



## **Redbourn Village Hall Management Committee (RVHMC)**

Registered as **Redbourn Village Hall** (from 03.01.22)

Charity registration number: **302450**

### **Trustees' Annual Report for the period from 01.04.24 to 31.03.25**

#### Aims and objectives of the RVHMC

To successfully operate a community building, providing the facilities for a wide range of events and activities, for the benefit, and to improve the lives of local residents of all ages, without discrimination.

To maintain Redbourn Village Hall (RVH) as a viable asset for the use and enjoyment of the Redbourn residents and local community groups.

To run RVH as a successful Charity enabling the maintenance of RVH's structure and the development of its facilities, so preserving the importance of this historic community building at the centre of the village for the future.

#### RVHMC – extract taken from the “Trust Deed dated 2nd February 1951”

The Trustees have agreed to hold the “Trust premises” upon trust for the purpose of physical and mental training and recreation and social moral and intellectual development and recreation and social moral and intellectual development through the medium of reading and recreation rooms library lectures classes recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Redbourn and its immediate vicinity without distinction of sex or of political religious or other opinions subject to the provisions of these presents.

#### RVHMC – activities, achievements, and performance

RVHMC Chair's report at the RVHMC AGM on 18.06.25

As in previous years since the Covid shut down, Redbourn Village Hall continues to thrive, with a satisfactory level of bookings, creating sufficient revenue to keep the Hall in good condition. Our excellent Manager, Jane Owen, is the principal driving force, both for day-to-day operations and for maintaining a vision for future improvements. Thanks are due to the Management Committee.

### **Financial review**

RVHMC Treasurers' Report at the RVHMC AGM on 18.06.25

Summery:

1. Hiring revenue is up 3.8% on last year from £57,670 to £59,858
2. Total income is up 7% on last year from £59,915 to £64,134 including £2,299 of interest from the new saving account
3. Payroll Costs remained similar to last year at £21,479 from £21,868
4. Total Operating Expenses have increased by 22% from £45,583 to £55,601 due to a £1,000 increase in the electricity cost and more spending on building repairs and maintenance
5. Building repairs and maintenance spending increased by 350% from £5,351 to £18,724 mainly due to some large, planned works (see Managers report below)
6. Operating Profit for the year £8,533
7. Total in banks £94,281

### **RVH Managers report for the financial year from 01.04.24 to 31.03.25**

#### **Summary:**

1. Overall, another busy and successful year for bookings in RVH
2. Open every day with no closures, other than some Bank Holidays
3. Increased running cost: most bills were slightly higher than last year
4. Decreased salary cost due to still running with only 1 cleaner and the Manager volunteering many extra hours unpaid
5. Increased expenditure on repairs, maintenance and improving the facilities

#### **Hire**

Hire fees increased from 01.05.24 to 31.03.25

	01.05.23-31.03.24		01.04.24-31.03.25	01.04.25-31.03.26
Community Non-profit consecutive hrs	£14	+7.2%	£15	£16
All single & all profit hr	£17	+6.3%	£18	£19
4-hr party	£90	+5.6	£95	£100
Sat eve party - 1 hall	£220 (6pm-12pm)	+2.3%	£150 (only 6pm-10pm)	£200 (only 6pm-10pm)
Sat eve party - both	£330 (6pm-12pm)	<-9%>	£300 (only 6pm-10pm)	£400 (only 6pm-10pm)

