

THE MILBORNE PORT VILLAGE HALL TRUST

England & Wales · Charity number 277538

Details

Status Registered

Legal form Trust

Registered 1979-03-27

Register [View on the Charity Commission register](#)

Contact

Address The Village Hall
Springfield Road
Milborne Port
Somerset
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Phone 07375 892631

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Website <https://www.milborneportvillagehall.org.uk/>

Activities

Objects: THE PROVISION OF A VILLAGE HALL IN THE PARISH OF MILBORNE PORT IN THE COUNTY OF SOMERSET FOR THE USE OF THE INHABITANTS OF THE SAID PARISH WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS INCLUDING USE FOR MEETINGS LECTURES AND CLASSES AND FOR OTHER FORMS OF RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: The Milborne Port Village Hall Trust provides Fully Licensed Halls that are available to all local people & organisations as economically as possible but at the same time keeping the hall financially sound. Activities that use the Hall are: U3A , Short Mat Bowls, Gardeners Club, Badminton, Keep Fit, Moviola, Dog training, Bingo, Parties, Opera, Entertainment, Weddings, Elections, Dinners, .

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Religious Activities, Amateur Sport, Economic/community Development/employment
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** PARISH OF MILBORNE PORT
- Dorset
- Somerset

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£30,773	£25,354	-	-
2024-03-31	£25,715	£21,837	-	-
2023-03-31	£15,921	£18,845	-	-
2022-03-31	£14,973	£23,274	-	-
2021-03-31	£24,382	£13,483	-	-

Trustees

Name	Role	Appointed
Milborne Port Parish Council		2024-06-17

THE MILBORNE PORT VILLAGE HALL TRUST

England & Wales - Charity number 277538

Accounts

Milborne Port Village Hall – Annual Report 2025
Cllr. Chris Phillips, Chair of the Village Hall Committee
chair@milborneportvillagehall.org.uk

The new Committee took charge on 17th June 2024 after the previous trustees stood down and were replaced by the corporate body of the Parish Council.

This Village Hall Committee oversees the strategic management of the Village Hall. Chris Sheeran, who joined us in April last year, oversees the day-to-day, week-to-week running of the Village Hall and has been doing a fantastic job. There have been several new Committee members, including Jimmy Flynn, who has worked with Chris Sheeran to upgrade and streamline the website. Further new members would be very welcome.

So, at the beginning of our taking charge, there was a period of consolidation - getting to know how the Hall operated and assessing what improvements were needed. We were able to act quickly: to clean all of the windows and to terminate the Biffa bin contract due to cost and litter-tipping. A further early project was the replacing of the rotten timber fire-escape doors in the Committee Room which have now been replaced with PVCu frames and doors.

We then carried out a consolidation of the internal and external locking systems, replacing the locks to nine internal doors, all now suited – one key for all relevant doors. The front door lock was also upgraded; the locks have been confirmed as being in accordance with insurance requirements.

Chris has negotiated a very competitive deal with a new electricity supplier, but we continue to monitor usage and look to ways of reducing waste. PAT testing of appliances has recently been carried out and is now recorded.

A fire safety risk report was commissioned last year and since receiving the report, all recommendations have been acted upon, for example, signage has been replaced or improved as required. A structure for weekly alarm tests has been put in place; the fire extinguishers have, as they always have been, tested. The emergency light has been attended to when required.

Late last year, the Parish Council provided the Village Hall with a grit bin, located in the Car Park, together with bags of grit.

In recent months, a new floor polisher has been purchased, the old one being very difficult to lift or manoeuvre by members of the team.

The number of bookings has improved immeasurably in the last half of the year; indeed, not only just the booking, but also the number of organisations that are now using the Hall's facilities; for instance, Chris has reported a considerable increase in the number of birthday parties being held in the Hall.

The film nights have continued to be popular and will continue later in the year. A recent gong bath was very popular and there is already talk of another session.

Future projects include: the upgrading of the ladies' toilets with facilities for baby-changing; the repair and redecoration of the ceiling in the disabled toilet following a recent check for leaks; a complete upgrade of the lobby and entrance area and improvements to the Committee Room, for which funding is required.

There are further improvement ideas being discussed for the future, somewhat influenced by the Long-Term Vision sub-committee of the Village Hall; this Committee would welcome new members.

