

KIRTLINGTON VILLAGE HALL MANAGEMENT COMMITTEE

South Green, Kirtlington, OX5 3HJ

Trustees Annual Report for Year April 2021/March 2022

The Hall's Governance

Legal status

The charity is established by Trust Deed dated 11 March 1985, whereby the Kirtlington Parish Council declared the Trusts on which it holds the leasehold land now occupied by the Village Hall and car park.

The Charity Commission number is 291663

Objects, Policies and Organisation

The Trust is established to provide and maintain the Village Hall for the benefit of the parishioners of Kirtlington without distinction of political, religious, or other opinions and with the object of improving the quality of village life.

The Hall is available for hire by an individual or an organisation in accordance with the Standard Hiring Agreement, the Health & Safety Policy and the scale of charges adopted for the year.

The Management Committee is elected or appointed on an annual basis, with the officers being elected from the membership of the committee. The Annual General Meeting is usually held in April or May.

The Hall's Management Committee for 2021/22:

Elected

Chair – Bob Wilkes

Hon Secretary – Jacqui Hogan

Hon Treasurer – Paula Harvey

Independent – Celia Hawkesworth

Kirtlington Parish Council: David Richardson

Representing Organisations

Youth Club/Garden Club – Tony Brett

Film Club – John Moore

Co-opted: Vacant

Honorarium Positions

Booking Manager – Nicola Allison

Hall Caretaker – Mark Harrison

There are still vacancies for representatives of Kirtlington Morris, Historical Society, Badminton, Allotments Association and Women's Institute. We currently have no co-opted members from the businesses that use the hall. We warmly welcome new volunteers.

The Hall's Finances

The Trustees are responsible for the preparation of the financial statements, and for keeping proper accounting records that disclose the financial position of the Charity. The Trustees have elected to prepare financial statement on the Receipts and Payments Account (see Treasurers Report).

A full report for the year is given in the Treasurer's Report, presented by Paula Harvey, to whom we are very grateful for her meticulous and, when protracted negotiations require it, persistent work.

The Village Fete was held in August 2021, and we are grateful for the grant of £1920.00 to the Village Hall, which covered the cost of fitting the new Main Hall lights as LEDs. We were able to hold the Fireworks Display in November 2021, but in a reduced way, outsourcing the provision of refreshments, but still making a profit of nearly £3400.00.

The income from Lettings has begun to pick up this year this year (achieving just over half of the pre-pandemic years), as the Hall was able to open up in stages. We are very grateful to the Bookings Secretary, Nicola Allison, for her work in managing enquiries within our limitations.

We are very grateful once more to Cherwell District Council for the grants totalling over £15,000 made from a funds to assist community assets in pandemic times. These grants have enabled us to carry out important maintenance works and to maintain reserves.

We now face, along with everybody else, the prospect of rising costs, particularly for cleaning and energy. The Chair and Treasurer regularly monitor the finances and make budget plans.

The Hall's profile and use

After the very difficult year 2020 – 2021, during which there were repeated closures because of Covid and the storm damage to the Main Hall roof, we were pleased that the insurance company's contractors were able to complete the roof repairs in the spring of 2021, in time for the HMG Roadmap of staged openings.

Since September 2021, the use of the Hall has been increasing, and more enquiries are coming in for the future. We continue to think about the Hall's profile among the population of the village and hope to increase our efforts in promoting it. The Village Quiz (held in April 2022) and the Village Fete (to be held in June 2022) and, as we hope, the Fireworks Display (in November) are all events which bring large numbers to the Hall.

The Hall's fabric and services

Storm damage to the Hall roof and ceiling: after much negotiation with insurers and contractors in the previous year, the repairs were carried out in April/May 2021.

Hall wall insulation: This work was proposed in a strategic planning discussion in September 2019, and planning was begun, but had to be put on hold when the Covid lockdown was imposed. When the insurers carried out the storm damage repairs, we contracted with Tappers to include the insulation of the Hall walls. Again, having savings in hand enabled us to fund this. This work completed Phase Three of the insulation project.

