

WILSTONE VILLAGE HALL ANNUAL REPORT 2024-25

Wilstone Village Hall - Registered Charity number: 283995

1 April 2024 to 31 March 2025

Names of Trustees:

Peter Walker – Chairman

Blake McAdam – Vice-Chairman

Alla Postings – Treasurer

Peter Myrants – Bookings Secretary

Helen Page – Secretary

Governance

Wilstone Village Hall was established as a charity by a Trust Deed 5th December 1970. The building is owned by the Tring Rural Parish Council and is currently leased to the Wilstone Village Hall Trust on a 99-year lease from 1970. The lease is a full repairing lease which means that, with a nominal rent payable (£1 per annum), the Village Hall Management Committee is responsible for keeping the building in good state of repair. Appointment of Trustees (5) can be elected at the Annual General Meeting held in May each year. The Trustees form the Management Committee of the Village Hall. Up to 7 additional representative members can be also elected to join the committee. Committee is responsible for day to day running of the charity, organising charitable events and governance.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members and users of the hall, the following policy statements have been adopted.

- Financial Policy and Procedures (Expenses Policy)
- Health & Safety Policy
- Risk Assessment and Fire Safety Policy
- Safeguarding Policy

Hiring Agreement

Use of the Village Hall is subject to a Hiring Agreement which must be agreed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The hall has a Premises Licence including an alcohol licence. The hall is licensed by the Performing Right Society for live and recorded music provided the music by performers / users have their independent license to play music.

Insurance

The Village Hall is insured with Allied Westminster with respect to property damage and rebuilding costs (buildings insurance) for up to £1 million. It is insured with the same company with respect to Contents, Public Liability (£10,000,000), Employers' Liability (£10,000,000) and Legal Assistance. The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Building Issues

- The village hall is maintained in an excellent condition. In 2024-25 we have replaced overhead heaters for a more ecofriendly and economical solution (£9,000) and upgraded internal doors to the value of £3000 to improve aesthetics and fire-proof quality. The roof is inspected annually.
- PAC annual portable electrical appliances testing is carried out on a regular annual schedule.
- Our mains electrical installation is checked by a qualified engineer annually. Village hall is using solar panels to reduce expenditure and has replaced all light fittings with LEDs.
- Firefighting appliances are inspected annually under contract with the supplier.
- Volunteers from the Committee carry out other regular maintenance checks (e.g. first aid kit).

Objectives of the Charity

- Provision of a village hall for the benefit of the inhabitants of the village of Wilstone without distinction of sex, sexual orientation, age, disability, nationality, race, political, religious or other opinions

- Use of the Village Hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and improving the social conditions of the life of the local residents
- The Trustees consider these objectives to be consistent with Charity Commission guidance and align with our governing document on providing for the hall for public benefit. These objectives have been pursued in the activities of the charity this year

Principal Activities in pursuit of Objectives

- The Hall is in use most days of the week for a variety of activities including Scouts, Morris Dancing, Pilates, Yoga, Thai Chi and Jazzercise, Whist club, Dog training, Choir and Music band practice and art club as well as ad hoc meetings.
- The Hall is available for hire for private functions including children's parties, social functions and occasional fund-raising events.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The hiring charges paid by users of the hall are set to achieve this. In 2024-25, hiring of the hall brought in receipts of circa £16,000, of which £9,000 was from regular bookings. Income totalled circa £46,000. Village Fete was held in the year and raised £13,000.

Volunteers

Volunteers were engaged for some maintenance tasks, running the bar and managing events.

2024/25 Achievements

The Trustees work hard to make the hall attractive to potential users and measure their success by the range of users and the hall occupancy. This last year we have had a good set of regular bookings, in addition to special events like our winter film nights Flicks in the Sticks which are an important social function.

Achievements to note are:

- New initiative – introduced national Repair Café monthly mornings in conjunction with the village shop
- Replaced overhead heaters for a more ecofriendly and economical solution (£9,000) and upgraded internal doors to the value of £3000 to improve aesthetics and fire-proof quality
- Installed electronic door entry system
- Created a new software for booking online connected to the village hall calendar

- Achieved increase in hirings by circa 15%

Reserves Policy

The charity had £32,780.13 in the bank at the year end. This includes £6,937.35 related to Rickerman Fund Trust (bequest of a villager to aid children of the village)

Current account closing balance 31 Mar 2025	8,279.77	8,279.77	
Deposit account closing balance 31 Mar 2025	25,842.78		
Bequest on deposit account 7/6/22 less spend to date	<u>6,937.35</u>		
Total deposit account closing balance 31 Mar 2025		32,780.13	
Petty cash closing balance 31 Mar 2025	980.01	<u>980.01</u>	
Actual total closing balance 31 Mar 2025			42,039.91

- Cash was kept available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement. At the end of the year petty cash balance was £980.01

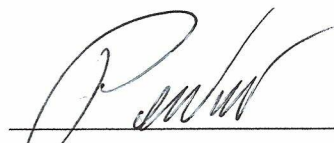
It was the Trustees' intention to work towards maintaining unrestricted reserves of minimum £20,000 for unexpected expenditure.

