



## **Moggerhanger Village Hall**

*Blunham Road, Moggerhanger,  
Bedford. MK44 3RB*



# **DRAFT**

## **Trustees Annual Report May 15<sup>th</sup> 2023 7.30pm in Moggerhanger Village Hall**

### **PRESENT:**

**Trustees**

**Chair**

**Secretary**

**Treasurer**

**Bar Manager**

**Co-opted Bookings Officer**

**Trustee**

**Co-opted trustee**

**Anne Hysted**

**Linda Heath**

**Jackie Warren**

**Ken Ebbage**

**Tony Mulhall**

**Stephen Mercer**

**Bryan Cornish**

### **1.**

#### **In attendance**

### **Aims and Objectives of the Village Hall**

Provision of a village hall for the benefit of the inhabitants of the Parish of Moggerhanger without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions

Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit

### **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 adopted:

☐ Health & Safety Policy

☐ Child Protection Policy

☐ Equal Opportunities Policy

☐ Environmental Policy

☐ Age Verification Policy

Copies of these policies are held at the hall and are available via the Village Hall's website; <http://www.moggerhangervillagehall.co.uk/>

## **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. The hall has a Premises Licence, including the sale of alcohol. The Management Trustees or their appointed delegates will supervise all alcohol sales made under the authority of this licence. We operate a strict age verification policy. The hall is licensed for the performance of plays, live & recorded music & dance and the provision of facilities for making music and dancing.

### **Insurance**

The Village Hall is insured with the Allied Westminster Insurance Services Ltd. They have been informed about the new car park and storage building and these are covered under our policy which is valid until 12<sup>th</sup> April 2024

## **2. MINUTES OF LAST MEETING**

The minutes of the meeting held April 2022 which had been re circulated to all trustees were **agreed** as a true and accurate record.

## **3. MATTERS ARISING**

## **4. ELECTION OF TRUSTEES**

Completed nomination forms were given to the Secretary for the files. The following elections took place:

Position	Name	Nominated	Seconded
Chairperson	Alan Heath	Jackie Warren	Anne
Hysted			
Secretary	Linda Heath	Stephen Mercer	Tony Mulhall
Bar Manager	Ken Ebbage	Stephen Mercer	Alan
Heath			
Treasurer	Jackie Warren	Anne Hysted	Linda
Heath			
Bookings Officer	Tony Mulhall	Ken Ebbage	Alan
Heath			
Trustee	Stephen Mercer	Tony Mulhall	Ken
Ebbage			
Co-opted trustee	Bryan Cornish	Linda Heath	Alan
Heath			
	Anne Hysted	Linda Heath	Ken
Ebbage			

All elected trustees signed their Charity Declaration which will be held on file.

## **Trustees Report**

This last year seems to have flown by but all in all has been a successful one - we are very fortunate to have such a good team of trustees who all pitch in and help with whatever is required. The bookings procedure and new key

procedures are working well as I am sure our booking officer will report and ensures the village hall is easily accessible to users, huge thanks to Tony, this is a very time consuming role which he handles brilliantly. The car park and picnic area are looking good and we now have regular cuts with weed control when required - the car park is well used and all procedures for the use/security of this area are again working well. Thanks to Anne for all her work keeping the area looking tidy and planting trees and new shrubs in various areas. Thanks also to Bryan who provided large car park signs to ensure all users were aware that we have this car park.

The new floor has been a real asset and after nearly a year of use is still looking lovely, we have a new cleaner now who keeps everything in good order which takes a lot from our shoulders.

The main event which the trustees put on this year was the Queens Jubilee Music Festival in June which was a very well attended event and a great success.

The two memorial benches were installed at the end of summer with plaques to commemorate two of our trustees who had passed away, Chris Bashford and Peter Milton - again thanks to the Friends of Moggerhanger Village Hall who paid for these.

We are currently looking into the feasibility of replacing our sound and disco equipment which is rather dated and if possible having the end wall of the main hall plastered to cover the brick work. This is an ongoing project.

This year also saw the end of our 100+ club which was withdrawn as the amount of money taken in annually did not cover the prize money and the amount of work involved made this impractical - thanks to those who worked hard on this over the years.

Another ongoing item is trying to get a recycling system working well, various things have been tried and we hope to solve this problem asap.

Major expenditure this year was a complete renewal of our electrical system which did not pass its 5-year inspection. This meant the hall had to be closed for a few days but we now have a much more modern system in place which of course complies with all regulations for safety. Our one year electrical inspections has taken place and our annual Fire Safety inspection has been completed, both passed with no additional work needed. The PAT testing has also been completed successfully so everything is in place for a busy year ahead. We recently had a couple of very large events in the village hall, one hosted by the Friends and one by local residents who wanted to hold an event on behalf of the village hall which we were very happy to assist with. Both of these were huge successes and we look forward to more being held this year. The bar was incredibly busy during these events so huge thanks to our Bar Manager and his wife who work very hard before, during and after all the large events and of course at our monthly Music Evenings which continue to do well.

Once again we are very pleased to have a full contingent of trustees plus our co-opted trustee who all meet regularly and ensure the village hall is run for the benefit of the village. Special thanks to Jackie, our Treasurer, who always gives us a full report of the finances at each trustees meeting and ensures all our bills are paid promptly, well done also for arranging on-line banking which hopefully has made your job a little bit easier.

We are very sad that the Friends of Moggerhanger Village Hall are disbanding at the end of this year but we thank them for all their efforts and fun raising events which have enabled us to carry out our major works.

Thank you also to Anne for her year as Chairperson and who has kindly agreed to stay on as a co-opted trustee for the coming year.

