



Registered Charity No 305527

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30TH SEPTEMBER 2023**

Holt Village Hall
The Street, Holt, Trowbridge, Wilts, BA14 6QH

This document is the annual report for the accounting year ending 30th September 2023 by the chair of the of management committee of Holt Village Hall under the Charity Commission scheme 305527 dated 28th July 1995 as amended by an order dated 26th January 2005 and as amended on 2nd December 2019. This report covers activities since the last AGM report for the year ended 30th September 2022 and is to be presented to the Annual General Meeting of the trust to be held at Holt Village Hall on Tuesday 12th December 2023.

List of trustees

The Volunteer Management Committee is responsible for the day-to-day running of the Village Hall, for its continued maintenance, and for planning for its improvement and future use. Those who have served as trustees are:

Mrs S Bolden
Mrs S Ennis
Mr A Fox
Mrs J Haggett
Mr G Hill
Mrs J Hopkins

Mr T Hopkins
Mr T Mason
Mr D McDonald
Mr S Morris
Mr R Page

The objectives of Holt Village Hall are:

- to provide a meeting place for local community groups
- to maintain clean, safe & functional premises
- to ensure that the facilities provided comply with the necessary regulations (e.g. fire, health & safety, licensing act etc.)
- to improve facilities where possible
- to receive hiring fees from Hall users and to fund-raise when necessary to ensure income stays on a par with expenditure.

Strategies for Achieving Objectives

The strategies employed to achieve these objectives during the year reported were:

- to maintain a hall management committee of elected members.
- to assign key management roles i.e. chairperson, secretary, treasurer, bookings secretary, , to individuals
- to hold regular (monthly) management committee meetings with minutes (including agreed actions on individuals) being issued prior to the next meeting
- to review the financial position of the hall at the monthly meetings
- to source local (volunteer) help where necessary, in the interests of minimising costs
- to hold an Annual General Meeting (advertised in the Village Magazine) open to all villagers

Public Benefit

The trustees have met eleven times during the year and have kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The object of the charity remains valid, and we are confident that our activities fully reinforce the object.

Achievements and Performance

a) To stabilise the committee:

Membership of the trustees remained constant. The eleven trustees elected at the last AGM have remained in place throughout the year, all but two unable to attend regular meetings

b) To focus on on-going improvements to the hall supported by fund raising and events programme:

The trustees were able to:

- Complete outstanding Electrical work recommended following the 5year Inspection.
- Complete the new flooring and outstanding work in the downstairs toilets
- Replacement rear door to Boiler room.
- Undertake the first stage of refurbishment to the upstairs Kitchen.
- Carry out routine maintenance work. And a limited amount of redecoration.

Income and Expenditure on Activities of Public Benefit

Income from lettings was £24,189 compared with £21,743 in 2022, and £20,800 in 2019 pre-covid. The increase in letting income represents a 16% increase over those 4 years compared with a 21% in CPI and 30% in RPI over that same period.

It is reassuring that our income from bookings has returned to pre Covid levels and we are indebted to our booking secretary Tim Mason for the work that this entails.

	2023	2022	2021	2020	2019
Total lettings	£24,189	£21,743	£6,656	£14,512	£20,800
Covid related grants	N/A	£2,667	£20,863	£11,428	N/A
Grand Total	£24,189	£24,410	£27,519	£25,940	£20,800

Our standing annual costs (excluding repairs and maintenance) of £18,275 compared with £16,479 last year.

Car park

The committee continues to allow Holt Minibus (Now operating as part of Melksham Community Transport) to park in the car park in return for a small donation to hall funds. We also have an arrangement with a neighbouring garage for limited parking in recognition of the free servicing of the Village Minibus.

Our arrangement with the National Trust was reviewed in February 2022 and increased by 5% to reflect general inflation. This arrangement is due for review again in February 2024 In addition, the NT staff and volunteers at The Courts continue to maintain the hedge around the car park at their own cost. We are ever grateful for this support which keeps up the appearance of the car park and its surrounds. The National Trust has requested parking on Wednesdays for the coming year which we expect to reflect in donation income.

Cleaning

Our only employee (part time), as hall cleaner, Michelle Rafferty was appointed during October 2018 and is continuing to maintain a high level of cleaning. Michelle monitors and cleans the hall at strategic times and reports any issues.

Michelle salary was reviewed January 23 and increased by 9.7% to keep in-line with the recommended living wage.

Licensing

We continue to operate a premises licence which allows for the sale of alcohol during normal licensing hours. This system works to our satisfaction.

Risk, Health & Safety

Health and Safety remains a standing agenda item and there were no reported incidents during the year.

