

# **North Baddesley Village Hall**

Registered Charity No. 301904/1

## **Trustees' Annual Report**

1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023

Chair of Trustees: David Middlewick

Email: [contactNBVH@gmail.com](mailto:contactNBVH@gmail.com)

### **Names of Trustees**

Raymond Martin	President
David Middlewick	Chair
Eric Jones	Treasurer
Alison Middlewick	Booking Secretary
Rosemary Williams	Grounds and Floral Care
Neil Godfrey	Men's Shed
Anthony Church	Red Cross
Wendy Knight MBE	Red Cross

### **Sources of advice and support**

Trustee Savings Bank, Romsey Branch  
Hampshire County Council  
Test Valley Borough Council  
North Baddesley Men's Shed

## **Governance**

North Baddesley Village Hall was established as a charity by a conveyance and Trust Deed dated 8<sup>th</sup> November 1946. Land, adjacent to the old Village Post Office on the south side of the A27, was given to the village by Miss Edith Chamberlayne, owner of Chamberlayne Estates and a Village Hall was built as a community project by villagers. The Hall was well used until 1991. The Hall site was then exchanged for a new Village Hall to be built on Chamberlayne Estate land on the north side of the A27. Agreement was made between the Village Hall Trustees and Edith Chamberlayne's niece, Mrs Penelope Chamberlayne McDonald, who opened the New Village Hall on 20<sup>th</sup> February 1991.

The deeds for the new site are vested in the protection of the Custodian of the Charities Commission, which is based in Taunton, Somerset. In 1995, part of the building was leased to the British Red Cross with the full approval of the Charities Commission. The stage and green room have been converted with full agreement of the Trustees and the Management Committee for use as workshop and storage for use by the North Baddesley Men's Shed and the Village Hall Volunteers who carry out ad hoc maintenance of the hall.

### **Appointment of Trustees**

The Trust Deed governs the appointment of trustees and the management of the charity.

Five trustees are elected at the Annual General Meeting held in October. In addition, each group nominates one committee member, up to a maximum of seven. The five trustees and up to seven group representatives form the Management Committee of the Village Hall, which has the power to co-opt up to three further trustees. All trustees retire from office at the end of the next Annual General Meeting. Retiring trustees may be re-elected or re-appointed.

### **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:

- CCTV 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 Village Hall has a Premises Licence (not including alcohol) and is registered with the local authority for small society lotteries. The Village Hall is licensed by the Performing Rights Society.

# Risk Management

## Insurance

The Village Hall is insured by Ansvar Insurance with respect:

Property damage (buildings insurance): £1,207,000

Contents: up to £19,384

Electronic and computer equipment: £1,099

Public liability: £5,000,000

Employers' liability: £10,000,000

Legal expenses: £250,000

All risks: £2,339

Business interruption (loss of income): £60,000

Public & products liability (libel & slander): 500,000

Property owner's liability: £5,000,000.

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

The gas boiler, installed in October 2012, is serviced annually.

The mains electrical installation is checked by a qualified engineer every 5 years, being due April 2026.

A fire safety risk assessment is updated annually by the members of the Committee, which needs to be approved by the Management Committee.

The fire alarm and firefighting appliances are serviced annually by specialist contractors.

Village Hall Volunteers carry out ad hoc tasks in the hall.

## Objectives of the Charity

Provision of a village hall for the benefit of the inhabitants of the Parish of North Baddesley without distinction of sex, sexual orientation, age, disability, nationality, race or 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 with the object of improving the social conditions of the life of the inhabitants.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

## Principal Activities in pursuit of Objectives

The Hall is available every day for a variety of activities including Toddler Group, Yoga, Line Dancing, Short Mat Bowls, Slimming World, Tai Chi, Women's Institute, Friday Art, Dance Lessons, Men's Shed, Taekwondo, Fit steps, Whist, Exercise class and Church services.

The hall is available for hire for private functions including children's parties, funeral teas, village social functions and occasional fund-raising fayres.

Part of the Village Hall is occupied by British Red Cross who currently use it as a shop to raise funds for British Red Cross.

Part of the Village Hall is used as a workshop by the Village Hall Volunteers and North Baddesley Men's Shed.

### **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis.

The contributions made by users of the hall are set to achieve the day to day running costs.

The management committee also source grants and organise fund-raising activities to improve the facilities.

### **Volunteers' Effort**

The Hall provides The Men's Shed with facilities, tools, and materials which are also used by The Village Hall Volunteers to carry out minor maintenance of the hall, along with supervising specialist contractors when required. The Trustees give time to cover routine tasks such as bookings, financial management, and maintenance.

In addition, trustees attend monthly meetings with the groups that hire the hall.

### **2022/2023 Achievements**

New external notice boards manufactured and installed by Village Hall volunteers.

Former decking area landscaped by Village Hall volunteers.

Village Hall volunteers maned a stand at North Baddesley Village Day.

Seasonal flowers replaced by the Village Hall Volunteers.

Hall chairs repaired by Village Hall Volunteers.

Tree branches cut away from power lines by a tree specialist.

New storage cupboards assembled and installed by Village Hall Volunteers.

Incident book replaced with incident forms to protect personal data.

### **Reserves Policy**

The charity had £24,155.82 in the bank as unrestricted reserves at the year end. This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement.

