

KIRTLINGTON VILLAGE HALL MANAGEMENT COMMITTEE
South Green, Kirtlington, OX5 3HJ

Trustees' Annual Report for Year April 2023 to March 2024

The Hall's Governance

Legal status

The charity is established by Trust Deed dated 11th March 1985, whereby the Kirtlington Parish Council declared the Trusts on which it holds the leasehold land now occupied by the Sports field, 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 May/June.

The Hall's Management Committee for 2023/24:

Elected

Chair – Bob Wilkes. Resigned February 2024. Position vacant in March 2024

Hon Secretary – Jacqui Hogan

Hon Treasurer – Paula Harvey

Independent – Celia Hawkesworth, Nicola Allison

Jeffrey Miles has been co-opted with effect from April 2024.

Kirtlington Parish Council: Briony Enser

Representing Organisations

Youth Club – Liz Pinker, Zoe Cumming

Film Club – John Moore – resigned October 2023. Position vacant up to March 2024.

Honorarium Positions

Booking Manager – Sian Smith

Hall Caretaker – Mark Harrison

The trustees would like to record their gratitude to Bob Wilkes, who resigned as Chair in February; over the last five years, Bob has made an enormous contribution to the running of the Village Hall, both in steering the committee, and in undertaking many tasks to maintain and improve the fabric of the hall.

We were also sorry to lose John Moore, who represented the Film Club for many years, and was a valued member of the committee.

Other hall users could nominate representatives: Busy Bees, Kirtlington Morris, Historical Society, Badminton Club, and Women's Institute. We currently have no co-opted members from the businesses that use the hall. We warmly welcome new volunteers, and are currently actively trying to recruit a new Chair and Vice-chair.

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 the financial statement on the Receipts and Payments basis. The hall's finances are currently in a healthy position; full details for the year are given in the Treasurer's report.

The Hall's profile and use

The sports field has once again been used by football clubs from Bletchington and Chesterton. A pizza van has been trading in the car park on Saturday evenings. The defibrillator outside the hall has been registered and serviced by KPC.

Lettings for the year 2023-24

The hall has been well-used by local clubs and for community events, as well as commercial lettings to local businesses.

The Hall's fabric and services

A new projector and lectern have been purchased. Dimmable lights have been fitted in the main hall. We have replaced the heaters in the Cedar room (which is used by the Youth Club).

We are currently planning a major project, to refit the kitchen; planning started in October 2023, and we were fortunate to be awarded a CDC Rural England Prosperity Fund grant of £15,000; this grant is conditional upon our raising matching funds. We have received some extremely generous pledges towards this end, and we will embark upon community fund-raising when final target figures are known.

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

Maintenance: regular checks are carried out by the Caretaker; several maintenance tasks have been carried out.

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 in the surrounding area. We work hard to steward the finances responsibly so that we can continue to maintain and improve the fabric of the village hall. We continually work towards fuller use of the Village Hall.

Trustees of Kirtlington Village Hall Management Committee, June 24th, 2024.

Kirtlington Village Hall Management Committee

Treasurer's Report for the Year 2023-24

The Receipts and Payments Accounts for the year 2023-24 are attached. We are very grateful to Kevin Brown for examining these accounts at the end of the financial year.

Overview

Bookings income has been very healthy, and our main fundraising event, the fireworks in November, was a great success in financial terms. We have been able to undertake some capital projects to improve the amenities of the hall.

Capital Position

At the start of the financial year, our overall cash balance, including both current account and savings account, was £31,130. We ended the year with a total cash balance of £37,143.

Income

Our total income for the year was £29,750. Our only constant sources of income are bookings receipts, and the profit from the Fireworks evening. Bookings income this year totalled £18,247, which is very encouraging, and the net profit from the fireworks was £6,004.

We would like to acknowledge some very generous donations. We received £1,000 from the Fete committee, towards the purchase of new audio-visual equipment for the main hall, and £335 from the Village Quiz; we are extremely grateful for this financial support. We received £776 in feed-in tariff income from the PV panels on the roof of the hall.

Expenditure

The total expenditure for the year was £23,737. The main routine expenditures were £1,800 on honorariums, £3,484 on water and electricity, £1,980 on insurance, and £6,396 on cleaning and general maintenance work. We spent £1,453 on a new projector and lectern, of that sum £1,000 was the donation from the Fete committee. We spent £1,378 on installing dimmable lighting in the main hall, and £1,236 on replacing the heaters in the Cedar Room (which is used by the Youth Club).

Summary

In simple cash terms, we have this year shown a surplus of income over expenditure of £6,012. It is worth noting that this figure is almost identical to the profit on the Fireworks, which means that other income and expenditure were equal.

Paula Harvey
Hon. Treasurer



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees	Kirtlington Village Hall Management Committee		
On accounts for the year ended	31 March 2024	Charity No	291663
Set out on pages	1 – 3		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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 in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

30/11/2024

Name:

Kevin James Brown

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

FCA

Address:

Brackley House, Heyford Road, Kirtlington
Oxon, OX5 3HL

Section B**Disclosure**

Only complete if the examiner needs to highlight material 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 31/03/2024

Income	
Bookings	£18,246.96
Donations	£1,480.35
Fund raising	£8,539.18
EV chargers income	£690.30
Feed-in tariff payments	£776.00
Other	£16.98
Total income	<u>£29,749.77</u>

Expenditure	
Honorariums	£1,800.00
Cleaning, maintenance and consumables	£6,396.00
Utilities	£3,484.41
Fundraising	£2,589.72
Projects funded from savings	£4,998.27
Projects funded by grants or donations	£1,145.00
Insurance premium	£1,979.68
Other	£1,344.12
Total expenditure	£23,737.20

Excess of income over expenditure	£6,012.57
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Cash summary

As at 31/03/2023	
Lloyds Bank current account #00808449	£25,415.52
Virgin Money savings account #52135F-03504	<u>£5,714.80</u>
	£31,130.32
Plus excess of income over expenditure	<u>£6,012.57</u>
	<u>£37,142.89</u>

As at 31/03/2024	
Lloyds Bank current account #00808449	£21,411.11
Skipton Building Soc. savings a/c 922292121	£15,731.78
	<u>£37,142.89</u>

Signed

Chair

Secretary

Hon Treasurer

Independent examiner

Bob Wilkes

Jacqueline Hogan

Paula Harvey

Kevin Brown

Date 24/06/2024