

PORT ISAAC VILLAGE HALL

Registered Charity No. 259406

Management Committee Annual Report

April 1st 2023-March 31st 2024

Secretary to the Trustees:

Denise Littlechild

Calenia, 3 Trewetha Lane, Port Isaac, Cornwall PL29 3RN

Tel: 07814 462164. Email: info@portisaacvillagehall.co.uk

Names of Management Committee

Andy Penny – Chairman

Martyn Dingle – Vice-Chairman

Denise Littlechild – Treasurer, Secretary & Bookings Secretary

Clare Jon – Minutes Secretary

Cheryl Webster – Events Manager

Sharon Battersby

David Lindsay

Jackie Lindsay

Annie Philp

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.

Volunteers

The Village Hall Management Committee is made up entirely of volunteers from our local community. The Management Committee 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 committee holds 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 Committee 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 and associated Soup & Sweet Lunches and other social activities, Art Talks and the Drekkly Theatre Company for village pantomime.

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.

Management Committee & Volunteers Contribution

Management costs are kept to a minimum through the use of the Management Committee and volunteers for regular maintenance of the hall. On average 25 hours of Management Committee/volunteer time are given each week to cover bookings management and maintenance. In addition, Management Committee members give approximately 50 hours a month for meetings and 500 hours per annum in organising and running fundraising events.

2023-2024 Achievements

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

An example of this is that we have welcomed the Port Isaac Rowing Club who now regularly use the hall for meetings and fundraising events.

This financial year has been another year of great achievement, mainly the completion of our Energy Saving Project which included new doors and windows. The project came in on time and on budget and was funded by the Port Isaac Shanty Festival and additional grants and

donations. We also installed a new central heating boiler. In addition we purchased a new oil tank but this was not fitted during this financial year.

Our Community Café, which was a project set up for the older members of our community, continues to thrive along with regular lunches during eight months of the year. During this financial year this was supported by the Co-op's Community Fund and has become a vital and much-loved part of our village community.

The 2023 Shanty Festival was our major fundraising event. Some of the monies involved were included in the 2022-23 accounts.

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:

5/11/24.

05/11/24

PORT ISAAC VILLAGE HALL Registered Charity No. 259406

Receipts and Payments Accounts for the period from 1 April 2023 to 31 March 2024						
including Statement of Assets and Liabilities as at 31 March 2024						
	Unrestricted funds	Restricted funds:				Total funds
		Energy Saving Project				
RECEIPTS						
Grants & Donations	6,830	17,500				24,330
Shanty Festival April 2023	33,531					33,531
Shanty Festival fundraising and sponsorship for April 2024 staging	18,321					18,321
Bar	12,904					12,904
Hall Hire	5,501					5,501
Wedding Package	1,875					1,875
Hall cleaning fee	275					275
Hirer rubbish removal	150					150
Give As You Live	26					26
Fundraising	271					271
Community Cafe	2,964					2,964
Electric meter receipts	223					223
Oil meter receipts	339					339
Refundable deposits	550					550
Calendar donation	526					526
Bank interest	110					110
Total receipts	£84,396	£17,500				£101,896
PAYMENTS						
Shanty Festival April 2023	26,994					26,994
Shanty Festival re April 2024 staging	11,663					11,663
Bar	8,972					8,972
Energy Saving Project	5,590	17,500				23,090
Maintenance/improvements	7,079					7,079
Housekeeping expenses	2,995					2,995
Rubbish removal	1,308					1,308
Electricity	1,880					1,880
Heating	430					430
Insurance	1,403					1,403
Lift maintenance & repair	638					638
Phone/Broadband	760					760
Fire regulations	245					245
Water charges	355					355
Community Cafe	1,844					1,844
Garden	180					180
Bank charges	72					72
Fundraising	116					116
New bar fridge	612					612
Music licences	339					339

Receipts and Payments Accounts for the period from 1 April 2023 to 31 March 2024					
including Statement of Assets and Liabilities as at 31 March 2024					
	Unrestricted funds	Restricted funds:			Total funds
		Energy Saving Project			
TV licence	159				159
Other	688				688
Deposits refunded	850				850
Total payments	£75,172	£17,500			£92,672
Net of receipts/(payments)	£9,224	£0			£9,224
Cash funds last year end	£16,000	£0			£16,000
Cash funds this year end	£25,224	£0			£25,224
STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2024					
			Belonging to:	Restricted funds	Unrestricted funds
Cash funds					
Treasurer Account		18,348			
Money Manager Account		6,653			
Cash		223			
	Total	£25,224		£0	£25,224
Assets retained for the charity's own use					
Building - Port Isaac Village Hall	Insurance value				£618,477
Contents	Insurance value				£14,461
Electronic and computer equipment	Insurance value				£12,218
Bar stock	At cost				£821
Liabilities					
Refundable deposits					£250
Shanty Festival sponsorship staged April 2024					£7,250
Signed by one or two trustees on behalf of all the trustees					
	Signature	Print name	Date of approval		
		A.S. PENNY	5/4/24		

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 2024.

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: 5 November 2024