

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	<u>£400.00</u>
	<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