District Village Hall and Recreation Ground

Registered Charity 205829

Trustees' Annual Report 1st April 2023 to 31st March 2024

Names of Trustees

Vacant	Chair	
Mrs K Horton	Secretary	
Ms P Archer	Treasurer	
Mrs S Earthrowl		Mrs C Fletcher
Mrs T Bellamy		Mrs C Grove
Mr M Sharland		Mr A Antill

Governance

The charity was established by a trust deed dated 20th May 2002

Appointment of Trustees

The trust deed governs the appointment of committee members who are the charity trustees. It allows for 5 elected members together with appointed members for user organisations. The term of office of all members will end at the end of the annual general meeting following the date on which they came into office. They may be re-elected or re appointed.

Sources of Support and Advice

Somerset Community Council, Victoria House, Victoria St Taunton TA1 3JZ
Oake Parish Council

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been formulated:

Safe Guarding; Energy and Environment; Health and Safety;
Equal Opportunities; Vulnerable Adults; Financial; Noise; Alcohol Provision;
Data Protection.

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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 and is registered with the local authority for small society lotteries. The hall also holds licenses for sale of alcohol; and with the Performing Right Society for live and recorded music.

Risk Management

Insurance

The village hall is insured with Ansvar Insurance: with respect to Buildings insurance £1,516,643 cover, Property Owners Liability £5,000,000, Contents £55,642, Public Liability £5,500,000, Employer's Liability £10,000,000, Business Interruption £90,000, Legal Expenses £250,000, and Trustees Liability £1,000,000.

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Building Issues

Gas appliances and portable electrical appliances are tested by qualified personnel regularly.

The mains electrical installation is periodically checked by a qualified engineer within the 5 years period as required by law. The fire alarm system is checked every 6 months.

A Fire Safety Risk Assessment is now in place.

Firefighting appliances are inspected annually under contract with the supplier.

Volunteers from the Committee carry out other regular maintenance where appropriate.

Objectives of the Charity

The object of the charity is, in the interests of social welfare, to improve the conditions of the lives of the inhabitants of the area of benefit, without distinction of political, religious or other opinions, by the provision and maintenance of a village hall and recreation ground.

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Principal Activities in Pursuit of Objectives

The hall is available every day of the week for a variety of activities and is available for hire for private functions.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set to achieve this.

Volunteers' Efforts

Management costs are minimised by the input of many voluntary hours by the Committee Members, Booking Secretary and Hall users throughout the year, in general running activities and organizing various fundraising events.

2023/2024 Achievements

Efforts continued to promote the Hiring levels and Income in view of the cost of living crises and increase in energy costs.

Significant additional repair work was incurred in refurbishing the kitchen, which contributed to a deficit of £5901.

Reserves Policy

The Charity has over £34,000 in bank current and savings accounts as unrestricted reserves at the year end. These balances are available for unforeseen expenditure in relation to building maintenance or equipment and fixtures replacements and any uninsurable losses. It is the Trustee's policy to maintain unrestricted reserves equivalent to at least annual revenue.

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Future Plans

The committee wish to continue to offer an excellent facility to the village, and assist with any community projects where possible.

The main aim is to continue to rebuild the full use of the hall and maximise Income commensurate with offering the facilities in accordance with the Charity's Governance.

The committee continue efforts to recruit members and in particular to appoint a chair, which has been sorely missed for some time.

The Trustees declare that they have approved the forgoing report.

Signed on behalf of the charity's Trustees

Signature:

K Merton

Full Name

KIRSTEN

HORTON.

Position

Secretary

Date

23/9/2024

**Oake & District Village Hall
Charity 205829**

Assets and Liabilities

**Year ended
31st March 2024**

	2024		2023	
	£	£	£	£
Fixed Assets:				
Buildings	457423		457423	
Playspace	<u>76596</u>	534019	<u>76596</u>	534019
Current Assets				
Debtors and Prepayments	2427		1178	
Cash at Bank and in Hand	<u>32228</u>	34655	<u>35795</u>	36973
Total		568674		570992
Less Creditors and Accruals	5447		1864	
Toddler Group Funds	<u>202</u>	5649	<u>202</u>	2066
Net Assets		<u>563025</u>		<u>568926</u>
Represented By:				
Unrestricted Funds	187502		199896	
Deficit for year	<u>5901</u>	181601	<u>12394</u>	187502
Restricted Funds (Building Fund)	304885		304885	
(Playspace)	<u>76539</u>	381424	<u>76539</u>	381424
Total Funds		<u>563025</u>		<u>568926</u>

Signed

Dated

**Oake & District Village Hall
Charity 205829**

Income and Expenditure

**Year ended
31st March 2024**

		2024			2023		
	Notes	Restricted £	Unrestricted £	Total £	Restricted £	Unrestricted £	Total £
<u>Receipts</u>							
Grants	1	4620		4620	3340		3340
Hall Bookings			28734	28734		24214	24214
Fundraising	2		7168	7168		2416	2416
Donation						39	39
Investment Income			405	405		80	80
Other			60	60		0	0
Total		4620	36367	40987	3340	26749	30089
<u>Payments</u>							
Fundraising			3878	3878		1183	1183
Play space Expenses			459	459	2620	3023	5643
Repairs & Maintenance	3	4620	19737	24357	720	22251	22971
Administrative Costs	4		18078	18078		12497	12497
Website Expenses			116	116		43	43
Other						146	146
Total		4620	42268	46888	3340	39143	42483
Deficit for the Year		0	-5901	-5901	0	-12394	-12394
Total Funds Brought Forward		381424	199896	568926	381424	199896	581320
Total Funds Carried Forward		381424	193995	563025	381424	187502	568926

**Oake & District Village Hall
Charity 205829**

Notes to the Accounts

**Year Ended
31st March 2024**

Note		2024 £	2023 £
1	Grants Receivable		
	PCC : Play and Recreation Area	1120	1120
	Somerset Community Council	2000	720
	 Somerset Community Foundation	 1500	 1500
	Total	4620	3340
2	Fundraising (Gross Income)		
	100 Club	959	1224
	Bingo	2895	738
	Christmas Events	785	0
	Plant Sale	0	454
	Whist	350	0
	Fete	1435	0
	Coffee Mornings	550	0
	20 th Hall Party	194	0
	Total	7168	2416

Note		2024 £	2023 £
3	Repairs:		
	Path Share with Shop	0	5749
	Lighting and Electrical Work	554	1226
	Replace Kitchen	12104	0
	Tree Surgery	0	1566
	Heating System Repairs	574	1591
	Replacement Chairs	0	3360
	Resurface Floor	1890	0
	Ground Maintenance	3564	2512
	General	5671	6967
	Total	24357	22971
4	Administrative Costs		
	Booking Secretary	5422	5538
	Energy Costs	8312	3733
	Water	831	447
	Insurance	2109	1891
	Advertising	80	0
	Internet & Telephone	712	455
	Music Licence	155	139
	Examiners Fees	72	72
	Other	385	222
	Total	18078	12497

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Oake & District Village Hall and Recreation Ground

**On accounts for the year
ended**

31st March 2024

**Charity no
(if any)**

205289

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

**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**

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:

P Keen

Date:

20.6.2024

Name:

Pamela Keen

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

Fellow of The Institute of Certified Bookkeepers (ICB)

Address:

1st Floor, Victoria House

Victoria Street, Taunton
Somerset. TA1 3FA

Section B**Disclosure**

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.