

Annual Report of the Charity Trustees

Upper Slaughter Village Hall

Charity number: 277249

Summary

The charity's FY spans Nov 23-end Oct 24. This period has been a year of going from the low of realising the full extent of the long-term dilapidation of the village hall which meant it wasn't attracting villagers to use it as a communal space; to the high of successfully fundraising and then renovating the fabric of the building so that it is a bright, warm and welcoming space for people to use and come together in.

Details

Proposed donation of the hall to the charity

In Nov 23, Francis Witts proposed that he donate the hall to the charity and appointed four people (trustees Kate Trenaman, Charlotte Van Rooyen and Rachel Murphy; and Craig Harvey for his Project Management experience) to oversee the transition of the hall into charitable ownership. This transition has included returning the hall to a reasonable condition and at the Special Committee Meeting on 23 January 2024, the Committee agreed to renovate the village hall and make it fit for purpose for general village use and hire.

We sought legal advice regarding accepting the building into charitable ownership, paid for by Francis Witts, and a Charitable Incorporated Organisation (a CIO) was deemed the most appropriate body. Following 7 drafts of the new Constitution, we are submitting the request this week to the Charity Commission to register the new CIO, then legally wind down this charity and transfer its assets to the new-established CIO. The first trustees will be KT, CVR, RM and CH who will hold an AGM within the first few months after the CIO is established, to which the village will be invited, to appoint any additional trustees and to set out a plan for 2025. There will also be a social events group formed to help arrange fundraising and activities.

Renovations – exploratory works

At our last AGM in November 2023, and at the meeting on 23 January 2024, we reviewed the condition of the hall and the professional survey of the damp by Kilbury. Lee Marshall, one of the trustees, offered to oversee some preliminary investigations into the cause of the damp plasterwork. The general damp conditions and dilapidation had persisted for about 10 years and had resulted in blistered mouldy walls. It was found that there

were several causes of the damp: loose lead flashings around the chimney and above the kitchen window allowing ingress of rain water inside the chimney stack and down the rear wall; blocked and overflowing guttering allowing water to flow down the outside of the rear wall; and in addition, it was found that airbricks on two sides of the hall had been covered over and the space below the floorboards was consequently damp and wet, contributing to the poor state of the walls. Also, our electrical heaters were old and inefficient, and the wiring and consumer board needed upgrading.

The exploratory works started by Lee in Feb 2024 evolved into the renovation programme, financed by specific fundraising at the time.

Renovation works

- Roof flashings were secured, gutters cleared and renovated; and chimneys made waterproof
- The path adjacent to the rear wall was uplifted, old airbricks exposed and filled and new airbricks with venting were installed. Soil was removed away from the front walls
- Some internal floorboards were lifted, and later replaced, to allow better air circulation and for the sub-floor to dry out
- The damp and affected plasterwork was removed, inner brickwork dried out and treated before it was rendered and skimmed
- Joists were repaired, some floorboards were replaced and then all was sanded and varnished
- The newly coated walls were painted, ceiling and skirting were painted, and tongue and groove wood was installed
- The toilets were decorated, the porch was given a new tiled floor and mat
- The wiring and electrical consumer unit were updated; 6 new storage heaters were purchased and installed, controllable remotely; new wall lights, toilet light and external lights were installed; and broadband was put in enabling connectivity and card sales and donations.
- To note: upgrading the lighting in the main hall has been paused, as has secondary glazing on grounds of cost v benefit. We may look at grants for the lighting in due course.

Fundraising and expenditure

Also in February, we started to fundraise for the necessary renovations through open letters to all parish inhabitants telling them what needed doing and providing detailed updates on progress. We also undertook some personal approaches and requested meetings with specific

individuals. People were generous and interested in contributing to renovate the hall. Donations for the renovations totalled just over £39,600 in 23/24 and spending on the renovations totalled just over £42,800. The fundraising was topped up from existing charitable funds.

By June 24, the hall was usable although renovations were not finished and has been used for a number of events. There have been two successful cake sales, teas for the fete, and a harvest lunch. The fete and assorted sales and the donations from the harvest lunch brought in £3,000. We are also now hiring out the hall, and trustees have agreed increased charges, though keeping preferential rates for villagers.

Also in October, there was the first Friday Drinks evening and the new FY has seen further events such as the November's jazz night, December's coffee and mince pie morning and of course we're looking forward to Saturday's Carol Service and drinks.

