

Cliddesden Millennium Village Hall

Chairman's Report 2024 – Annual General Meeting

Welcome to the 2024 Annual General Meeting of the Cliddesden Millennium Village Hall.

Whilst the Chairman's reports of the past has focused on the last year, this will be my last Chairman's report so hopefully you will indulge me as I also touch on other key events of the last 15 years of my tenure.

I would first like to take a moment to remember Betty Rapley who sadly passed away last month. Betty was a long-time secretary to the Village Hall committee, one of major forces in getting the Millennium Commission Lottery Grant that enabled the Hall to move from an old "past it's sell-by date" wooden hut to these modern, light, airy premises, and was always known for her ability to rustle up volunteers for whatever event was being arranged. In fact it is Betty who I have to thank for my original involvement with the Hall committee more than 25 years ago.

Again, I am pleased to report that we have had another year of steady bookings from our regular weekly lets such as Ballet, Art and Brownies, and from external lets for a variety of events including birthday parties and wedding celebrations.

A detailed financial position is reported on separately, but in summary, and with the return to steady bookings, our income is now more or less back to pre-pandemic levels and our many years of good financial governance and control continue to see us in a sound position. Income in 2023 from both private and regular bookings increased on 2022, with a marginal increase in expenses, and the Hall continues to remain in a very good state of repair, something that in part pays testament to the constant care and attention of the caretakers, cleaners, gardeners and Trustees generally.

As always, funds raised from the performances put on by the Cliddesden Players formed a substantial part of the Hall's income with another full year of performances from the Players, performing the play 'Home is where your clothes are' in June and 'A little Wooden Boy (who is NOT Pinocchio!)' in December, the latter being written by the Players themselves. It is always great to see the Players on stage, and as always my heartfelt thanks goes to the Players for their continued support for the Hall.

After a number of large projects in 2022, 2023 has been quieter with the focus being on replacing drafty external doors as part of our drive to reduce the Hall's carbon footprint, replacing the bar cupboard door with a proper vented fire door to reflect the fact that the solar power energy store is in the cupboard, finished the front flower border, and replaced the old original 25 year old Hall alarm system with a new system with remote access functionality. Behind the scenes we have also worked with our friends at the Theme Group to design and develop a new, modern, mobile and tablet friendly website which was launched at the start of the year and continues to be developed.

But as I said at the start, my retirement as Chair is a good opportunity to remember how much we have done to and with the Hall over the last fifteen years (and more) and so in chronological order, some of the larger projects:

- Installation of Acoustic Tiles in 2012, with the support of a grant from the Sovereign Kingfisher Community Group and a generous bequest from our former Treasurer and Chair, Godfrey Thomas;
- The building of the slope and steps to the rear garden in 2013, with the support of an "Awards For All" Big Lottery Fund grant;

- Sewerage improvements in 2014, with the help of a Section 106 grant from the Cleresden Rise development;
- A kitchen refresh in 2014, with the help of a “Have Your Say” grant from Basingstoke and Deane Borough Council and Hampshire County Council;
- The installation of a water softener in 2015;
- CCTV in 2018;
- Installation of broadband and wireless in 2019;
- Improved car park lighting in 2019;
- The build of a brand new storage annex in 2021, with significant help from Hampshire County Council, Basingstoke and Deane Borough Council and Veolia;
- Replacement LED lighting in 2022;
- Installation of solar panels with energy store in 2022;
- And as mentioned above, replacement main doors in 2023.

And all this against the backdrop of continual maintenance of the Hall and grounds through a formal decoration schedule, constant monitoring and attention to detail.

But the Hall is not just about the fabric, and as we know, the successful running of the Hall is dependent on a good team, and with this in mind, my thanks first go to Pat and Ken Rampton for their continued oversight of the Hall throughout the year: Pat for managing the regular and one-off lets and Ken, along with James Piper and Annie Houstoun, for opening and closing the Hall and keeping it clean and tidy.

Thanks also go to a number of other people not on the Committee but who nonetheless provide valuable assistance to the Hall:

- To Andy Fewster, Rob James and Martin Conboy who give up their spare time doing repairs and carrying out the many small, and not so small, jobs that a Hall such as ours requires in order to remain in a top condition;
- To the organisers and helpers of the Film Club and Coffee Mornings;
- And to Neil Carmichael for continuing to maintain the Hall’s grounds to a high standard.

