

**Pirton Village Hall**  
**Registered Charity No. 302444**

**Trustees' Annual Report**  
**1st January 2022 – 31st December 2022**

**Names of Trustees**

Miss Toni Thomas – Chair  
Mr Peter Johnson – Deputy Chair  
Mr Matthew Robbins - Treasurer  
Mrs Tracy Hunter - Secretary  
Katie Woodhouse – Bookings Secretary  
Michael Goddard  
Rodney Marshall  
Janet Simmons  
Pam Waters

**Governance**

Pirton Village Hall was built in 1933 on land donated by a village. It was built for the enjoyment of all residents of the village.

In 1970 management of the hall and ownership of the hall was vested in the Charity Commissioners. The Charity Commissioners documentation lays down the management structure for the running of the hall.

**Appointment of Trustees and Committee**

The trust deed governs the appointment of trustees and the management of the charity

The Management Committee consist of four elected members, a booking secretary and representatives of groups who use the hall on a regular basis

The committee meet regularly to discuss the running of the hall, review funding and address any maintenance issues

**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 licence to serve alcohol and is licensed by the Performing Right Society for live and recorded music.

## **Risk Management**

### *Insurance*

The village hall is insured with respect to £1.2mn property damage (buildings insurance) by Ansvar Insurance,. It is insured with the same company with respect to contents (up to £27891, public liability (£5mn) employers' liability (£10mn) and legal assistance (£250,000)

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*

Portable electrical appliances are tested by qualified personnel annually.

Fire-fighting appliances are inspected annually.

A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law.

Volunteers from the Committee carry out other regular maintenance checks.

## **Objectives of the Charity**

The provision and maintenance of a village hall for the use for the inhabitants of Pirton and the neighbourhood without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life of the said 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 in use most days of the week for a variety of activities including pre-school play group, Cub Scouts, Table Tennis Club, Toddler Group, Pilates, Yoga, Amateur Dramatics, Qikwondo, Film Club

The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fundraising events

## **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 this.

## **2022 Achievements**

Bookings for the hall in 2022 recovered well from the periods of lockdown due to the Covid pandemic, with the funds used to maintain and improve the hall.

The trustees and committee have achieved the following:

- New website to support with advertising the hall
- HIVE heating system installed for remote control

- Floor in the main hall sanded and varnished
- Carpet in the hallway/foyer replaced
- Black out blinds installed in the main hall
- Replaced fire alarm
- Repair of expansion tank leak

#### Future Plans

Discussions are being held about the condition of the entrance to the carpark. Consideration is being given to raising funds for area to be tarmacked

The kitchen and appliances are showing signs of wear and tear, and elements of the kitchen are not fit for purpose. Consideration is being given to raising money to replace some/all of these

Pirton Players have requested a door way into the bar so they can access the toilet. Once the build sign off has been achieved, this work will commence.

#### Reserves Policy

The charity has £10,060 in the bank at year-end. The trustees aim to keep £4000 in reserve to cover unforeseen expenditure. Should the balance fall below this amount then the committee completes fundraising activity to replenish the account.

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

Signed on behalf of the charity's trustees

Signature:

A handwritten signature in blue ink, appearing to read 'M Robbins', is written over a faint, light blue rectangular grid background.

Full name: Matthew Robbins  
Position: Treasurer  
Date: 30 October 2023

# Pirton Village Hall

## Statement of Financial Activities:

### Income & Expenditure Account for the Year ended 31st December 2022

	2021	2022
<b>Income</b>		
Hire of Hall	9305	18931
Storage	148	315
Bar Income	1267	3742
Craft Fair	1080	1617
Grants Received	5000	0
Gifts & Donations	0	20
Fund Raising Events	1010	2684
Interest income	0	2
Total Income	17810	27311
<b>Expenditure</b>		
Rates	395	851
Water	1684	2652
Electricity	1727	1932
Gas	1654	2431
Insurance	2203	2277
Telephone & Broadband	301	503
Refuse collection	886	940
Cleaning	964	2533
Cleaning Materials	311	1001
Repairs & Maintenance	1516	9875
Equipment inspections	510	256
Bar license	180	180
Performing Rights License	376	295
Bar Services & Expenses	1255	3344
Miscellaneous	1633	559
Kitchen & Bar Equipment	901	0
Depreciation	1685	1685
Bank Charges	0	75
Professional Fees	0	0
Total Expenditure	18181	31389
Net Surplus	-371	-4078

**Pirton Village Hall**  
**Balance Sheet at 31 December 2022**

	<b>2021</b>	<b>2022</b>
<b>Assets</b>		
Furniture & Fittings	14533	14533
Buildings	66388	66388
Accumulated Depreciation	-18511	-20196
Fixed Assets	62410	60725
Accounts Receivable	1338	1024
Undeposited Funds	0	0
Current Account	12308	8050
Savings Account	8	2009
Total cash at bank & in hand	12315	10060
Total Current Assets	6054	6055
Total Assets	68464	66780
Accounts Payable	958	874
Prepayments	659	567
Current Liabilities	1617	1441
Net Current Assets	4437	4614
Net Assets	66847	65339
Accumulated Surplus	66847	65339

**Pirton Village Hall**  
**Cash Flow Statement for the year ended 31 December 2022**

Net income for year	-371	-4078
Depreciation	1685	1685
Accounts receivable	-867	314
Accounts payable	360	-84
Prepayments	378	-92
Net cash from Operating Activities	1186	-2255
Capital Expenditure (bar extension)	0	0
Change in cash for the period	1186	-2255
Cash at beginning of period	11130	12315
Cash at end of period	12315	10060

## **Notes to the Accounts**

### **1. Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Charities Act 2011.

Income Recognition: Income is included in the Statement of Financial Activities (SoFA) when, the charity becomes entitled to the resources; it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability

### **2. Fixed Assets & Depreciation**

The original Village Hall building and any fittings therein have been completely depreciated over time.

Fixed assets therefore comprise the new Bar Extension (built 2018-19) only, which will be depreciated over a 40yr period, commencing with its opening in January 2019

### **3. Remuneration of employees and/or trustees**

The charity has no paid employees. No trustees received remuneration in relation to their activities for the charity.

### **4. Village Hall Bar Reserve Account**

In recent years, the Trustees established a specific Fund to fund the construction of a bar area within the Village Hall. North Herts District Council awarded £51,000 grant to part-fund the project. Various donations were made to fund the project, whilst the Trustees conducted fund raising activities to supplement these grants and donations. The funds were used in their entirety during 2018 to fund the construction, which was completed in early 2019.

### Independent examiner's report to the trustees of Pirton Village Hall

I report to the trustees on my examination of the accounts of the Pirton Village Hall (the Trust) for the year ended 31 December 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 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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:



Name:

IAN BRAKENBURY

Relevant professional qualification or membership of professional bodies (if any):

Address:

HANSCOMBE COTTAGE,  
SHILLINGTON RD, PIRTON SG5 3QJ

Date:

29-OCT-2023