Village Hall accounts are independently reviewed by a qualified accountant annually.

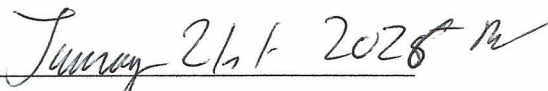
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees'

Peter Walker
Chairman

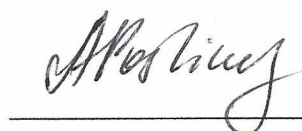


Signature




Date

Alla Postings
Treasurer



Signature



Date

WILSTONE VILLAGE HALL - year ended 31 MARCH 2020

INCOME	2024/25	2023/24
Ad hoc hirings	6,638.12	5,401.75
Regular hirings	9,137.50	8,374.00
<i>Hirings sub-total</i>	<u>15,775.62</u>	<u>13,775.75</u>
Fete		
Events (<i>bar only from 2016/17</i>)	2,420.40	3,681.01
<i>"Non-donation" sub-total</i>	<u>18,196.02</u>	<u>17,456.76</u>
Events (<i>ticket only from 2016/17</i>)	0.00	25.00
Donations	9,284.00	13,236.00
Interest (<i>Bonds + Deposit acct.</i>)	614.62	565.37
Open Village donations	12,970.07	4,618.47
Film night donations	3,094.00	2,434.50
Repair Café	697.20	
Misc	761.75	973.87
Total income	<u>45,617.66</u>	<u>39,309.97</u>
	0.00	0.00

EXPENDITURE

Cleaning	4,826.91	3,754.27
Utilities	3,172.05	3,892.58
Honoraria	1,000.00	1,000.00
Insurance	910.53	884.18
Repairs / servicing / minor works	3,411.61	1,911.82
Sundries	1,472.36	3,693.94
<i>Day-to-day sub-total</i>	<u>14,793.46</u>	<u>15,136.79</u>
Events	4,113.58	4,200.99
Fete (Open Village 2017&19); Jubilee 22	8,146.38	3,310.20
New equipment / refurb.	14,524.07	13,029.52
Total expenditure	<u>41,577.49</u>	<u>35,677.50</u>
	0.00	

SURPLUS / DEFICIT FOR YEAR	<u>4,040.17</u>	<u>3,632.47</u>
-----------------------------------	------------------------	------------------------

ASSETS & LIABILITIES at 31/03/2025 31/03/2024

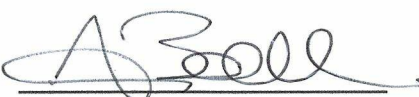
Current account	8,279.77	4,823.93
Business deposit account	25,842.78	22,879.16
Bonds	0.00	0.00
Petty cash	980.01	3,359.30
	<u>35,102.56</u>	<u>31,062.39</u>
representing		
Brought forward accumulated surplus	31,062.39	27,429.92
Surplus / deficit for year	<u>4,040.17</u>	<u>3,632.47</u>
	<u>35,102.56</u>	<u>31,062.39</u>
	-0.01	0.00

Signed / dated

Alia Postings
Treasurer

I have examined the Statement of Accounts above and certify that they are ir

Signed / dated

03/01/26 

Independent examiner's report to the trustees of Wilstone Village Hall

I report to the trustees on my examination of the accounts of Wilstone Village Hall (the Trust) for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity trustees 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 to enable a proper understanding of the accounts to be reached.

I would however make the following recommendations:

- In respect of the £10,000 Rickerman bequest, I would recommend that the banking arrangements along with the parameters for accessing said funds are included in either the committee or the AGM minutes. I understand that this practice is now underway.
:
- As the current arrangements for cleaning the Village Hall come to an end, I would recommend that in future cleaning is paid for through the bank and upon receipt of an invoice. I understand that this practice has been in operation since May 2025.
- I would urge the Trustees to embed more fully a Reserves Policy that will formally document both the mechanism for accessing funds set aside for either potential need or specific purpose, and each specific withdrawal.

Signed: Anna Beck FCCA

Address: 8 Chapel Fields, Wilstone, Tring, Hertfordshire, HP23 4SL

Date: 27 January 2025