It is the Trustees' policy to maintain unrestricted reserves of between 50% and 100% of annual revenue budget expenditure.

The Trustees are responsible for the maintenance of the Village Hall and from time to time this involves major works requiring additional funding. On identifying such major works, fund raising is

undertaken with the object of meeting the costs in full. Such funds would be restricted. There are no restricted funds in hand.

### **Future Plans**

The elected officers advertise to recruit new members of the committee and add trustees to replace retiring Members, as necessary.

A program of redecorating is to be undertaken.

Emergency lighting to be improved.

Use of the halls carpark to be clarified and notices improved.

CCTV Policy to be revised.

Committee members to arrange events to meet future expenditure for the upkeep of the hall, and to continue to look for grants.

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

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

<b>Signature(s)</b>	David Middlewick
<b>Position</b>	Chairman
<b>Date</b>	<b>17/01/2024</b>

<b>Signature(s)</b>	<b>Eric Jones</b>
<b>Position</b>	<b>Treasurer</b>
<b>Date</b>	<b>17/01/2024</b>

# **North Baddesley Village Hall**

## **Financial Statement**

for the year ended

**31st MARCH 2023**

# North Baddesley Village Hall

## Financial Statement for the year ended 31 March 2023

### Receipts & Payments Account

		<u>2023</u>		<u>2022</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b>Receipts</b>					
Hall Bookings	(Note 4)		31,537.00		24,949.25
Interest Received					
Bank Account-Instant Access		<u>101.23</u>	101.23	<u>53.35</u>	53.35
Other Income					
Grants	(Note 5)	-		10,667.00	
Re-charge to Red Cross		269.30		-	
Donation		5.00		305.00	
Gas Refund		-		<u>302.09</u>	
			274.30		11,274.09
<b>Total Receipts</b> (to next page)			<u>31,912.53</u>		<u>36,276.69</u>

# North Baddesley Village Hall

## Financial Statement for the year ended 31 March 2023

### Receipts & Payments Account

		2023	2022
		£	£
<b>Receipts</b>	(from previous page)	31,912.53	36,276.69
<b>Payments</b>			
	Caretakers' Wages	2,400.00	2,400.00
	Booking Secretaries' Wages	1,200.00	1,200.00
	Treasurer	600.00	600.00
	Water (note 6)	-	-
	Insurance	1,406.74	1,054.15
	Heat and Light	3,025.50	2,280.23
	Repairs, Renewals & Maintenance	8,046.27	27,241.53
	Sundries inc Licences	673.78	496.45
	Stationery, Internet (inc Web site)	345.93	411.80
	Accountancy Examination	170.00	170.00
	Cleaners	5,409.04	5,177.89
	Refuse Collection	1,010.74	583.24
	Refunds	450.00	560.00
<b>Total payments</b>	(note 4)	<u>24,738.00</u>	<u>42,175.29</u>
<b>Deficit/Surplus for the Year</b>		7,174.53	-5,898.60
Monetary Assets at 1 April 2022		24,155.82	30,054.42
Monetary Assets at 31 March 2023		<b>31,330.35</b>	<b>24,155.82</b>



# North Baddesley Village Hall

## Financial Statement for the year ended 31 March 2023

### Statement of Assets and Liabilities

£

#### Monetary Assets - at cost

TSB Treasurers Account	13,365.08
TSB Business Instant Access	17,916.76
Cash in Hand	48.51

#### Total Monetary Assets

31,330.35

#### Debtors and Prepayments

Owed from Bookings	2,848.00
Owed from re-charge	391.21

#### Total Debtors and Prepayments

3,239.21

#### Liabilities

Accruals for Utilities and Services	713.56
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#### Total Liabilities

713.56

#### Non-Monetary Assets

Hall, Car Park, Land	220,277.74
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The Village Hall Management Committee have, over the years, paid for improvements in facilities at the Hall and purchased internal Fixtures, Fittings and Equipment. Apart from ongoing use in the hall, these items do not carry any material financial value.

# **North Baddesley Village Hall**

## **Financial Statement for the year ended 31 March 2023**

### **Notes to the Financial Statement**

- 1 This Financial Statement has been prepared in accordance with the guidance issued by the Charity Commissioners to comply with the provisions of the Charities Act 2011 (the Act).
- 2 The format of the Financial Statement agreed by the Committee is that recommended for Charities of our size and comprises a Receipts and Payments Account together with a Statement of Assets.
- 3 A complete audit is only required for larger Charities and the Committee have agreed to the provision of an Independent Examination, as specified in the Act, which will provide suitable assurances on the records and Financial Statement. The report of the Independent Examiner forms part of this Financial Statement
- 4 The year to 31st March 2023 was the first year of operating free of the impact from Covid 19, as a consequence comparisons between 2022 and 2023 misleading.
- 5 Test Valley Borough Council granted the Hall £10,667.00 during year ended March 2022. This was a r-opening grant following Covid 19.
- 6 As a consequence of the closures in 2021 the Hall had a significant credit with the water company that covered the charges for 2022 and 2023.

# North Baddesley Village Hall

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31<sup>st</sup> March 2023.

### 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 charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and contents 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 matter 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.



**Stephen A Williams FCA**

**August 2023**

# **North Baddesley Village Hall**

## **Financial Statement**

for the year ended

**31st MARCH 2023**

# North Baddesley Village Hall

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**August 2023**