Milborne Port Village Hall Charitable Trust

Receipts and Payments Account

1st April 2024 - 31st March 2025

Barclays Bank Account

Opening Balance as at 1.4.24	£5,821.61
Plus Receipts 1.4.24 - 31.3.25	£30,773.18
Less Payments 1.4.24 - 31.3.25	<u>£25,354.18</u>
Closing Balance as at 31.3.25	<u>£11,240.61</u>

Receipts

Film Night	£1,021.59
Floor Damage	£1,220.00
Hire of Camelot Suite	£4,881.00
Hire of Main Hall	£16,030.00
Key Deposits	£300.00
Milborne Port Opera	£2,707.96
Other Receipts	£1,960.13
Previous Financial Year	£2,652.50
	<u>£30,773.18</u>

Payments

Bank Charges	£10.16
Cleaners Wages	£6,836.63
Cleaning Materials	£568.22
Electricity	£7,058.80
Film Night	£538.00
Floor Damage	£1,320.00
General Repairs and Maintenance	£1,162.36
Insurance Costs	£1,059.20
Internet Costs	£563.34
Milborne Port Opera	£723.86
Other Payments	£1,107.09
Previous Financial Year	£1,725.45
Replacement Door Locks	£1,246.14
Waste Disposal	£491.98
Water	£542.95
Window Cleaning	£400.00
	<u>£25,354.18</u>

Virgin Money Deposit Account

Bank Balance as at 1.4.24	£18,213.11
Interest Added	<u>£201.73</u>
Closing Bank Balance as at 31.3.25	<u>£18,414.84</u>

Earmarked Funds

Bequest Dr. H. Rhys-Davis	£119.61
Bequest J.H.G. Raymond	£1,553.08
Junior Badminton Fund	<u>£525.00</u>
	<u>£2,197.69</u>

Milborne Port Village Hall Charitable Trust

Financial Review

Date of Inspection: Wed 18/6/2025

Auditor: Mrs V. Jackson

Milborne Port Village Hall Trust Charity Number 277538

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st March 2025

Basis of the Independent Examiner's Report:

My examination was carried out in accordance with the general directions given by the Charity Commission in order to provide assurance to trustees that the charity's financial records are in order and that the charity is adhering to proper financial management practices. This included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

I confirm that no material matters have come to my attention in connection with the examination

That the accounting records and requirements are kept in accordance with section 130 of the Charities Act

That financial statements comply with accounting requirements and accord with the records

Immediate Actions Required:

Issue found:	Resolution:	Who:
Cleaners: No Self-employment declarations on file Currently at risk of tax, NI, pension implications.	Self-employment declarations to be obtained (back dated if possible) to cover wage payments made.	Manager / Treasurer
Cleaners: No satisfactory invoices on file	Require issue of invoice before making payment	Manager / Treasurer
Sales invoice numbers are not consecutive	Reason for this to be identified and rectified. Failing which, monthly list of missing invoices to be prepared and authorised by Manager/Treasurer.	Manager

Other Recommendations:

Issue:	Resolution:	Who:
Sales invoices unpaid after 60 days	To be reported to Treasurer & Chair each month	Manager
Electricity represents a high percentage of Village Hall expenditure.	Meter readings be taken monthly; usage and cost to be calculated and reconciled with direct debit payments. Treasurer to review. Excessive use and anomalies to be reported to Management Committee	Manager
Water as above but lower priority.		Manager
Electricity cost	Electricity contract to be reviewed annually.	Manager
No Asset Register	To be compiled.	Management Committee
Policy and procedures to be reviewed	<ul style="list-style-type: none"> • Financial reserves • Internal charity financial controls • Paying staff • Trustee expenses • Significant risks 	
Adequacy of reserves	Review reserves annually. Set a minimum reserve level	Management Committee
Stock control	Review whether stock control of purchases is required – drinks, cleaning materials, etc	Management Committee
Financial controls	Review financial controls annually	Management Committee
Earmarked funds	Investigate evidence for earmarked funds to clarify whether they are ring fenced or whether they can be used for general Village Hall expenditure.	Treasurer
Cost of running Village Hall	Calculate approximate cost of running Village Hall for a week and how many hours of bookings are required to cover this. Compare to actual in monthly report (graph?) to facilitate early warning of downward trend in order that timely action may be taken.	Treasurer
Expenses	All expenses to be authorised by Manager/Treasurer.	Manager / Treasurer
Job procedure for bookkeeper role.	When time permits compile written job procedure for book keeper role.	Management Committee