Thanks also go to Vice-Chair Angie Fewster, Treasurer Julie James, Secretary Jo Capehorn and 100 Club Organiser Rose Beevers. And finally, my thanks yet again to all the other members of the Village Hall Management Committee for their help and involvement in 2023. They are nominated by various village organisations and as well as being Committee Members they become Trustees of the Charity known as “The Village Hall at Cliddesden”. So, in no specific order, my thanks to Sian Banks, Marilyn Smith, Hazel Metz, Christine Stanbury, Robert Gofton-Salmond, Alex Conboy, Julia Ross and Simon Barker. And indeed my thanks to all Trustees who I have had the pleasure to work with over the last 20 or more years.

Greg Mendelsohn, 21st March 2024
 Village Hall Management Committee
 W: www.cliddesdenhall.org.uk
 FB: facebook.com/CliddesdenVillageHall



CLIDDESSEN MILLENNIUM VILLAGE HALL

REPORT OF THE TRUSTEES FOR THE YEAR TO 31 DECEMBER 2023

1. The Charities Act 1993 requires the Trustees to prepare an annual report.

This report covers the year to 31 December 2023.

2. Legal and administrative information:

Name: the formal name of the Charity is "The Village Hall at Cliddesden" and the working name is the Cliddesden Millennium Village Hall.

Registered number: 257526

Address: Church Lane, Cliddesden, Basingstoke, Hampshire RG25 2JQ

Governing Document: A Trust deed dated 17 September 1974, as amended by a scheme effective from 19 May 1998.

Trustees: during the Year 2023:

Mr G Mendelsohn, Chairman

Mrs A Fewster, Vice-Chair

Mrs J Capehorn, Secretary

Mrs J James, Treasurer

Mrs S Banks, Mrs M Smith, Mrs H Metz, Mrs R Beevers, Mr R Gofton-Salmond, Mrs C Stanbury,

Mrs A Conboy, Ms J Ross, Mr S Barker

Cliddesden Parish Council is the Custodian Trustee for the Land and Buildings of the Charity.

Other Information: The Charity is for the benefit of the inhabitants of Cliddesden and the surrounding area (up to three miles). The Land and Buildings constitute its Permanent Endowment which is subject to certain conditions and restrictions in an agreement with the Millennium Commission. These are in addition to normal restrictions applicable to the Permanent Endowment of Charities.

3. The Accounts are prepared on a Receipts and Payments basis to comply with the requirements of the Charities Act 1993 in a format which is appropriate to the circumstances of the Hall. The format is:

An account of the income and expenses of running the Hall, showing the surplus of income over expenditure for the year.

An account of all receipts and payments for all funds showing the opening cash balance, incoming cash, outgoing cash and year-end balance.

A Statement of Assets & Liabilities at 31 December 2023.

4. The main points in the Accounts are:

SUMMARY OF HALL OPERATIONS 2023

Lettings

- 2023 has been a busy year for Hall lettings seeing the value of General Lettings rise from £12,682 in 2022 to £13,180 in 2023.

- All our regular groups bookings have continued and the letting income from those groups has increased from £9,997 in 2022 to £11,364 in 2023.

Staffing

- With the increase in staff hourly rates in April 2023, staffing costs rose from £12,671 in 2022 to £13,016 in 2023.

RECEIPTS AND PAYMENTS

Lettings

- Total Letting income of £24,544 showed an increase of 8.22% on the £22,679 received in 2022.
- Letting income was sufficient to cover the expenses of running the Hall of £21,600.

Grants

- Grant income: During 2023, The Hall received an Alternative Fuel Payment of £150 as part of a Government Scheme to help businesses with the rising cost of fuel.

