

Trustees' Annual Report for the period

Period start date:

Period end date:

From

Day: 1st Month: April Year: 2020

To

Day: 31st Month: March Year: 2021

Section A

Reference and administration details

Charity name: Abbotsley Village Hall

Other names charity is known by:

Registered charity number (if any): 302626

Charity's principal address: Abbotsley Village Hall

High Street, Abbotsley

St Neots, Cambridgeshire

Postcode:

PE19 6UJ

Names of the charity trustees who manage the charity

	Trustee name:	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any):
1	Stephen Scott	Chair of Trustees		
2	Alan Geach	Treasurer		
3	Lynn Norris	Secretary		
4	Judy Scott	Booking Secretary		
5	Ruth Allanach			
6	Philip Soar			Parochial Church Council
7	James Norris			Parish Council
8	Natalie Follenfant			Women's Institute
9	Lee Harding			
10	Mike Hopwood			
11	Daniel Follenfant			Mums & Tots
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any eustodian trustees)

Name	Dates acted if not for whole year
Abbotsley Parish Council	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Trust Deed
How the charity is constituted	Trust
Trustee selection methods	Some village groups appoint Trustees each year. The rest are elected at each AGM

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Abbotsley Village Hall is accredited to the Hallmark 1 standard that demonstrates its compliance with governing policies & procedures.

The Trustees also work closely with Cambridgeshire ACRE to ensure there is good quality networking regarding village hall management. ACRE also provide high level advice and guidance to Trustees and are able to broker specific support from other location's VHI Trustees, if that is requested.

Our village hall is an old building, built in the late 1800s, originally as the village school and the building techniques and materials of that era were not as advanced as today, consequently we have a regular and ongoing programme of works to reduce, and hopefully eventually eliminate, rising damp and also to replace/rebuild defective items, where necessary.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The principal objective of the Charity is to provide a village hall for the benefit of the inhabitants of the village of Abbotsley and its surrounds, in order to generally improve and contribute to their quality of life.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The main open activities in the VH over the past year have been:

Pilates classes
Yoga classes
Villagers "Tea & Chat"
Mums & Tots
Women's Institute
Martial Arts

The VH is also a designated emergency refuge, in the event that the local authorities declare there to be a need.

All these activities, in the opinion of the Trustees, provided public local community benefit as mandated by the Charity Commission guidance.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Volunteers are a vital part of running our village hall and we are fortunate that so many volunteers make themselves available to assist, in a wide variety of areas.

In particular:

- The cleaning is entirely done by volunteers
- Maintenance & repairs is mostly done by volunteers
- General help & assistance is provided by a wide range of village volunteers, especially during Feast Week
- The volunteer administered 150 club draw has now grown to 200 tickets and it continues to provide much needed regular funds for ongoing maintenance activities at the village hall

Without all their help, it would not be possible to run the VH in the way it currently is and to provide the quality of life benefit we currently do for local villagers.

Summary of the main achievements of the charity during the year

The main activity undertaken this financial year was completion of the kitchen project originally started in 2009.

- Removed the stud wall that separated the crockery store/janitors store from the main kitchen
- Fitted an additional fully insulated, internal stud wall to the walls of what was the store above
- Fitted a new "Range" type cooker, with extra hob and oven space
- Installed stainless steel cupboards at the far end of the kitchen for storage of glasses & crockery
- Fitted external vent ductwork to the existing cooker hood
- Re-decorated the whole kitchen area
- Erected a new janitors store cupboard, outside by the fire exit door

Other notable improvements to the VHL carried out during the past year were:

- Fitted new storage racking, improved lighting & decorated the Tot's store, which fully completed that project started in June 2019
- Selective re-decoration of the main hall
- Progressed the Tom Merry Memorial Garden which has now had a flowering tree planted, surrounded by a circular bench seat

There has also been good progress made with ongoing maintenance activity and most defects were cleared within a few days of being reported.