THE MILBORNE PORT VILLAGE HALL TRUST

England & Wales - Charity number 277538

Accounts

AGM 2024 Chair Report for Milborne Port Village Hall

- The Trustees and Management Committee are pleased to report that the Hall finances are in a very good position as of 31st March 2024. We have reserves of just over £25,000 and our annual income covers the annual expenditure leaving a profit of £877.70 not including the £3000 grant from the Parish Council.
- This is a large improvement on the previous year when income was lower due to the user discounts that we organised to help groups get back up and running after the pandemic.
- This good position is a testament to the hard work of the Officers, Trustees, Committee and cleaners over the last few years especially over the pandemic when the Hall had to shut for long periods of time.
- One new venture which started in August 2023 was the Indoor Market on Saturday mornings. This initially started in the Camelot Room but after extra requests for stalls it was moved to the main Hall.
- Sherborne Vale Dog Training club, who hire the Hall on a weekly basis, booked the Hall and playing field to host a National Kennel Club weekend event in September 2023 providing four display arenas. They are now one of our most important users.
- Monthly Film nights started again in September with a new supplier, Filmflixs, with “A Man called Otto”. This is valuable service for the village allowing those who do not want to go far at night to enjoy films here in the village.
- During most of the year we have had a reasonable number of children’s parties but the cost of living crisis has meant that sadly many future bookings for weddings and parties have been cancelled.
- The Committee has continued to improve the Hall facilities during the last year to make the Hall an even better and safer venue for all the users.
- A new storage rack for the Zarges ladder by the stage has allowed the large ladder to be stored safely away.
- The Committee have also had the chance to buy a excellent upright piano for the Hall in cooperation with the Opera.
- The online booking system with Hall Wizard has been a great success. The company has been extremely helpful in sorting out any queries or bugs that we have had since adoption. The system has been working efficiently and allows potential users to access the calendar online and then enquire about a booking if they want.
- The card machines for taking card payments have been successfully used at various events including the latest Milborne Port Opera production “The Drowsy Chaperone”.
- The bar at the Opera this year run by members of the Committee was very successful and it raised just over £1000 for Hall funds.
- The Hall was very fortunate to have a fixed rate electricity deal at 14p per unit until 30/09/2023. At that point a new fixed rate deal at a little over twice that amount was put in place with Scottish Power and finishes in January 2025.
- This doubling of electricity costs would have meant a very large increase in rates for the users which may well have reduced the income for the Hall because of cancelled bookings.
- This large cost increase combined with the lack of volunteers joining the Committee in recent years led the Committee to approach the Parish Council for help in October 2023 to create a sustainable future for Village Hall. We are very grateful that they were able to help us.

- We all know that the Hall is a wonderful facility for the village and needs to be maintained for the village in the future.
- However, the lack of volunteers has led to more work for fewer people on the committee which is unsustainable.
- The Parish Council agreed to help with a grant of £3000 towards the extra electricity costs which has allowed the Committee to keep the user rates down for users.
- The Parish Council has also agreed to become the sole trustee and a group of parish councillors have kindly joined the Committee.
- In addition, the Parish Council has employed a Hall Manager, Chris Sheeran, on a part-time basis who will be responsible for the efficient running of the Hall on a day-to-day basis.
- The Committee has put together a priority list of further upgrades to the building and top of the list are the Ladies toilets and upgrading the foyer area followed by building extra storage space. The committee will need to look for funding for these projects to further enhance the Hall.
- Before I finish, I would like to thank all the Trustees and Committee for their dedication and support during the past year. I would also like to give special thanks to those who work hard to keep the place clean for us, Michelle Cullen and Paul Girling. They have not only done the normal cleaning but have also maintained a special COVID cleaning routine to make sure every user is kept safe.
- Michelle has also been the keyholder as well as covering for Martin at times during the year when he has been in hospital. So, thanks must go to her for these important jobs she has done.
- I would like to thank Charlotte as Secretary for keeping us all in order during the year despite the accident she was involved in before Christmas. We missed her efficient recordkeeping, wise words and laughter and we are glad that she felt able to come back to help us in the last few months.
- Finally, I would like to thank Martin for all the many roles he has done to keep this Hall working so smoothly. He has made it look easy, but I know it is much more complex than it looks. Behind the scenes he has done a huge amount of work approaching every challenge with thoughtful care that puts the many users first.
- So, Milborne Port Village Hall continues to be used by a large variety of different groups from the community, for regular sessions and one-off events such as weddings, Christenings, birthday parties, business dinners, Bingo, blood donors and productions such as the Opera. It is a place where people come every day to relax, connect, learn, and celebrate.
- The Trustees and the Committee have been committed to continuing to provide the facilities for the community at a reasonable level of charge so that everyone in the community can benefit. I know that they have succeeded in doing that.
- I want to wish the Parish Council and Hall committee all the best for the future.