Final additions under the Renovation Project

We also decided to:

- install fire-retardant curtains which will help to insulate and warm the internal space, whilst also being sound absorbing: these were commissioned last week;
- install a replacement water heater for hot drinks with some necessary associated re-plumbing;
- buy replacement upholstered chairs and small folding tables;
- carry out further minor extra touches to continue to smarten up the toilets (tiles & taps, investigate the cistern issues, replace toilet seat) and install a replacement floor in the left-hand cupboard cupboard);
- Any work after these items and subsequent future requirements will be considered by the CIO trustees.

Current investigations and repair of the crack around the window on north-east corner

Before Francis donates the building to the CIO, he is pursuing a claim under his buildings' insurance policy to investigate and correct subsidence due to cracked drains. Preliminary works have been carried out and the SmartDrain are now liaising with Highways so they can investigate further drainage solutions. Moniteye have installed monitoring pins along cracks. The Committee is grateful to Francis for pursuing and coordinating this and for paying £1000 excess on the claim.

Future finances

It's advisable to keep 2-3 years' worth of running costs in the bank: current estimates are £2,500 - £3,000 per year, therefore between a range of £5,000 to £9,000. We are expecting a small increase in income from hall hire, including future access for remote working. We are also hoping to run more frequent fundraising social events to bring in more income.

Charity Commission website

All details of current trustees have now been updated and include all members of the current committee, with dates of appointment: Steve Emery (12.03.11), Kate Trenaman (29.11.23), Charlotte Van Rooyen (28.11.23), Liz Gibson (12.03.11), Wayne Gough (12.03.11), Luran Bush (27.11.21), Rachel Murphy (28.11.23), Lee Marshall (28.11.23). Retirements this year were received from Caroline Cleaver (17.03.24), Robert Cookson (26.04.24), Carol Boone (01.09.24) and Lisa Harvey (31.10.24). The committee thanks them formally for their contributions.

Kate Trenaman

Trustee

17 December 2024

Upper Slaughter Village Hall - Statement of Accounts - November 2023 / October 2024

Registered Charity No. 277249

Income:

Donations for Renovation Work (ignoring any Gift Aid)	39,603.56
Village Fete	1,803.03
Teas & Harvest Lunch	1,180.00
Bank Interest Received	125.41
Private Hire of Hall and Equipment (note 1)	50.00
Parish Council Hall Hire (note 2)	15.00
Heating Meter (note 3)	14.00
Jaz Night (note 4)	0.00

Total Income: 42,791.00

Deficit of Expenditure over Income 2,280.31

45,071.31

Expenditure:

Renovation and Decoration Work	42,836.00
Insurances	1,281.01
Report on Dampness by Specialist	240.00
Water Rates (note 6)	234.63
Fire Extinguishers	175.77
Electricity (note 5)	171.00
BT Broadband (note 7)	89.24
CDC Business Rates	43.66

Total Expenditure: 45,071.31

45,071.31

Movement of Funds

Opening Balances - 1st November 2023

Lloyds Bank Treasurers Account	9,183.79
Instant Access Business Account	8,638.56

Less Deficit of Expenditure over Income (2,280.31)

15,542.04

Closing Balances - 31st October 2023

Lloyds Bank Treasurers Account	8,445.40
Instant Access Business Account	7,096.64

15,542.04

Notes to Accounts

1-4) Items banked during the current accounting period, but relating to 2022-23, were accrued in the 2022-23 accounts reported.

5) This reflects current charges net of a refund of £857 within the current year includes historical over estimates.

6) Payments include clearance of outstanding balance of £100.42 at the end of previous accounting period, via increased Direct Debit.

7) Net cost after discounts and adjustments applied by BT.

Independent examiner's report to the trustees of Upper Slaughter Village Hall.

I report to the trustees on my examination of the accounts of the Upper Slaughter Village Hall (the Village Hall) for the year ended 31st October 2024.

Responsibilities and basis of report

As the charity trustees of the Village Hall you are responsible for the preparation of the accounts, in accordance with the requirements of the Charities Act 2011 ('the Act').

In particular the Act requires you to:

1. Maintain accounting records to be kept in respect of the Trust as required by section 130 of the Act;
2. Ensure that the accounts accord with those records; and
3. Ensure the accounts comply with the applicable requirements concerning the form and the content of accounts, set out in the Charities (Accounts and Reports) Regulations 2008, to satisfy the requirement that the accounts give a 'true and fair view.'

I report in respect of my examination of the Village Hall's accounts, carried out under section 145 of the 2011 Act, and in carrying out my examination I have followed 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 and I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that any of the requirement have not be satisfied.

I have no concerns and have not come across any other matters in connection with the examination, to which attention should be drawn in this report, in order for a proper understanding of the accounts to be reached.

Signed:

Name: John D Gibson
Qualification: FCCA
Address: The New House, Upper Slaughter, Cheltenham, Gloucestershire, GL54 2JB.
Date: 14th December 2024.