

PORT ISAAC VILLAGE HALL

Registered Charity No. 259406

Managing Trustees Annual Report

April 1st 2021-March 31st 2022

Secretary to the Managing Trustees:

Denise Littlechild

Calenia, 3 Trewetha Lane, Port Isaac, Cornwall PL29 3RN
Tel: 01208 880905. Email: portisaacvillagehall@gmail.com

Names of Managing Trustees

Andy Penny – Chairman

Denise Littlechild – Treasurer, Secretary & Bookings Secretary

Clare Jon – Minutes Secretary

Cheryl Webster – Events co-ordinator

Sharon Battersby

Paul Honey

David Lindsay

Jackie Lindsay

Annie Philp

Roy Smith

Custodian Trustees: St Endellion Parish Council

Bank: HSBC Bank
12 Molesworth Street
Wadebridge
Cornwall PL27 7DB

Examiner of accounts: Mary Hopkins

Governance

Port Isaac Village Hall was established as a Charity in 1969, Charity Commission scheme amended September 1st 2004.

The Hall was built as the Temperance Hall in 1895. The Parish Council of St Endellion are the Custodian Trustees of the Charity with the elected Committee of Management are the Managing Trustees of the Charity.

Objectives of the Charity

The object of the Charity is the provision and maintenance of a Village Hall for the use of the inhabitants of the Parish of St Endellion without distinction of political, religious or other opinions, including use for meetings, lectures and classes and other forms of recreation and leisure time occupation, with the object of improving the conditions of life for those in the parish.

Committee of Management

The Charity Commission document governs the appointment of trustees and the management of the charity. Up to 12 elected members can be annually elected to the Management Committee plus 1 representative member from any regular users of the Hall – these Representative Members have no voting rights. All members, whether elected or representative, must be full-time residents in the Parish of St Endellion.

Elected members are appointed at the Annual General Meeting.

There was no Annual General Meeting held in 2020 due to Covid – the Charity Commission was advised of this. The existing committee all agreed to carry on in their previous roles.

Volunteers

The Village Hall Managing Trustees are made up entirely of volunteers from our local community. The Managing Trustees are also reliant on a small group of local residents who volunteer their time and their skills to provide additional support as and when required.

Meetings

The Managing Trustees hold 11 meetings during the year, plus any additional meetings when required.

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 and Conditions of Hire identify the respective responsibilities of each party to the agreement.

Licences

The Hall has a Premises Licence to sell alcohol and hold theatrical performances, show films, live and recorded music and performance of dance. The Hall also has a PPL/PRS Music Licence for live and recorded music and a TV Licence for usage of television on the premises.

Insurance

The Village Hall has a Commercial Combined Insurance policy with Ecclesiastical Insurance office plc t/as Ansvar Insurance.

Building Issues

- Volunteers from the Managing Trustees and volunteers carry out regular maintenance checks.
- The mains electrical installation is checked by a qualified engineer every 5 years.
- Fire fighting appliances are inspected annually under contract with the supplier.
- Oil fired central heating is maintained regularly.

Principal Activities in the Hall

The Hall is home for a variety of activities including Stay & Play Group (pre-school), Gulls singing group, weekly Community Café, Art Talks.

In addition the Hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and fundraising events.

Funding Strategy

Port Isaac Village Hall is self-funded through revenue generated from hall hire and from various fundraising events held throughout the year. We actively apply for grants when funding is required for specific capital related projects for the development of the Hall and its facilities.

Reserves Policy

Port Isaac Village Hall aims to keep a £2500 contingency fund for emergency expenses. All other surplus income is put towards the upkeep and improvements of our Hall.

Managing Trustees & Volunteers Contribution

Management costs are kept to a minimum through the use of Managing Trustees and volunteers for regular maintenance of the hall. On average 20 hours of Managing Trustees/volunteer time are given each week to cover bookings management and maintenance. In addition, Managing Trustees give approximately 50 hours a month for meetings and 500 hours per annum in organising and running fundraising events.

2021-2022 Achievements

The Managing Trustees work hard to make the Hall attractive to potential users and a measure of their success is the range of users and hall occupancy.