Regular weekly & monthly hirers Apr 24-Mar 25

1. Increase of hiring revenue of +1.5% to £42,081 (23-24 was about £41,449) revenue from the regular Hirers - weekly and monthly Hirers combined. The hourly rate increased by an average of 6.75% so the revenue should have increased to approx. £42,247
2. The top 4 regular weekly and monthly Hirers generated £16,693 during this financial year  
Jacky from JBE (exclusively hires the Jubilee Room 365 days) = £5,050 (23-24 £4475); Hurst Children's Theatre Group (7hrs per week in term time plus extra rehearsals/exams) = £4986 (23-24 £4496); Herts Table Tennis Coaching (6 hrs per term-time week) = £3,660 (23-24 £2992); Penny Waterman Dance School 3 sessions per term-time week and slightly reduced hours from last year £2,997 (23-24=£2298)
3. In Sep 24 Sue May retired from running Coffee-Off-The Common. Thankfully Rosemary Ross, a RVH Trustee, volunteered to take over the Thursday Community Coffee Morning, and it became Pop-In once again. Pop-In continues to pay for 2 hrs main hall hire (24-25 £718.43) and any profit after supply expenses is recorded as event income to RVH. Pop-In also helped to run the joint RVH/Girlguiding refreshment stall at the Redbourn Christmas Market on 01.12.24.
4. New Hirers: Mucky Ducks –2hrs per month: Stretch & Stabilise – 1hr per week exercise to increase mobility
5. 1 new Hirer booked but left due to low numbers; Oh! What a Mess –children's messy play because parking was an issue
6. Regular hirers who left in 24-25: Jon Band rehearsals – 4hrs per month due to his work commitments; Mitzie Art – 3hrs per week – not enough RVH parking; Baby Signing – 1 hr per week – low baby numbers

#### Regular monthly hirers

1. Redbourn U3A meeting & talk each month (x12=£1455)
2. The new WI group, Bourn-to-be-WI'd met most months (x10=£360)
3. The Redbourn Village Market was outside in the SADC carpark on the second Sat of the month from Mar to Nov and was inside hiring the Main Hall for the Nov 24 & Mar 25 markets (x2=198)

#### Regular occasional annual community hirers

1. Revenue from regular occasional annual Hirers in 24-25 is £6691 (23-24 £7,171)
2. The top three regular occasional annual community hirers: Redbourn Players (8 rehearsal days & 2 show weeks = £3324); Herts Chamber Orchestra (3 rehearsal weekends =£986); Redbourn-in-Bloom- (talk, Flower Show & Craft Fair = £810)
3. Most of the annual Community events returned in 24-25: Redbourn-in-Bloom Horticultural Show Sep 24 & Autumn Craft Fair Oct 24; Redbourn Christmas Market Dec 24 (refreshments in Main Hall only & control room in the Centenary Room) £456; Active-in-Redbourn Quiz in Feb 25 £108; Redbourn Players rehearsals and shows in May 24 and Dec 24
4. The NHS Diabetes course returned 1 full day a week for 6 weeks in the Guide Room £670
5. Both AA Alon and the ESSE Dog Club held family members lunch/gatherings twice
6. The Ver Valley Society returned and held a popular open meetings & talk in Feb 24
7. Unfortunately, now that Sally has left the Redbourn Community Group, The Harebell Club, seems to have stopped
8. Both the Redbourn Community Group and the Redbourn Green Bowls Club held their AGM's in Nov 24

9. Friends of the High St Redbourn (FotHS) put on 2 fundraising band nights with 'Missing the Ferry' in Nov 24 and 'The Swanvesta Social Club' in Mar 25. £288
10. Herts Chamber Orchestra booked 3 weekend rehearsals (Fri, Sat & Sun) in Apr 24, Sep 24 & Jan 25. £986
11. No Regular occasional Hirers left in 24-25. Though NHS Blood donation is still unable to return because the new post Covid space regulations prevent enough beds/stations being available to make it viable

#### Community hirers – free of charge

1. The RVHMC chose to offer this year's free event to the family of Diane Whiskin for her celebration of life in Sep 24. Diane worked in RVH for many years as the Redbourn Parish Clerk and had been involved in many events held in RVH. She will be sadly missed
2. SADC held their Flourishing Lives – Celebrating 'International Day of Older Persons' on Thu 24.10.24. St Albans District City & District Council organised a public event with useful information from several organisations including what's on, keeping safe and well and staying independent. The event included free refreshments from the Pop-In Coffee morning
3. RVH supported the Herts Hearing Advisory Service by providing a room for 2 hrs on the 1st Tue of each month free of charge for their charity which provides hearing aid servicing

#### Occasional bookings, including weekend daytime children's parties, evening adult celebrations and weekday occasional bookings