Fundraising/Donations

- Fundraising: We are very grateful to the Cliddesden Players for putting on a Summer Play and Christmas Panto, which together raised £5,423 for Hall funds. Our thanks to all concerned.
- The Hall gratefully received a very generous legacy of £1,000 from Mr Robert Kew, which was used for the replanting of the front garden border.
- The Hall has been the fortunate recipient of a company charity scheme (Charitable Benevity) and our thanks go to Sue Griffiths who has chosen the Hall to benefit from both her time and the company donations. In 2023, we received £651 from the scheme. At Sue's request, these funds were added to the Performance Infrastructure Fund.
- The 100 Club raised a wonderful £827, and increase on £774 in 2022 which has been allocated to the Long Term Maintenance Fund. Our thanks to Rose Beevers for administering the club.
- The Coffee Morning, Film Club are not charged a hall hire fee but surplus funds from these groups are donated to the Hall and in 2023 this amounted to £840. Our appreciation goes to all those who give up their time to organise these important community activities. The Christmas Craft Fayre, organised by Alison Hood, raised £380 for Hall funds.
- Miscellaneous Income - £336 from Give as you Live, loaning furniture, advertising board commission

Operating Expenditure

- The price of oil rose throughout 2023. The resulting additional expenditure for oil in 2023 was £464 over that paid in 2022.
- At the start of 2023, the Hall had a fixed contract for electricity with EDF, paying 60.84kWh and a 60p daily standing charge. As we approached Spring and Summer, the solar panels were generating more energy than the Hall was consuming, resulting in a significant export. A large credit balance accumulated on our account with EDF and, after much negotiation, those credit balances were refunded resulting in a net credit balance of £313 for electricity over the year.
- We had a smart meter fitted at the Hall on 5th October 2023 and moved our contract from EDF to Octopus, paying 32.73kWh and no standing charge. We have registered for the export of surplus energy at 15p/kWh.
- Other expenses: The cost of the water supply and the sewage and refuse collection rose by 32% from 2022 to £1,832.
- Insurance rose by 11.7% to £1,179

Capital & Maintenance Expenditure

- Capital expenditure for 2023 was £12,990 and included payments of £7,207, which was the balance for replacement front and kitchen doors and a fire door to the bar cupboard and £1,844 for the Garden Project. Other charges included Hall painting, Hall floor treatment and miscellaneous items such as a new door bell, cable mats, threshold ramp, replacement chairs and the first payment towards the installation of a new security alarm system.
- In 2023, we spent £2,241 on general repairs and inspections compared with £700 in 2022. Repairs included guttering & drain cleaning, repairs to the fridge, dishwasher and boiler and many lighting repairs including work to the Emergency Lighting and outside ramp lights. Our appreciation goes to Andy Fewster, who donated his time and expertise to make these repairs saving the Hall a considerable amount in contractor fees, along with Martin Conboy and Rob James, who regularly give their time to Hall maintenance. Thanks too to Marilyn Smith for her work in the grounds and Darren Capehorn for the wonderful Christmas lights and the many ways he supports the Hall. The efforts of all those who volunteer their time to maintain the Hall and grounds help us keep repair and maintenance costs to a minimum.
- An allocation of £5,000 was made to the “Reserved Fund for Long Term Maintenance” in 2023 with the fund remaining at £22,851 at the close of 2023. Future allocations will be aimed at maintaining this fund in the region of £25,000 in the expectation of significant capital expenditure within the next 5 to 10 years, such as a replacement hall floor, replacement of some washroom facilities and a new boiler.

Charitable Donations

£107 was collected at the Summer Play for St Michael’s Hospice and £166 for Naomi House and Jack’s Place at the Christmas pantomime.

Summary

Total income (excluding grant receipts and donations) was £40,916 (up 2.64% on the £39,865 of 2022). Excluding capital expenditure, the payments and other expenses incurred for running the Hall was £30,688 (£31,082 in 2022)

The total of Income over expenditure resulted in a deficit of £961

STATEMENT OF ASSETS AND LIABILITIES

- The total of all funds held decreased from £75,620 at 1 January 2023 to £74,659 at 31 December 2023. Unallocated funds (free reserves), as at 31 December 2023 were £36,097 (£31,340 in 2022). In accordance with the Reserves Policy, it is expected that we shall maintain an operational (free reserve) balance in the region of £18,000-£24,000 which equates to approximately 9 - 12 months running costs. Any surplus balance is available for use in order to maintain the Long-Term Maintenance Fund to an agreed level or for allocation to Designated Project expenditure.
 - The total allocated or committed funds at 31st December 2023 stands at £38,561
5. The Trustees will continue to review Hall charges and monitor operational costs regularly in order to maintain a balanced budget.