This financial year has been another year of great achievement in that we obtained a grant of £7900 for pointing the outside of the building. We were also given a donation of £998 that enabled us to replace some of our tables. We began to apply for grants towards a new roof for the hall and also organised the Port Isaac Shanty Festival that made £16000 towards this project. *Note: Despite huge increases in the original new roof quotation we have been able to instruct the builder to begin work in August 2022.*

A full breakdown of the income and expenditure for the Charity can be found in the attached annual accounts summary.

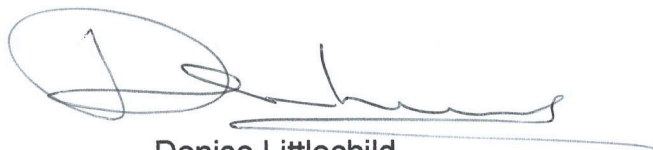
Declaration

A full breakdown of the income and expenditure for the Charity can be found in the attached annual accounts summary.

Declaration

Signed on behalf of the charity's trustees

Signatures



Full names

Andy Penny

Denise Littlechild

Position

Chairman

Treasurer/Secretary

Date:

28th Nov. 2022.

28th 12

PORT ISAAC VILLAGE HALL Registered Charity No. 259406

Receipts and Payments Accounts for the period from 1 April 2021 to 31 March 2022						
including Statement of Assets and Liabilities as at 31 March 2022						
	Unrestricted funds	Restricted funds:				Total funds
		Pointing	New Roof	Tables		
RECEIPTS						
Grants & Donations	44		3,000	970		4,014
Shanty Festival (profit £15,816)	20,219		15,816			36,035
Bar	10,561					10,561
PICC	133					133
Hall Hire	1,535					1,535
Wedding Package	720					720
Hall cleaning fee	300					300
Hirer rubbish removal	150					150
Give As You Live	31					31
Fundraising	291					291
Covid Grants	8,000					8,000
Golden Circle for Cafe	737					737
Electric meter receipts	153					153
Oil meter receipts	170					170
Refundable deposits	1,400					1,400
Bank interest	3					3
Total receipts	£44,446	£0	£18,816	£970		£64,231
PAYMENTS						
Shanty Festival	20,219					20,219
Bar	7,083					7,083
PICC	15					15
Pointing	5,000	2,500				7,500
Maintenance/improvements	6,918					6,918
Housekeeping expenses	2,991					2,991
Rubbish removal	1,032					1,032
Electricity	605					605
Fundraising	284					284
Insurance	1,212					1,212
Lift maintenance & repair	478					478
Phone/Broadband	563					563
Fire regulations	80					80
Water charges	158					158
Cafe/Golden Circle	1,707					1,707
Wedding refund	585					585
Bank charges	22					22
Tables	28			970		998
Other	1,312					1,312
Deposits refunded	1,189					1,189
Total payments	£51,481	£2,500	£0	£970		£54,951

Receipts and Payments Accounts for the period from 1 April 2021 to 31 March 2022					
including Statement of Assets and Liabilities as at 31 March 2022					
	Unrestricted funds	Restricted funds:			Total funds
		Pointing	New Roof	Tables	
Net of receipts/(payments)	(£7,035)	(£2,500)	£18,816	£0	£9,280
Cash funds last year end	£28,467	£2,500			£30,967
Cash funds this year end	£21,432	£0	£18,816	£0	£40,247
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2022					
			Belonging to:	Restricted funds	Unrestricted funds
Cash funds					
Treasurer Account		5,829			
Money Manager Account		33,898			
Cash		520			
	Total	£40,247		£18,816	£21,432
Assets retained for the charity's own use					
Building - Port Isaac Village Hall	Insurance value				£599,881
Contents	Insurance value				£14,461
Electronic and computer equipment	Insurance value				£12,218
Bar stock	At cost				£1,688
Liabilities					
Refundable deposits					£211
Signed by one or two trustees on behalf of all the trustees					
	Signature	Print name		Date of approval	
		A. J. PENNY		24/11/22	

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PORT ISAAC VILLAGE HALL
Registered Charity No. 259406

I report to the trustees on my examination of the accounts of Port Isaac Village Hall (the Trust) for the year ended 31 March 2022.

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 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;
or
2. the accounts do not accord with those records.

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.

Signed: 

Name: Mary Hopkins

Retired Chartered Accountant

Address: Higher Moon, Tintagel Terrace, Port Isaac PL29 3SE

Date: 27/11/22