

## **Arkenstall Village Centre (AVC)**

Registered Charity No. 300394

Trustees' Annual Report

1<sup>st</sup> May 2022 – 30<sup>st</sup> April 2023

Secretary:

Sheila Waller

c/o Arkenstall Village Centre

7 Station Road

Haddenham

CB6 3XD

Names of Trustees (at the end of the reporting period)

Vacant (Rotational as avail)

Chair

Sheila Waller

Secretary

Cllr Gareth Wilson

Treasurer

Liz Dolman

Stuart Browse

Paul Hiorns

Jason Dowden

Suzy Barker

Lisa Constanti

Dee Ireland

Robert Bush

Sources of advice and support

ACRE

Haddenham Parish Council

### **Governance**

CONVEYANCE AND DECLARATION OF TRUST DATED 12 JUL 1971 AS AMENDED BY RESOLUTION DATED 16 MAY 2017 as amended on 21 Feb 2023

The AVC is managed by the Board of Trustees under a constitution, which was updated this year, considered, and voted in at an EGM in February. There has been a significant turnover

of trustees this year. A vote of thanks was passed to Mr John Shippey who stepped down mid-year as Vice Chair after many years of service to the Charity.

### **Appointment of Trustees**

The Trust Deed governs the appointment of trustees and the management of the charity. Seventeen were elected at the Annual General Meeting held in May 2022. A number were co-opted during the year.

Refinement of trustees' duties was carried out with the most significant change being the appointment of a new Line Manager for the Caretaker and Cleaner.

### **Permanent Staff**

Mr James Dun has tendered his resignation WEF 31 July 2023 after 18 years' service. Recruitment for a replacement has begun.

### **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted and revised this period:

- ☐ Constitution (Agreed at EGM in Feb 23)
- ☐ Health & Safety Policy
- ☐ Safeguarding policy
- ☐ Data Protection
- ☐ Finance & reserves policy
- ☐ CCTV

Copies of these policies are available on the website.

### **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which must be signed 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 and occasionally applies for an alcohol licence. The hall is licensed by the Performing Right Society for live and recorded music.

### **Risk Management**

## **Insurance**

The village hall is insured with respect to property damage and rebuilding costs (buildings insurance) for £2,055,017 It is insured with the same company with respect to contents up to, £68,500 public liability £10,000,000 employers' liability £10,000,000 business interruption £39,600, personal accident £25,000 and management liability £500,000.

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**

- ☐ A building condition survey is undertaken at 5-year intervals by a qualified surveyor.
- ☐ Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- ☐ The mains electrical installation is checked by a qualified engineer every 5 years.
- ☐ A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law.
- ☐ Fire fighting appliances are inspected annually under contract with the supplier.
- ☐ The Caretaker carries out other regular maintenance checks, there is a reporting book available for all users to report faults in the Kitchen.
- ☐ There is an Accidents reporting book available to comply with Health & Safety regulations to document any instances that occur during usage of the site location.

## **Objectives of the Charity**

- ☐ Provision of the AVC for the benefit of the inhabitants of Haddenham without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions
- ☐ Use of the village facilities for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants
- ☐ The charity also sub-lets space the volunteer village library
- ☐ The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and 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 over 60s lunch club, weight watchers, ball room dancing, music nights, Pilates, Yoga, and village meetings.
- ☐ The hall and rooms are available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fund-raising fayres.

### **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self - financing basis. This has necessitated revisions to the hiring charges and terms and conditions from 1 February 2023. The hiring charges paid by users of the hall are set to achieve this, but to be financially viable the Trustees have agreed that increasing the usage of the facilities is required to cover rising costs.

### **Volunteers' Efforts**

Management costs are kept to a minimum through employment of a part time caretaker with booking duties and a cleaner. Volunteers for regular maintenance, covering absences of the caretaker and cleaning of the hall. On average 60 hours of volunteer time are given each week to cover routine tasks such as bookings management, cleaning, and maintenance. In addition, trustees give 4 hours a month for meetings and 200 hours per annum in organising and running fund raising events.

### **2022/23 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. Occupancy is the number of sessions x rooms occupied compared with the maximum number of sessions x rooms available. In 2022/23 occupancy averaged 20%. We welcomed one new regular user Vimala Yoga and continued to attract a variety of new one-off users. A low occupancy rate is not sustainable and the Trustees have drafted a new business plan and vision for 2023/24 which aims to expand the AVC offering.

## **Reserves Policy**

The charity had £4,388 in the bank and COIF shares valued at £78,659 at the year end. This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement.

The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works far in excess of cash reserves held. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (i.e., without needing a loan). Such funds would be restricted. There are currently restricted funds of £11,100 in hand which are to be used for the upgrading and refurbishment of the hall toilets.

## **Future Plans**

The Trustees have become aware that the village hall is less energy efficient than it might be and have undertaken an Energy Audit to assess what improvements can be made.

The Trustees have developed a baseline Building Improvement plan to be funded from the operating budget.

The Trustees are developing a Building development plan which aims to reconfigure/remodel the building to improve the offer if grant funding can be obtained.