1. Total for 24-25 was approximately £8211 (23-24 £6551)
2. A huge variety of types and styles of parties for all ages
3. Children's birthday parties remain the most popular parties in RVH. Bouncy Castle parties are particularly popular because RVH is one of the few local halls that can accommodate the inflatable equipment due to the high ceiling in the Main Hall
4. Babies first birthday parties are a new type that seems to be increasing, probably due to the online Influencers trend
5. Since the time change to Sat evening parties finishing at 10pm there have not been any problems with parties not finishing on time and overrunning past midnight by the end of their clearing/cleaning. Unfortunately, the consequence is that the number of Sat evening parties has reduced from 13 in 23-24 to 8 in 24-25. However, this has also reduced the significant wear and tear on RVH that these large parties cause
6. MathSciTech – New Tutor led workshops for children to learn coding and computers 15hr weeks during the school holidays
7. Two new Care companies used RVH for training days £1098 and local care company CareTech continued to use RVH for ad-hoc training days £382
8. The Redbourn tennis Club held their annual fundraising "Tennis Ball" in Nov 24
9. Some interesting occasional hirers in 24-25 were; TV Company filming in the Guide Room for a series set in the 1980's about Jeremy Paxman; a shoot for a music video by Marty Wilde; two public consultation Crown Estate exhibitions about the East Hemel development

Table: Weekend bookings – Daytime children's parties and evening adult celebrations

Month	Daytime Sat & Sun 23-24	Daytime Sat & Sun 24-25	Evening Sat 23-24	Evening Sat 24-25
Apr	3	2	1	0
May	1	1	0	0
Jun	3	2	0	2
Jul	7	4	0	0
Aug	2	1	3	1
Sep	10	5	2	1
Oct	5	6	1	2
Nov	8	4	2	1
Dec	1	2	0	0
Jan	2	2	1	0
Feb	7	7	2	0
Mar	6	3	1	1
<b>Total</b>	<b>55</b>	<b>39</b>	<b>13</b>	<b>8</b>

#### Other users in RVH

1. Redbourn Community Group and Redbourn Girlguiding paid a contribution to the running costs rather than hiring their rooms by the hour. Donations towards utility costs for the Guide Room £495 & Redbourn Community Group office £1,746
2. RVH stores some equipment for the Hirers and community groups. The Redbourn Players pay £200 and the Xmas Market used to pay £200 pay to store some of their equipment in the RVH sheds. However, due to the leaking roof of the Rabbit Shed the Xmas Market was not charged this year
3. Other hirers store smaller amounts of equipment free of charge. RVH pays to insure the equipment stored at RVH but belonging to The Redbourn Christmas Market, Redbourn in Bloom, Herts Table Tennis Coaching and Redbourn District Girlguiding

#### Donations and grants

1. Thank you to the "Friends of RVH" for their continuing support £810 (23-24 was £828)
2. Total received approximately £1167
3. Thank you to the Committee, volunteers and visitors of the Redbourn Classic Car Show in Sep 24, for the generous donation of £1000 towards buying and fitting a new hot water boiler in the bar kitchen
4. RVH applied for one grant during this year from the St Albans District Council Winter Celebration Grant and was awarded £167 towards a special Christmas party Pop-In

#### Advertising

1. Total spend in 24-25 £290 (23-24 £247)
2. RVH had a free of charge stall at the Active in Redbourn Festival on 06.07.24. The RVH stall showcased the available activities and how to hire rooms. The RVH stall included having a go at Badminton (equipment from RVH) This was a free of charge activity but unfortunately there was heavy rain all day
3. RVH had a stall at the Redbourn Classic Car Show on 31.08.24 with a display of the activities and what's available to do in RVH with photos and details of the RVH rooms to hire. This was a free of charge activity

4. RVH advertises in the monthly Redbourn Common Round with a yearly advert £75 and free monthly editorial What's On notices
5. RVH advertises twice yearly in the Redbourn Parish Council Newsletter with a paid advert £85 per each half page
6. Matt very kindly helps with the RVH website, which generates many booking enquires
7. The RVH Manager posts on the RVH Facebook page
8. The RVH Manager keeps the RVH inside & outside noticeboards up to date and relevant

#### Supporting the Community

1. RVH loaned tables and chairs free of charge when requested by the organisers of the: annual Active in Redbourn Festival; annual Redbourn Classic Motor Show; annual Xmas Market; monthly Redbourn Village Market and some private parties in Redbourn
2. RVH loaned catering equipment to: Redbournbury Mill open day; Active in Redbourn Xmas walk; Xmas Market; and the u3a stall at the Redbourn Classic Motor Show
3. RVH loaned equipment to the FotHS for Gigs in the Garden