Greg Mendelsohn, Chairman of the Cliddesden Millennium Hall Management Committee

Julie James, Treasurer of the Cliddesden Millennium Hall Management Committee

CLIDDESSEN MILLENNIUM VILLAGE HALL - ACCOUNTS FOR THE YEAR TO 31 DECEMBER 2023

Year 2022

Year 2023

72,807.09 OPENING BALANCE AS OF 1ST JANUARY 2023

£ 75,619.81

RECEIPTS AND PAYMENTS

REGULAR & VILLAGE EVENTS

12,682.30	General Lettings	13,180.00
5,046.00	Ballet	5,532.00
2,250.00	Art Classes	2,250.00
738.00	Yoga	1,062.00
540.00	Parent & Toddlers	315.00
528.10	Regular Events (Coffee Mornings, W/Lunches, Hort. Society etc.)	1,159.91
425.00	Brownies	540.00
400.00	Social & Entertainment (Film) Club	350.00
70.00	Parish of Farleigh (Church)	155.00
<u>22,679.40</u>		<u>24,543.91</u>

MISCELLANEOUS INCOME

15,059.10	Donations (including unrepresented cheques written off/legacy funds)	1,650.84
7,984.00	Deposits Received for Hall Hire	6,350.00
6,164.22	Plays, Shows and other fundraising	7,224.16
3,155.50	General Grants (Public Bodies, Councils, Trusts, etc.) Alternative Fuel Payment	150.00
1,451.00	100 Club Subscriptions Received	1,507.00
1,180.00	Special Event (charity craft fairs)	606.00
377.81	Other Income (GAYL, Telephone, Equipment Hire, parking, training contributions etc.)	236.46
29.30	Bank Interest	348.94
0.00	Income from advertising on the notice board including commissions	100.00
0.00	Insurance Claim	0.00
<u>35,400.93</u>		<u>18,173.40</u>

58,080.33

Total Income

42,717.31

PAYMENTS FOR RUNNING THE HALL

12,671.61	Caretaker, Cleaning & Grounds Maintenance Cost	13,016.12
4,357.34	Electricity & Oil	2,139.28
1,386.33	Water, Sewage & Refuse	1,832.05
1,055.41	Insurance	1,179.13
523.20	Performing Rights, & Other Licences (Licencing Act 2003 Entertainment & Alcohol)	548.80
700.27	Repairs, Maintenance & Inspections	2,241.03
340.71	Telephone	490.71
305.00	Training Courses, Audit, Printing & Secretary's Expenses	152.75
<u>21,339.87</u>		<u>21,599.87</u>

MISCELLANEOUS EXPENSES

24,185.19	Capital Expenditure	12,990.36
5,934.00	Refunded Hall Hire Deposits	6,150.00
1,608.32	Plays, Shows and other fundraising	1,800.89
1,443.23	Other Miscellaneous Expenses	477.40
657.00	100 Club Prizes & Costs	660.00
100.00	Charitable Donations	0.00
<u>33,927.74</u>		<u>22,078.65</u>

55,267.61

Total Expenses

43,678.52

2,812.72 SURPLUS FROM RUNNING THE HALL FOR THE YEAR TO 31 DECEMBER 2023

-961.21

75,619.81 BALANCE AS OF 31ST DECEMBER 2023

74,658.60

Represented by:

35,461.90	Lloyds Current Account balance at 31 December 2023	35,003.91
40,200.01	Lloyds Deposit Account balance at 31 December 2023	39,708.69
-42.10	Unrepresented Cheques	-54.00

75,619.81 BALANCE AS AT 31ST DECEMBER 2023

74,658.60

Note that the above accounts have been prepared on a receipts and payments basis.
They do not include income due or payments made after year end.

