

KIRTLINGTON VILLAGE HALL MANAGEMENT COMMITTEE

South Green, Kirtlington, OX5 3HJ

Trustees Annual Report for Year April 2022/March 2023

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 Sportsfield, the Village Hall and the 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 2022/23:

Elected

Chair – Bob Wilkes

Hon Secretary – Jacqui Hogan

Hon Treasurer – Paula Harvey

Independent – Celia Hawkesworth

Kirtlington Parish Council: Jean Conway

Representing Organisations

Youth Club – Liz Pinker and Zoe Cumming

Film Club – John Moore

Busy Bees – Sian Smith, Booking Manager, also leads Busy Bees

Co-opted: from January 2023 Nicola Allison was co-opted to support the marketing work.

Honorarium Positions

Booking Manager – Nicola Allison up to December 2022, Sian Smith from January 2023

Hall Caretaker– Mark Harrison

Other users could nominate representatives: 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 account 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.

Highlights of income raised in the community include: The Village Quiz of April 2022 made a grant of £350.00, and The Village Fete of August 2022 made a grant of £1500.00 for the purchasing of 20 new chairs. The Fireworks Display in November 2022, while continuing to outsource the provision of some refreshments, raised just over £5,500.00. Having returned to a normal lettings schedule, the income of just over £19,000.00 is the highest figure ever.

We continue to face, along with everybody else, the prospect of rising costs, particularly for cleaning and energy. We were grateful to receive, through the Community Foundation, an Energy Support Grant of £800.00.

The Chair and Treasurer regularly monitor the finances and make budget plans. Having covered our routine expenditure successfully, we were able to spend nearly £11,000.00 on improvements to the fixtures and fittings of the Village Hall. The year-end balance of £31,000.00 includes our contingency reserve of £10,000.00.

The Hall's profile and use

This year has been the first full year of normal operation after the closures of the pandemic. Village groups have resumed their use of the Hall, though the Gardening Club came to a close in April 2022. The Lisa Jayne Art Classes were a strong regular booking for the year, until they found their own premises in May 2023. Future plans were made by the Parish Council and the Village Hall with Chesterton Football Club for regular use of the Sportsfield and the Sports Corridor.

Committee members were invited by the Parish Council to their meeting with members of the group working on proposals for a new Village Café/Shop. It was concluded that the location would not be thought of as being within the Village Hall but adjacent to it.

See further comments about the profile of the Village Hall under "The Hall's future".

The Hall's fabric and services

Chairs: with the grant from the Village Fete we were able to purchase 20 more new chairs, thus completing our aim to have 60.

Storage: the Ivy Room was reconfigured a storage space, opening onto the main Hall, for the new chairs (60) on four dollies (60), the grey stacking chairs (40) and the tables (16) on two racks. The cupboard off the entrance corridor was refitted for the use of the Fitness classes. These steps enabled the completion of reordering of the storage spaces in the Village Hall generally.

Wifi: two new boosters were fitted to the main Hall, one inside and one outside. The external booster improves the operation of card payments for events such as the Fete and the Fireworks.

EV Chargers: with the help of a grant from Low Carbon Hub, we fitted new chargers which are proving to be reliable.

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 largest one being the refitting of the drains in the male toilet, which had been an on-going issue for some time.

The Hall's future

The Management Committee members 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.

Nicola Allison, having worked very effectively as Bookings Manager for some years, has remained on the Committee with the brief to develop our marketing. Sian Smith has quickly become an effective member of the Committee and Bookings Secretary. I hope that, building on the 2016 Village Survey, we can refresh our connection with residents of Kirtlington and develop our services accordingly.

Having been successful in implementing the plans made in 2019 and completing the major roof repairs in 2021, new aims for the improvement of the fabric of the Village Hall include: the improvement of the communication equipment, the improvement of accessibility and inclusivity in the entrance ways, the refurbishment of the Sports Corridor, the fitting of a dimmable light system in the main Hall, the refurbishment the Hazel Room décor, and the complete refitting of the kitchen. Some of this work can be funded from our regular account as routine income and expenditure are monitored carefully, but much will require fund-raising efforts.

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.

Respectfully submitted,

Bob Wilkes (Management Committee chair). June 15th, 2023.



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

Charity Name

KIRTINGTON VILLAGE HALL MANAGEMENT COMMITTEE

On accounts for the year
ended

31 MARCH 2023

Charity no
(if any)

291663

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31 MARCH 2023

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 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:

Date:

12 MAY 2023

Name:

KEVIN JAMES BROWN

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

FCA

Address:

BRACKLEY HOUSE, HE/PARD ROAD,
KIRTINGTON, OXON, OX5 3HL

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.

KIRTLINGTON VILLAGE HALL MANAGEMENT COMMITTEE
Receipts and payments accounts for year ending 31/03/2023

Income

Bookings	£19,091.85
Donations	£2,920.33
Fund raising	£8,762.14
EV chargers income	£1,171.81
Feed-in tariff payments	£721.77
Grants	£800.00
Other	£14.98
Total income	£33,482.88

Expenditure

Honorariums	£1,800.00
Cleaning, maintenance and consumables	£6,591.30
Utilities	£4,596.64
Fundraising	£3,239.87
Projects funded from savings	£10,840.86
Projects funded by grants or donations	£2,752.00
Insurance premium	£1,652.85
Other	£1,866.81
Total expenditure	£33,340.33

Excess of income over expenditure £142.55

Cash summary

As at 31/03/2022

Lloyds Bank current account # 00808449	£25,287.95	
Virgin Money savings account # 52135F-03504	£5,699.82	
		£30,987.77
Plus excess of income over expenditure		£142.55
		£31,130.32

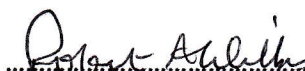
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Ring-fenced sums £315.44

Signed


Chairman

 Bob Wilkes

Secretary

 Jacqueline Hogan

Hon Treasurer

 Paula Harvey

Independent examiner

 Kevin Brown

19/06/2023



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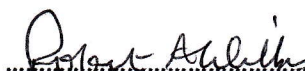
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