COVID-19

Holt Village Hall will continue to take cognisance of Covid related guidelines if and when issued.

Fundraising Activities and Public Benefit

The committee organised the following events during the year (last year's profit):

• Skittles Tournament	£446	(£484)
• Plant sale	£594	(£821)
• Barbecue in conjunction with the Holt scarecrow weekend.	£277	(£207)
• Flower and produce show.	£255	(0)
• 200+ Club with 241 members	£1,454	(£1,424)
• Auction	£223	
• Table Top Sale	£456	
• LPSO entertainment	£787	

Our fundraising total profit from these events was £4,561 compared with a total of £2,958 in 2022.

We offer continued thanks to all trustees and friends of the village hall for their help in making these events successful, but in particular to Jo Hopkins who has again been the champion of the Plant Sale and the Flower and Produce show.

Village Hall web site

Doug McDonald has continued to maintain <https://www.holtvillagehall.com/> to suit changing needs and expectations and Mike Jordan for updating the contents and incorporating his own artistic embellishments. Mike also adds to Holt Village Holt Facebook presence.

Hirers

The requirements and expectations of our hires is an arduous task and we are grateful to our Booking Secretary Tim Mason for successfully managing those requirements and successfully nurturing new regular hires to fill voids.

Holt Village Hall is very aware of the need for safe place for vulnerable/less fortunate people to meet, to this end:

- The monthly community lunch has been continued by Tim and Joy Mason and their team with tacit support from the Village Hall
- Holt Village Hall continue to allow parents from Holt V C Primary School to park in the Village Hall car park at the beginning and end of the school day as part of their safe walking to school plan.
- The Village Hall worked with the parish council and St Katharine's Church to provide a Warm Hub at a subsidised rate through the winter months, however this didn't attract sufficient uptake for it to continue.
- The Youth club resumed meeting in the hall from September 22 with a nominal rent.

As of 1st November 2023, the Hall has secured the following regular bookings:

WEEKLY

Art Group
Emmaus School (term-time)
Martial arts
Mindfulness Classes
Multiple Pilates / Yoga classes
Pre and Post Natal Fitness classes
Youth Club
Yoga

MONTHLY

Bradford on Avon Lions Club
Community Lunch
Flower club Meeting and practice sessions
Monthly County Councillor Surgery
National Childbirth Trust ante natal classes.
Parish Council meetings
W.I.

OTHER RECURRING BOOKINGS

Typically: Bike Jumble, Craft Fair, Furniture Sales, Holt Players, Village Hall fundraisers, and Youth mentoring meetings.

Currently, only one evening a week is available for regular weekly meetings.

In terms of public benefit, it is noted that the beneficiaries of events, meetings and classes held in the hall still caters for people of all ages.

Financial Review

Finances

After several years of 'make do' repairs to the flat roof over the Skittle Alley, the decision was made to recover the roof including; removing and capping redundant roof lights, modifying the decking to provide a positive slope, install a new supporting base and laying heavy duty rubber membrane and new lead flashing. After receiving three competitive quotes, the work was contracted at a cost of £23,880. Fortunately, in the anticipation of such an event the trustees had built up reserves over recent years to cover this.

In addition the following repairs and maintenance work was undertaken.

- Completion of remedial work following 5yr Electrical inspection £744
- New flooring in downstairs toilets £2,803
- Refurbishment of upstairs Kitchen & new door in downstairs Toilet £2,288
- Replace external door at rear of boiler room £425
- Repairs to external masonry £2,750
- Various, test, inspection, routine maintenance totalling £1,872

The end of year accounts shows a deficit of £16,032 for the year. The deficit being due to the one off expenditure of £23,880 on the new roof over the Skittle Alley, without this there would have been a surplus of £7,848.

The prudent setting aside of a healthy reserve over many years enabled the work on the Skittle Alley roof to be undertaken with a minimum of delay and minimal disruption to normal bookings. The profitability of normal operations should provide a good basis to withstand a period of uncertainty with regard to inflation, energy cost and labour rates.

Monahans Chartered Accountants have completed an independent examination of our accounts that are prepared on a receipts and payments basis. The trustees have agreed a policy to retain £20,000 in reserve for unforeseen emergencies and to keep that sum separately identified in a fixed term interest bearing account/bond; however, the interest has been minimal particularly as Banks consider the Hall to be a small business.

Future Plans and Objectives

Our general aim is to use income from car park revenue, interest and fund raising for major improvements and repairs rather than covering day to day costs.

A provisional budget proposed and to be ratified by the new trustees following the AGM.