#### Issues & challenges during this year

1. Parking. Non RVH users continue to park in the reserved RVH bays, blocking their use for RVH Hirers
2. The sound quality in the Centenary Room will be addressed to reduce the noise levels so that the Centenary Room can be used more
3. Main Hall front fire doors are inadequate at stopping the heat loss. They are not suitable for the Main Hall's party use as they are only opened from the inside and must remain open during parties
4. Ant-social behaviour by a limited number of young boys who gain unauthorised entry to RVH and cause a disturbance to the Hirers. Reported to the Police and the reason why the RVH CCTV was extended. All doors and windows in RVH must remain closed and locked and the buzzer entry system used instead even though this causes inconvenience to the RVH users
5. The same group of troublemakers stole the lead piping from the flat roof extension and damaged the shed roof. Unable to prove who it was. Reported to Police and Insurance company but no claim made
6. The RVH heating system is a manual one and the thermostats must be physically set each week this is problematic if bookings change at short notice because either the room is the wrong temperature or it's wasteful
7. As a building RVH needs to improve its carbon footprint and become more eco-friendly
8. Unused equipment. The Carpet bowls and Padel equipment is available but is currently not used despite being advertised

#### Staff

RVH Manager – the RVH Office is open for in-person visits on Tue, Thu & Fri from 9.30am to 11.30am during school term time and I normally continue to work in the office on these days until 4pm. I also do much of the admin at home in the evenings. I also work as needed to cover extra duties and greet the weekend hirers to let them in and show them the RVH facilities

Cleaner - Angela is employed for 6 hrs during the week and 2hrs on a Sunday on a permanent contract

Other Cleaners - Agency cleaners were used to occasionally deep clean carpets as needed

### Volunteers

Thank you to RVHMC volunteer Rosemary for her help and support to oversee meeting and greeting the hirers when the Manager is unavailable

Thank you to Penny for her unstinting duty to maintaining the RVH window boxes on behalf of Redbourn Brownies, and her caring for the carpark and RVH flower beds as a Redbourn-in-Bloom volunteer. Thank you to Barrie for maintaining and repairing the window boxes and Graham for supplying the plants

Thank you to Matt for his work on the RVH website and occasional but urgent IT issues

Thank you to Mark who enthusiastically puts out and clears away the tables and chairs for Pop-In each Thursday

Thank you to the Redbourn Players members for their technical advice including Rik for lighting and generally fixing things

A huge thank you to Angela for keeping RVH clean and tidy and to Neil for his DIY skills

### RVHMC members

Thank you to the RVHMC members for their support in running RVH and for the work their roles require; Ken - Chair & Fabric Officer; Steven – Treasurer; Rosemary – meeting Secretary; Dennis – Fire Officer; David – Players rep; Ian – Parish Council rep; Caroline – FotHS rep. Thank you for attending and contributing to the monthly RVHMC meetings. A warm welcome to Nick and a special thanks for his diligent work on the case of the land rights and property responsibility concerning Thames Water and the shared drains

### Other groups

Thank you to Tim the Village Hall Advisor at CDA Herts for organising the very informative Village Hall Managers meetings

Thank you to Communities 1st for information about grant opportunities

### Costs

In addition to the annual maintenance, inspections and repairs the following extra repairs and maintenance jobs were carried out (more details in the Fabric Officers report)

1. The faulty drain interceptor chamber alongside RVH was modified and a straight through channel constructed. The work was paid for by STADC and since completion there have been no more incidents of the sewers blocking up. The STADC public toilets adjacent to RVH were refurbished in Jan 25. This has greatly improved the condition of the facilities
2. CCTV extended with 2x extra eyeball cameras and 1x replacement 8 channel NVR - £1668
3. Replacement non-lead flashing was fitted to the damaged rear flat roof, and the shed roof was repaired following criminal damage £2822
4. New electrical wall mounted power socket conduit fitted in RVH Managers Office
5. New instant electric immersion water heater fitted in Main Kitchen £725
6. New continuous water heater £804 in the bar kitchen

7. 6 replacement double radiators fitted in the Centenary Room £2220
8. Edgware Glazing replaced the 3 windows in the Centenary Room with double glazed acoustic glass in wooden frames. Half the payment £3802 was in 24-25 and the other half after fitting in Apr 25