James Crow

Chair

17th June 2024

Milborne Port Village Hall Charitable Trust

Profit & Loss Account

Income

	Year End 31 st March 2024	Year End 31 st March 2023
Arts & Crafts	£701.00	
Badminton Monday (Brooks)	£528.50	£294.00
Badminton Monday (Jackman)	£115.00	£42.00
Badminton Monday (Keenleyside)	£448.00	£420.00
Badminton Wednesday (Davis)	£466.50	£451.50
Blackmore & Sparkford Vale Hunt Sup	£56.25	£133.00
Bloom South Somerset & Sherborne	£1,123.75	£975.25
Boot Camp	£547.50	£555.00
Church of St John the Evangelist		£31.00
Commonalty Charity Lands	£174.00	£140.00
Crafts		£36.00
Event costs (recharged)	£457.96	£205.00
Evolve Fitness Training		£21.00
Grants & Financial Support (From MPPC)	£3,000.00	
Filmflixs	£928.00	£1,113.00
Interest Received	£125.88	£48.27
Junior Sports		£52.60
Little City	£468.00	
Martial Arts	£103.50	£31.50
Miscellaneous Income / Gifts	£103.33	£183.48
MP Football Club	£126.50	£42.00
MP Gardening Club	£256.50	£283.50
MP Majorettes		£266.25
MP Opera	£1,083.06	£149.00
MP Parish Council	£136.75	£69.00
MP Playing Fields	£13.50	
MP Short Mat Bowls	£1,160.25	£834.70
MPVH Catering	£1,494.50	£1,276.90
NHS Blood & Transplant	£333.00	£194.25
Non regular bookings	£3,585.59	£3,211.25
Religious Group	£63.25	£42.00
Sale of assets	£499.00	
Sherborne Vale Dog Training School	£2,836.98	£2,099.32
Short Mat Bowls (exc MP)	£103.50	£39.00
Spirit of Milborne Port	£129.12	
SSDC (polling station)	£72.00	
The Balsam Centre	£1,023.00	£688.50
University of the Third Age (U3A)	£471.00	£383.00
Yeovil RC Model Racing	£1,329.00	
Yoga	£1,651.75	£1,610.00
Total Sales:	£25,715.42	£15,921.27

Expenditure

	Year End 31 st March 2024	Year End 31 st March 2023
Advertising	£35.00	£75.00
Booking System Software	£240.00	£240.00
Business Insurance	£1,383.18	£1,325.16
Cleaners Honorarium	£4,980.00	£5,667.50
Cleaning Materials / Equipment	£543.20	£575.48
COVID Specific Labour	£3,150.00	£2,270.00
Electricity	£4,723.63	£2,861.79
Event Costs (recharged to Customers)	£421.14	£300.00
Filmflixs (net expenditure)	£1,275.00	£1,295.58
Hall Manager Honorarium	£186.00	
Internet Costs	£522.12	£526.18
Keyholder Honorarium	£505.00	£480.00
MPVH Catering (Purchases)	£663.50	£499.28
New Purchases	£915.01	£478.42
Postage		£5.65
Premises Licence		£180.00
PRL/PPS	£136.31	£33.42
Repairs & Renewals	£979.76	£316.95
Stationery	£66.89	£63.03
Subscriptions	£100.00	£100.00
SumUp Card transaction fee	£5.97	£3.99
Telephone		
Theatrical equipment (Sub Hire)		£25.00
Waste Disposal Contractors	£578.70	£916.65
Water	£427.31	£299.59
Write off bad debt		£307.25
Total Expenses:	£21,837.72	£18,845.92
Net Profit (Loss):	£3,877.70	(£2,924.65)

Milborne Port Village Hall Charitable Trust

Balance Sheet

	As at 31 st March 2024	As at 31 st March 2023
Assets		
Barclays Current Account	£5,821.61	£4,800.35
Owed by Customers	£3,142.65	£1,865.60
Santander Current Account	£0.01	£0.01
Treasurer - Petty Cash	£319.50	£178.00
Virgin Money Deposit Account	£18,213.11	£14,937.23
Wessex Water	£111.05	£54.86
Total Assets	£27,607.93	£21,836.05
Liabilities		
Electricity Budget Account	£649.96	
Owed to Suppliers	£1,680.56	£605.84
Total Liabilities	£2,330.52	£605.84
Total Assets less liabilities	£25,277.41	£21,230.21
Capital		
Bequest Dr. H. Rhys-Davis	£119.61	£119.61
Bequest J H G Raymond	£1,553.08	£1,553.08
Reserved - Public Meetings	£30.08	£30.08
Film 2022-2023 PC Subsidy Grant	£45.00	£672.00
Additional electricity costs Grant from MPPC (from 1.1.2024)	£1,632.65	
Junior Bdminton Fund	£525.00	£525.00
Covid 2022 Govt Grant		£3,917.00
Accrued Capital	£11,371.99	£4,413.44
Twelve Month Operating Reserve	£10,000.00	£10,000.00
<u>Total Capital</u>	£25,277.41	£21,230.21

Milborne Port Village Hall

Report to the Trustees of accounts for the year ended 31s March 2024

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Trustees are responsible for the preparation of the accounts.

The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- examine the financial statements under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

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 any unusual items or disclosures in the financial statements, 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 to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

9th June 2024

Christopher A McLean