Spare capacity in the hall will be promoted via our website, Facebook page and advertising in local parish newsletters.

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

**Full name(s)**

**Position**

**Date**



Cllr Gareth Wilson

Treasurer

30 Apr 23

## Independent examination of the accounts

Our income is below the income threshold above which an independent examination of the accounts is required by the Charity Commission. The draft end of year accounts is separately attached as a pdf.

## Arkenstall Village Centre

### Receipts & Payments for the year to 31st March 2023

<b>Receipts</b>	<b>actual</b>	<b>budget</b>	<b>variance</b>	<b>Yr to March 22</b>
Room hire	16,877.80	20,000.00	( 3,122.20 )	13,747.50
Library Rent	3,200.00	3,200.00	-	3,200.00
Flat Rent	1,500.00	1,500.00	-	1,500.00
interest	231.89	220.95	10.94	168.76
Precept	2,500.00	2,500.00	-	2,500.00
Donation	7,026.23	7,331.72	( 305.49 )	70.19
Panto	2,837.12	2,000.00	837.12	-
Ceilidh	1,369.00	500.00	869.00	-
Fund raising	390.50	500.00	( 109.50 )	785.86
surplus on sale of COIF units	-	-	-	4,419.94
Grant	-	-	-	12,607.80
JRS Grant	-	-	-	445.64
Insurance Claim	-	-	-	-
<b>Total Receipts</b>	<b>35,932.54</b>	<b>37,752.67</b>	<b>( 1,820.13 )</b>	<b>39,445.69</b>
<b>Payments</b>				
Salaries	13,955.15	15,247.44	1,292.29	14,758.38
cost of fundraising	1,166.60	-	( 1,166.60 )	-
Telephone	1,048.82	1,048.82	-	546.11
IT	1,032.07	1,076.94	44.87	788.79
Promotion	-	-	-	-
Cleaning materials	916.41	1,036.51	120.10	2,124.05
Rubbish collection	1,162.73	945.74	( 216.99 )	978.72
Building maintenance	1,585.16	1,119.62	( 465.54 )	2,125.67
Boiler maintenance	-	300.00	300.00	-
Equipment maintenance	150.00	602.84	452.84	1,121.46
Building repairs	-	-	-	21,474.00
Gardening	420.00	-	( 420.00 )	-
Electricity	8,330.51	4,465.43	( 3,865.08 )	3,034.77
water	928.12	1,359.68	431.56	800.76
Oil	3,392.27	5,685.15	2,292.88	2,905.50
Insurance	2,304.07	2,500.00	195.93	2,213.09
Licence	811.34	811.34	-	308.40
Sundry	550.37	574.30	23.93	60.00
Fire Alarm	-	-	-	-
Jubilee Event	149.32	-	( 149.32 )	-
subscription	60.00	60.00	-	162.00
CCTV	-	-	-	1,964.81
deposit refund	366.00	-	( 366.00 )	-
<b>Total spend</b>	<b>38,328.94</b>	<b>36,833.81</b>	<b>- 1,495.13</b>	<b>55,366.51</b>
<b>Surplus/ (Deficit)</b>	<b>( 2,396.40 )</b>	<b>918.86</b>	<b>3,315.26 (</b>	<b>15,920.82 )</b>



## Arkenstall Village Centre

### Balance Sheet as at 8th Mar 2023

31st March 2023 31st March 2022

#### Bank Balances at 31st March 2023

COIF Shares at cost	10,783.70	10,783.70
COIF Charity Funds	300.47	68.58
Lloyds TSB Account	4,087.83	6,222.96
Santander	-	493.16
	<b>15,172.00</b>	<b>17,568.40</b>
	-	-
	-	-
	<b>15,172.00</b>	<b>17,568.40</b>

#### Bank balances at 1st April 2022

COIF Shares at cost	10,783.70	11,363.76
COIF Charity Funds	68.58	999.82
Lloyds TSB Account	6,222.96	20,632.48
Santander	493.16	493.16
	<b>17,568.40</b>	<b>33,489.22</b>

Surplus/(Deficit) for period	( 2,396.40 )	( 15,920.82 )
	<b>15,172.00</b>	<b>17,568.40</b>

#### Represented by

##### Restricted reserves

Salaries reserve	3,000.00	3,000.00
Repairs reserve	2,000.00	6,000.00
Bookings reserve	3,300.00	3,300.00
	<b>8,300.00</b>	<b>12,300.00</b>
Unrestricted reserves	<b>6,872.00</b>	<b>5,268.40</b>
	<b>15,172.00</b>	<b>17,568.40</b>

#### Value of COIF shares at 31st

December 2023	78,659.48	86,688.90
Decrease from 31st March 2022 of	( 8,029.42 )	14,413.31

Gareth Wilson

31-Mar-23







# 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  
Arkansell Village Centre

On accounts for the year  
ended

31st March 2023

Charity no  
(if any)

300394

Set out on pages

1 - 2

(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 DD MM/YYYY.

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:

ALant

Date:

15.11.23

Name:

ANDREW LANT

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

CIMA

Address:

29 ASPEN WAY, SOHAM, ELY, CB7 52Q

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.