



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1/1/2022** Period start date To **31/12/2022**
Period end date

Charity name: Hayes Village Hall

Charity registration number: 302956

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To run and manage the Hayes Village Hall for the benefit of the people living in Hayes and to be a focus for community activities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Hall is used for meetings, exercise classes, fund raisers such as the Hayes Christmas Lights Appeal, Bingo or Quiz Nights, badminton, children's parties, orchestra practices, horticultural and craft shows and workshops as well as the Deep Water Baptist Church who also use the hall for services and group meetings. Several local clubs meet at the hall. There is a large, main hall and two smaller meeting rooms, 2 kitchens and disabled access.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	In planning the lettings each year the trustees and committee at their usually bi-monthly meetings have considered the Charity Commission Guidelines on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Grants are not made.
Policy on social investment including program related investment	Para 1.38	No investments
		Family and friends of the trustees

Contribution made by volunteers	Para 1.38	<p>and local residents help out at fundraisers such as the Hayes Village Hall stall at the annual Hayes Fair. Previously we had two advisers but one sadly died and the other is no longer active in Hayes.</p> <p>Occasionally volunteers work on the outside garden area to plant, weed and generally make the outside area inviting to passers by and Hall visitors. Also inside the hall to clean/maintain and paint.</p> <p>We greatly appreciate any help given.</p>
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>In 2022 we introduced the role of a Duty Trustee and the trustees take it in turn to be "on call" a month at a time. The Duty Trustee unlocks and locks up after non regular hirings and at the end of each calendar month the handover is done simultaneously with a fire alarm test.</p> <p>We have started to allow booking for children's parties up to the age of 9 and a refundable £100 deposit is taken at the time of booking. This has proved to be a valuable source of revenue for the hall. 2022 saw a moth infestation in the Green Room and two bees nests which were eradicated by bringing in specialists.</p> <p>Two new pay as you go phones were purchased but are not very user friendly so duty trustees largely use their personal mobile phones.</p> <p>The stage curtains were believed to be impregnated with asbestos dust and a quote was obtained to get replacements. They were also due to be cleaned and fireproofed but it was decided to replace with new curtains. The colour was decided by a committee vote bearing in mind that we would like to paint the main hall as soon as possible.</p>

		<p>The Hall Manager, Pam Anderson, took a 6 month trip back to her birthplace of New Zealand but she admirably continued to stay in touch from the other side of the world despite the time difference.</p> <p>A new Hall Bookings Manager stepped forward at short notice and has managed to arrange new bookings and send invoices meaning that revenues have continued uninterrupted.</p> <p>The annual Health and Safety Meeting was held 22/8/22 and regular hirers were invited to bring equipment to be PAT tested for a nominal £5 charge per item.</p> <p>The Chairman has visited the Hall Boiler Room every Sunday to programme the heating to come on at the exact times of bookings thereby saving the hall a lot in energy bills. The Treasurer has also been looking out for fixed tariff deals for gas and electric and closely monitoring the hall energy usage.</p> <p>Post lockdowns cleaning days and rates have been adjusted to reflect the usage of the hall.</p> <p>We held an actual AGM in the hall on 21st April chaired by the Minister of Deepwater Baptist Church. (previously it was via Zoom in lockdowns)</p> <p>A member of the Hayes Horticultural Society supplied a large Christmas Tree and we have made permanent fixings to secure it in the front for future years.</p> <p>The price to hire the hall increased in January but the rates of hire were revisited during 2022 as the energy prices rose. The hire costs are set at the AGM annually in April to be implemented the following January 1st. The Annexe increased from £40 to £45 and the main hall from £75 to £80 but childrens parties continued at £100.</p> <p>An approach was made by the Hall Manager to Hayes Kent Trust asking for a grant towards replacement of the paving slabs at the front of the hall which were in a dangerous condition. The grant was agreed but we asked if the payment could be deferred until the return of the Hall manager from her 6 month vacation and this was agreed.</p>
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		<p>Work will be completed in 2023.</p> <p>Our booking form and associated paperwork were revisited and updated.</p> <p>The hall was used as a Polling Station for local elections on 5th May 2022 and the council supplied lighting to the disabled entrance at the side of the building to enable a one way system to be in place for Covid prevention.</p> <p>The Management Committee had a bottle tombola at the Village Fete on 12th June and sold out £330.50 was raised with bottle donations from the trustees and local groups.</p> <p>A key safe was installed on the side of the building in case hirers needed to pick up or return a key when no duty trustee was available Also for emergencies when a hirer/contractor needed access and no committee member was nearby.</p> <p>A Bingo fundraiser was held in November with the help of the Hayes Christmas Lights Committee.</p> <p>Essential maintenance was carried out including to doors showing signs of rot. Quotes for the replacement of doors with rot or asbestos were sent to the local councillor but no grant was forthcoming despite her initial enthusiasm to help.</p> <p>There was an attempted break in to an external cupboard but nothing was taken. The committee will look into a CCTV camera when funds allow.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	

Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	2022 was the first full year post Covid lockdowns and the usage of the hall by regular hirers gradually returned to pre-Covid levels. Some groups were quicker to return than others and the Hayes ARA decided to meet in a different venue. The Hayes Players a long time supporter of the hall folded owing to a lack of active members. There was a deficit at year end of £4,864 but the committee concluded the finances are still on an even keel.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We keep a minimum of 6 months anticipated expenditure at all times as a reserve to enable us to run the hall for lettings and meet our outgoings as they fall due.
Amount of reserves held	Para 1.22	£33,013
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	In all previous years the principal source of income was hall hire. it was decided to allow children's parties up to the age of 9 years old. We stipulate what type of entertainment is allowed and prohibit bouncy castles, bubble machines etc because of health and safety considerations. Children's parties have turned out to be a good source of income. We take a £100 deposit which is returned after the event if the hall is left immaculate. Parents have been eager to help celebrate their children's birthdays in a large hall and the demand has been high after the end of lockdowns. Huge thanks to the Bookings Officer for showing parents the hall and arranging a trustee to unlock and lock. It has been rewarding to see the enjoyment the parties have created for local families. The refunded deposits shown in the accounts is for key hire and party deposits.	
		No investments are held, merely a bank	

Investment policy and objectives including any social investment policy adopted	Para 1.46	deposit account to keep surplus funds and there is an automatic sweep facility daily to move incoming funds from the current to the deposit account.	
A description of the principal risks facing the charity	Para 1.46	<p>The principal risk is the loss of income from hall hirers, the inability to fundraise and further lockdowns. Another limiting factor was the lack of income generation which meant planned maintenance works were put on hold. Works have been prioritised as a result and trustees are very aware of their duties and we discuss health, safety and maintenance at every committee meeting. We regularly revisit maintenance priorities as situations arise that need more urgent attention.</p> <p>Very real risks post Covid is the rising cost of running and maintaining the hall and the committee research and discuss costs and proposed plans at each trustee meeting.</p> <p>Three quotes are obtained for every job and discussed in committee.</p> <p>Several fundraising ideas are being implemented to boost income from hall hires.</p>	
Other			

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed , royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g unincorporated association , CIO)	Para 1.25	Under the Hall Trust Deed each of the organisations affiliated to the Hayes Community Council become member organisations and are due for re-election every 3 years on a rolling basis.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are individuals nominated and appointed from these member organisations.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New prospective trustees can attend committee meetings to better understand the scope of the volunteer work and once they decide to become a trustee then they are required to obtain a character reference. This is a stipulation of the insurance policy we hold to comply with Employee Dishonesty Policy. There is also the possibility of committee members being co-opted to familiarise themselves with the running of the hall before committing to being a trustee. Every AGM asks for new trustees and each hirer group are asked to raise the request with their members.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Management of the Village Hall is done by a committee of trustees and also the Treasurer who is not a Trustee. In the second half of 2022 the Bookings Officer was co-opted to the committee as the previous Bookings manager took up a full time job and relinquished her role as a trustee.
Relationship with any related parties	Para 1.51	None
Other		

Reference and Administrative details

Charity name	Hayes Village Hall
Other name the charity uses	
Registered charity number	302956
Charity's principal address	The Hayes Village Hall does not have a letterbox. Contact details c/o 2a Hayes Road Bromley BR2 9AA

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	Jennifer Ann Miah	Charity Commission Liaison		
2	Sarah Pereira			
3	Pamela Joyce Anderson	Hall Manager and fundraising		
4	Oliver Derek Pereira	Chairman		
5	Mary Whytock	Secretary		
7	Helen Lightoller			
9	Lesley Vistuer	Bookings manager	1/1/2022 to 22/9/2022	
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Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Jennifer Ann Miah

Jennifer Ann Miah	
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Position (eg Secretary,
Chair, etc)

Charity Commission Liaison

Charity Commission Liaison	
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Date

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Hayes Village Hall

Income and Expenditure Account for the year ended 31 December 2022

2021 £	2021 £		2022 £	2022 £
15,844		Hall Hire	29,792	
1,085		Fundraising and Donations	1,291	
11,293		Bromley Council Business Grants	0	
331		Solar Panel Refunds	317	
3		Bank Interest	74	
479		Water - Refund	0	
2,650		Refundable Deposits (Keys & Hall Hire)	3,750	
	<u>31,685</u>			<u>35,223</u>
		less:		
3,696		Insurance/licences/stat inspections	3,718	
1,253		Business/Council rates	2,083	
1,460		Electricity	1,912	
3,322		Gas	6,871	
373		Water	385	
7,151		Minor repairs/cleaning	13,041	
0		Major Repairs	5,315	
962		Security	25	
2,144		General maintenance, Website and Miscellaneous	2,325	
		Hall Hire Refunds	562	
850		Refunded Deposits (Keys & Hall Hire)	3,850	
	<u>21,211</u>			<u>40,088</u>
	<u>10,474</u>	Surplus / (Deficiency)		<u>-4,864</u>

Statement of Assets and Liabilities as at 31 December 2022

Cash at Bank:	Current account	100
	Reserve account	32,913
		<u>33,013</u>

Represented By:	Net assets as at 31 December 2021	37,877
	add: surplus/less (deficiency)	-4,864
		<u>33,013</u>

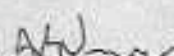
The village hall is valued for insurance purposes at £1,956,799 and the contents at £35,709

Note - The liability for refundable Key / Hall Hire deposits at 31.12.2022 is £1,700

These accounts were approved by the Management Committee as Trustees of Hayes Village Hall on

27/04/2023

I have examined the above accounts from the books and records of the Management Committee and confirm that they are complete and correct.

 A M Newman 27th April 2023

Independent examiner's report to the trustees of Hayes Village Hall

I report to the trustees on my examination of the accounts of Hayes Village Hall (the Trust) for the year ended 31 December 2021.

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: Anthony Michael Newman

Address: 8 Chatham Avenue, Bromley, Kent BR2 7QD

Date: 1 September 2022