#### New equipment

1. New office desk top computer £500
2. New SumUp machine £70

#### Utility bills

1. The SSE Gas total cost in 24-25 £1836
2. The SSE Electricity total cost was £2700
3. The increase in gas and electricity costs will have a considerable impact on the profitability of some bookings and this must be closely monitored
4. Castle Water – clean & wastewater 24-25 was £2023. (23-24 £2016)
5. A building evaluation was done online via Allied Westminster which revalued the buildings declared rebuild figure to £2,098,506. This increased the annual insurance premium by £365 on top of the annual £2233
6. Most of the other running costs are increasing and RVH expenditure must be closely monitored, or any potential profit will be eaten away by the increased costs

#### **Required administration**

1. The required insurances are paid and up to date
2. The required licences are paid and up to date
3. The required memberships are paid and up to date
4. The Charity Commission reports were filed on time
5. The RVH bank accounts are reconciled and audited
6. Invoicing is up to date and there are minimal outstanding invoices due to RVH.
7. Billing is up to date and RVH has no outstanding debts due
8. RVH Policies are checked and updated if necessary
9. Inspections were carried out as required

#### **Structure, governance, and management**

The 24-25 RVHMC consisted of 3 trustees: Chair, Treasurer and Secretary, plus 3 non-trustee members; the Fire Officer and 2 representatives of organisations that use the RVH

The RVHMC continued the monthly committee meetings by Zoom and the committee used WhatsApp and email to communicate effectively throughout the year. The 2025 RVHMC AGM was held in person on 18.06.25 at Redbourn Village Hall

At the 2025 RVHMC AGM the Chair and other RVHMC members remain in their positions for another year. A new Committee member was welcomed. The current Chair reaffirmed that they will be stepping down as Chair and Fabric Officer when a suitable replacement can be recruited from the local community

The current RVH Manager continued their employed to efficiently run RVH, including all the administration, day to day maintenance tasks and looking after the Hirers



# REDBOURN VILLAGE HALL MANAGEMENT COMMITTEE

## Income & Expenditure Account for the year ended 31st March 2025

	2025		2024	
	£	£	£	£
<b>Income</b>				
Letting income		59,858		57,670
Interest		2,299		402
Other Income				
St Mary's Church/Redbourn Parish Council		810		828
Grants and Donations received		1,167		1,014
<b>Total Income</b>		<b>64,134</b>		<b>59,915</b>
<b>Less Operating Expenses</b>				
Advertising	290		247	
Cleaning & Janitorial Supplies	805		739	
Electricity	2,700		1,891	
Expenditure from grants and donations	985		4,848	
Gas	1,836		1,989	
Licences & Subscriptions	1,561		1,449	
Payroll Costs - Net of furlough contribution	21,479		21,868	
Repairs and Maintenance	18,724		5,351	
Printing, Post, Stationery & computer cons	1,181		872	
Sundry Expenses	316		953	
Telephone	778		812	
Rates & Water & Insurance	4,944		4,564	
<b>Total Operating Expenses</b>		<b>55,601</b>		<b>45,583</b>
<b>Excess of Income Over Expenditure</b>		<b>8,533</b>		<b>14,332</b>

## BALANCE SHEET

### As At 31st March 2024

	2025		2024	
<b>Fixed Assets</b>				
Computer Equipment	Cost	350		350
	Depreciation -	350	-	350
Amounts Outstanding from Hirings & Prepayments		9,131		7,933
Bank Current Account		85,692		79,672
Charity Deposit Fund		8,589		8,184
		94,281		87,856
Less Creditors		- 7,928		- 8,838
		95,484		86,951
<b>Represented By</b>				
<b>General Fund</b>				
Opening Balance		80,951		66,620
Surplus for the Year		8,533		14,332
		89,484		80,951
Trustees Liability Reserve		6,000		6,000
<b>Total Funds</b>		<b>95,484</b>		<b>86,951</b>

I am attaching herewith the annual accounts of Redbourn Village Hall for the year ended 31/03/2025.

As this completes the work we have carried out to date, I am attaching herewith our invoice which I trusts meets with your approval.

Regards

Bob

**R S HARDING Chartered Accountant**

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