In June 2021 rewiring and renewal of the emergency lighting system was carried out.

In June and July 2021, we were able to carry out smaller level repairs to the roof tiles.

In the spring of 2022 we took delivery of 40 new chairs and hope to add twenty more as funds allow,

Storage: during the year, we have made some steps towards a more effective use of the storage spaces, but further work is needed.

Safety procedures: the schedule of regular checks has been maintained by the Caretaker. The training of Fire Wardens continues to be outstanding.

Maintenance: regular checks are carried out by the Caretaker, Mark Harrison. Several maintenance tasks have been carried out.

The Hall's future

The Management Committee remain committed to ensuring the future of the Hall as a community asset for the benefit of all in the village and surrounding area. We work hard to steward the finances responsibly so that we can work steadily towards fuller use of the Village Hall.

We are seeking new members for the Committee, particularly (and urgently) for one or two people who can assist in the lettings and promotion work. Nicola Allison, our effective Bookings Secretary, entered full-time employment during the year past, and we aim to increase the support given to her.

In 2019, the Committee made future plans to develop the fabric of the Hall, and I am glad to report that a number of the plans have been implemented, even during the pandemic times. Now we hope to continue the improvement of storage, to refurbish the Hazel Room décor and to construct a new main entrance.

I express my admiration and gratitude to the members of the Management Committee who work so hard as a team, each person taking on responsibility and initiative, and stepping up to the challenges of the pandemic restrictions.

Bob Wilkes (Management Committee chair). June 20th, 2022.

KIRTLINGTON VILLAGE HALL MANAGEMENT COMMITTEE
Receipts and payments accounts for year ending 31/03/2022

Income

Bookings	£8,727.87
Donations	£2,020.00
Fund raising	£5,516.46
EV chargers income	£342.94
Feed-in tariff payments	£630.71
Grants from CDC	£15,430.00
Other	£9.53
Total income	£32,677.51

Expenditure

Honorariums	£1,800.00
Cleaning, maintenance and consumables	£3,039.91
Utilities	£843.02
Fundraising	£2,134.87
Refurbishment projects	£5,640.18
Projects funded from savings	£11,213.36
Insurance premium	£1,721.68
Other	£1,458.15
Total expenditure	£27,851.17

Excess of income over expenditure £4,826.34

Cash summary

As at 31/03/2021

Lloyds Bank current account # 00808449	£20,469.17	
Virgin Money savings account # 52135F-03504	£5,692.26	
		£26,161.43
Plus excess of income over expenditure		£4,826.34
		£30,987.77

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Lloyds Bank current account # 00808449	£25,287.95	
Virgin Money savings account # 52135F-03504	£5,699.82	
		£30,987.77

Ring-fenced sums

£426.15

Signed

Chairman Bob Wilkes

Secretary Jacqueline Hogan

Hon Treasurer Paula Harvey

Independent examiner Steve Beahan

Date



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of	KIRTLINGTON VILLAGE HALL MANAGEMENT COMMITTEE		
On accounts for the year ended	31 ST MARCH 2022	Charity no (if any)	291663
Set out on pages	1 - 3 <small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022

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 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 (~~other than that disclosed below*~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

~~*Please delete the words in the brackets if they do not apply.~~

Signed: S.D. Beahan Date: 25/5/22

Name: STEPHEN DAVID BEAHAN

Relevant professional
qualification(s) or body
(if any):

Address: MARTON AKEMAN CLOSE, KIRTLINGTON,
OXON. OX5 3HX

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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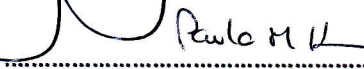
Chairman

 Bob Wilkes

Secretary

 Jacqueline Hogan

Hon Treasurer

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 Steve Beahan

Date 25/5/22