A big thank you to all trustees for all their hard work this year and look forward to a lively and busy year with plenty of community events.

Linda Heath, Secretary/trustee

### **Chairpersons Report**

I would like to thank the trustees for their work ensuring the hall bookings and

events run smoothly.

The hall is now an attractive venue for rental and for village events.

It is well maintained with any issues arising quickly dealt with, all legal requirements kept up to date, bookings efficiently arranged, bar provided when needed and finances accurately kept.

The officers are giving their detailed reports so not wishing to repeat things I think I can wholeheartedly say in summary that the hall is a great asset for the village.

Anne Hysted, Chairperson/trustee

### **Moggerhanger Village Hall Bookings Report 2022**

The hall sees a mix of regular weekly hirers and those who hire less frequently, monthly and the usual fundraising events by the Friends of Moggerhanger Village Hall, Friends of Moggerhanger primary school and the Friends of St John's Church.

The use of the hall by the Monthly hirers has remained consistent through the year and very similar to 2021, similarly the level of fundraising hires has been consistent. In line with other businesses and organisations we have been affected by a tightening of belts. We have seen a drop of about 18% in terms of hours booked per week over the year and a loss of two regular hirers and others reducing their hours. However, there are two new hirers who, subject to demand, will replace the two lost.

The weather over this year has had a significant impact on running costs; the hot summer required the use of air conditioning to cool the hall down and the very cold snap after Christmas required extra heating for the hall.

Tony Mulhall Village Hall Bookings Officer/trustee

### **Maintenance Report**

At the time of the last report I was about to fit a wheel to the car park gate which was too heavy for the hinges and could not be opened easily. I fitted the wheel and it seems to have been successful and is working well. Also around this time Linda placed an order for two memorial benches which are made from recycled plastic, Myself and Bryan fixed both these benches to concrete slabs on the grassed area. Following the 5 year electrical inspection all the main hall lights have been replaced with led panels, this means we now get additional light for approximately 50% less electricity. The electrical cupboard in the lobby has been enlarged to accommodate the new consumer unit and circuit board. Recently main drains in the ladies w.c. were reported blocked, I attended with a contractor and the pipes were jet washed also a camera inspection did not reveal any obvious problem, hopefully this will not reoccur. We had a leak from a pipe within the ladies toilets which could have been much worse had Tony not been first on the scene and avoided a more serious flood. I replaced a section of pipe and solved the problem. I have replaced the dated wallpaper to all 6 panels in the main hall and at the same time included the front of the bar. In time for the Coronation weekend I obtained a new Union flag and replaced the existing one which flies above the village hall. A number of smaller issues have arisen, mice were reported and dealt with. Some ants were found in the village hall again we have put down bait and this seems to have resolved the issue.

Alan Heath – Trustee with responsibility for maintenance

### **Bar Managers Report**

We have been pleased to provide a bar for a number of large events this year assisted by fellow trustees when necessary. We continue to make

around 50% profit from most bar sales and hopefully can keep our prices keen for the coming year.

Ken Ebbage, Bar Manager

### **Treasurers Report and Annual Accounts 2022**

2022 was another good year financially for Moggerhanger Village Hall, with a surplus of £1215 and we have still managed to do some essential electrics and works.

With the help of grants and the friends we managed to finish the car park - which looks fabulous and is an asset to the Village Hall.

The landscaping of the car park and for regular grass cutting and weeding the cost has been £2385.

A lot of essential electrical work on updating and making the hall compliant with the latest safety regulations has cost us around £7000.

The hall has benefitted from a lovely new hard wearing floor, thanks to the friends for paying for this.

**A signed copy of the Audited Accounts was given to the Secretary for the file and for submission to the Charities Commission.**

Jackie Warren, Treasurer/trustee

### **6. Re-allocation and clarification of areas of responsibility**

Following Anne Hysted's resignation as Chairperson Alan Heath took on this position.

Tony Mulhall is now an elected trustee and continues as Bookings Officer

Anne Hysted is now a co-opted trustee

### **7. Correspondence**

### **8. AOB**

**Time and Date of next Trustees Meeting**

**Proposed: Monday 26<sup>th</sup> June, 7.30pm in the Village Hall**

**The meeting ended at 8.05pm**

# Moggerhanger Village Hall

Accounts for the year ended 31st December 2022

Income	
Lettings	10,690.51
Donations	886.00
100+ club subs	900.00
Bar takings	7,715.28
Friends Moggerhanger VH (Bench and floor)	9,701.59
Interest on savings account	0.08
Total	<u>£29,893.46</u>

Expenditure	
Cleaning & Supplies	2,562.54
Phone & Broadband + website	340.44
Electricity	1,750.34
Water	382.79
Insurance	670.91
Licences	492.00
Gardening	2,385.68
100+ club prizes	820.00
Bar stock for re-sale	2,340.63
Safety and maintenance	7,366.12
Bench	1,135.97
Floor	8,430.00
Total	<u>£28,677.42</u>

Summary	
Income	29,893.46
Expenditure	28,677.42
surplus	<u>£1,216.04</u>
Accumulated Funds	
Balance Brought Forward from 2021	16,388.11
Balance savings account from 2021	3.30
Surplus for 2022 community account	1,216.04
Closing Balance end 2022	<u>£17,607.45</u>

Represented by	
Balance savings account end 2022	1,143.38
Balance community account end 2022	16,464.07
Total	<u>£17,607.45</u>

Accounts prepared by Ms J Warren (Treasurer)

Signed .....

Dated

I Certify that the above are in accordance with the books and records and information supplied.

Signed .....

C.E.Fuller FCCA

Dated .....



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Signed  .....

Dated 19/4/23

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Dated 19/4/23