ALLOCATED OR COMMITTED FUNDS

75,619.81	Balance		74,658.60
3,900.00	Less Deposits held for bookings post 2023 (see Note 1)	3,700.00	
180.00	Amount due for 100 Club prizes to 31 March 2024	180.00	
-4,080.00		-3,880.00	
2,524.52	Less Designated Funds:		
11,826.92	Performance Infrastructure Fund	3,055.41	
5,000.00	Environmental Improvements Fund	3,775.12	
	Website Improvements	5,000.00	
20,848.57	Less Reserved Funds for Long Term Maintenance	22,850.86	
-40,200.01		-34,681.39	
31,339.80			-38,561.39
31,339.80	WORKING BALANCE (UNALLOCATED FUNDS) AS OF 31 DECEMBER 2023		36,097.21

SPECIFIC SOURCES OF FUNDS AND ASSOCIATED EXPENSES

100 CLUB (SURPLUS USED FOR HALL MAINTENANCE RESERVE FUND)

1,451.00	Subscriptions Received	1,507.00
-657.00	Prizes Paid Out	-660.00
-20.00	Licence Fee	-20.00
774.00	100 Club Income	827.00

PLAYS & SHOWS

6,156.22	Cliddesden Players: Summer Play & Pantomime	7,224.16
-1,608.32	Income	-1,800.89
4,547.90	Expenses	5,423.27
	Net Income	
301.50	Other entertainment/fundraising	
215.89	Raffle proceeds from Panto	
	Income (GAYL/Amazon)	171.46
517.39	Less payment to performers and other expenses	
	Net Income	171.46

GRANTS, AWARDS & LEGACY

2,667.00	Donations	650.84
15,059.10	Alternative Fuel Payment	150.00
187.00	B & D (Business Support Grants - Covid-19)	1,000.00
	Legacies	
17,913.10	B & D S 106 Funding	1,800.84

STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2023

75,619.81	Balances In Treasurers & Deposit Accounts At 31 December 2023	74,658.60
	Liabilities	
3900.00	Amount Due To Hirers For Deposits Held (see Note 1)	3,700.00
180.00	Amount Due For 100 Club Prizes To 31 March 2024	180.00
4,080.00	Total Liabilities	3,880.00

SPECIFIC FUNDS (RESERVES)

3,308.91	Performance Infrastructure Fund	
	Balance at 1 January 2023	2,524.52
-784.39	Donation	644.74
2,524.52	Charges against Fund	-113.85
	Balance at 31 December 2023	3,055.41

Environmental Improvements Fund

0.00	Balance at 1 January 2023	11,826.92
17,000.00	Allocation 2023	0.00
15,059.10	Legacy funds	1,000.00
-20,232.18	Charged against the fund	
0.00		
11,826.92		

Garden	-1,844.30
Doors	-7,207.50
	3,775.12

5,000.00	Website Improvements	5,000.00
0.00	Balance at 1 January 2023	0.00
0.00	Allocation 2023	0.00
5,000.00	Charged against the Fund	0.00
	Balance at 31 December 2023	5,000.00

RESERVED FUND FOR LONG TERM HALL MAINTENANCE AND REPLACEMENT OF ASSETS

21,182.69	Balance at 1 January 2023	20,848.57
774.00	100 Club Surplus	827.00
2,000.00	Allocation 2023	5,000.00
-3,108.12	Charged Against The Fund	-3,824.71
20,848.57	Balance at 31 December 2023	22,850.86

44,280.01	Total of Designated/Reserved Funds	38,561.39
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31,339.80	UNALLOCATED FUNDS AT 31 DECEMBER 2023	36,097.21
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Note 1: Includes TV Tango (2014) & Irish Set Dancers (2022) kept as a rolling deposit.

FIXED ASSETS

Fixtures, Fittings and Equipment	(nominal cost value)
Village Hall property	(at cost)
(Held by Cliddesden Parish Council as Custodian Trustee)	

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/members of	Cliddesden Village Hall
On accounts for the year ended	31.12.2023
Respective responsibilities of trustees charity's and examiner	<p>The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none">• examine the accounts under section 145 of the 2011 Act;• to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and• to state whether particular matters have come to my attention
Basis of independent examiner's report	<p>My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of the unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.</p>
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention:</p> <p>(1) which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none">• to keep accounting records in accordance with section 130 of the 2011 Act; and• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or <p>(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>

Name: Mrs M Cummings

Signature: 

Address: 29 Kestrel Road, Kempshott, Basingstoke, Hants, RG22 5PW

Date: 3/3/2024