Section E

Financial review

Brief statement of the charity's policy on reserves

As identified below, the Committee generally holds a reserve fund that would cover at least two years of normal expenditure, in the event of no income being received. Any excess over this amount is saved and utilised for larger improvement projects.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal sources of income for the village hall Charity are from hire of the hall and fundraising events such as the annual Feast Week, periodic social events and the 200 club monthly draw.

The main expenditure items are running costs such as insurance, utilities, business rates and cleaning costs. Maintenance and repairs form the other major part of the charity's expenditure. These costs vary from year to year, but generally show an upward trend, because of the age of the building (100 years +).

In most years, the income received exceeds the outgoing expenditure and the committee are then able to allocate funding to deal with priority improvements and replacement of any worn out items and components. Any balance left over is then kept in a reserve fund, to ensure that the village hall has enough money to cover at least two years of normal outgoing expenditure and any additional reserves are utilised for larger value project type work, which would also normally be grant aided.

Section F

Other optional information

This year's TAR places on record that the effects of COVID-19 seriously restricted normal activities at the village hall and due to government restrictions the hall was closed for extensive periods, between March 2020 and April 2021.

The Trustees would also like place on record the valuable financial contribution provided through grants from Central Government that was made available to village halls to cover their outgoing costs, whilst their normal income had been reduced to virtually zero.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



A Sean

Full name(s)

Stephen Maurice Scott

ALAN PETER SEARCH

Position (eg Secretary, Chair, etc)

Chair of Trustees

TREASURER

Date

19th May 2021

Abbotsley Village Hall
 Charity Registration Number: 902585
 Accounts twelve months ended 31 March 2021

Receipts 12 months ended 31/03/20 12 months ended 31/03/21

Hire of Hall	57,252.83	33,013
B.S. Interest	26.56	33.75
150/200 Club	533.41	1,207.10
Donations (incl. Tom Mary Memorial Garden)	9,180.00	1,905.00
Grants	40,475.95	20,708.00
Other Income	388.00	546.70
Gift Aid		1,554.47
	55,824.44	26,263.15

Fundraising:		
Fest Week	3,695.15	13,628
Food & Drink		125.55
Quizzes	407.50	
Sitties Evening	225.31	
Spice Party	494.98	
Murder Mystery (T.E.N. & Refund)	21	
Event Costs	-1041.31	
	3,681.47	397.83

Total Income: 61,428.27 27,227.68

Accounts prepared by Alan Geach - Treasurer

Accounts approved at Committee Meeting - 19/05/2021

Signed: Stephen Scott - Chairman

Payments

Electricity	1,305.53	449.08
Insurance	335.24	513.17
Business Rates	490.88	369.11
Water	124.64	235.59
Flie Exterminator Servicing/Replacement	323.85	71.34
Cleaning	54.88	733.18
Window Cleaning	175.00	230.00
200 Club		487.80
Fest Week & Event Costs	1,715.30	106.32
Gardens	478.27	
Mugs	435.16	
Chairs	299	
P.A. System	464.05	1,475.58
Other Misc	6,462.65	4,341.02

Maintenance & Repairs		
Repairs	1,429.48	514.46
General Maintenance	322.88	67.47
Lighting/Heating	37.50	
Plumbing		

Building Works		
Tom Stone Project	49,934.12	4,239.66
Kitchen Project		1,052.98
Tom Mary Memorial Garden	48,354.12	5,482.55

Total Payments 57,586.81 10,755.30

Surplus / (Deficit) 3,841.86 16,472.38

Funds brought forward 17,257.42 21,099.08

Funds carried forward 21,099.08 37,591.26

Funds held at 31 March		
Petty Cash	91.60	91.60
Bank current a/c	17,529.42	33,392.85
Building Society / Bank deposit a/c	9,358.06	3,491.81
Due to be paid into Bank	0.00	0.00
Due to Creditors	-90.00	0.00
	21,099.08	37,591.26