Action	Budget/Estimate
Estimate	£14,000

Structure, Governance and Management

The charity is regulated by a scheme lodged with the charity commission. Following the 2019 AGM an update was submitted and accepted by the Charity Commission to amend scheme 305527 (our charity governing document) dated 28th July 1995 as amended by order dated 26th January 2005 to do away with the distinction between nominated and elected member as Trustees.

Trustees are appointed or reappointed annually at the Annual General Meeting held in December. No trustee receives any remuneration.

Our banking arrangements are regularly reviewed in order to get best value without excessive risk from our substantial cash assets. We note that, as a charity, our options to get good rates of interest are limited, whilst adopting a low-risk investment strategy.

During the year, we have retained the same number of trustees enabling a small but effective management committee.

Sue Ennis continues in the role of Acting Treasurer in addition to that of Chairperson. We would like to appoint another trustee with a view to being able to separate those two roles.

We remain a member of the WVHA and have access to website facilities via their site and useful advice through their offices, including beneficial insurance rates.

In conclusion

The policy of building up and maintaining a healthy financial reserve has enabled the Trustees to carry out essential repairs to the hall which far exceeds the income received during this year.

Looking forward, the Village Hall faces:

- Substantial increase in running cost once our current energy contracts come up for renewal in 2025.
- Increased running cost due to the current level of inflation.
- The need to recruit further active members to provide a sustainable future.
- The need to find new fund raising events which can be arranged with the limited number of resources.

The trustees intend to:

- draw up a budget within 3 months of the AGM based on projected booking income.
- strengthen the management team by recruiting new trustees

The trustees aim to continue to improve the facilities and features of the hall.

Holt village hall is an integral part of the village and often taken for granted by the community at large but would be severely missed if it was no longer here.



Sue Ennis – Chairperson on behalf of Holt Village Hall Trustees

Date: 12 December 2023

Independent examiner's report to the Trustees of Holt Village Hall -

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30th September 2023, which are set out in pages 8 and 9

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 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 charity 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.



18 January 2024

Simon Cooper FCA
Monahans Chartered Accountants
14a Forest Gate
Pewsham
Chippenham
Wiltshire
SN15 3RS

HOLT VILLAGE HALL

Receipts and Payments Account for the Year ended 30 September 2023

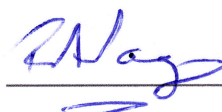
	2023 General Fund £	2023 Restricted Fund £	2023 TOTAL FUNDS £	2022 TOTAL FUNDS £
Receipts				
Regular village lettings	1,282	-	1,282	2,909
Other regular lettings	18,795	-	18,795	15,620
Sundry lettings	5,845	-	5,845	3,214
Deposits	-	-	-	-
Donations	5,233	-	5,233	4,860
Small business COVID Support Grant	-	-	-	2,667
Interest	1,008	-	1,008	57
Miscellaneous	338	-	338	-
Fund raising events	7,535	-	7,535	5,821
Total Receipts	<u>40,036</u>	-	<u>40,036</u>	<u>35,148</u>
Payments				
Cleaning	9,058	-	9,058	6,846
Rates, water and insurance	1,920	-	1,920	2,923
Electricity	1,149	-	1,149	530
Gas	2,019	-	2,019	2,000
Accountancy and audit	918	-	918	813
Petty cash and stationery	83	-	83	134
Telephone	688	-	688	590
Deposit refunds	1,266	-	1,266	397
Repairs and maintenance	34,762	-	34,762	6,185
Equipment	0	-	0	1,369
Miscellaneous	483	-	483	159
Performing rights	522	-	522	494
Hallmaster	226	-	226	224
Fund raising events expenditure	2,974	-	2,974	2,862
Total payments	<u>56,068</u>	-	<u>56,068</u>	<u>25,526</u>
Net of receipts	<u>-16,032</u>	-	<u>-16,032</u>	<u>9,622</u>
Cash funds brought forward as at 1 October 2022	<u>108,206</u>	-	<u>108,206</u>	<u>98,584</u>
Cash funds carried forward as at 30 September 2023	<u>92,174</u>	-	<u>92,174</u>	<u>108,206</u>

Statement of Assets and Liabilities at 30 September 2023

		2023 General Fund £	2023 Restricted Fund £	2023 TOTAL FUNDS £	2022 TOTAL FUNDS £
Cash funds					
Lloyds TSB Current Account		11,173	-	11,173	13,148
Lloyds Treasurers Savings Account		20,198	-	20,198	45,018
Lloyds Fixed Term 1 Year		-	-	-	24,024
Lloyds TSB Fixed Term Savings Account		60,803	-	60,803	26,016
Total Cash funds		<u>92,174</u>	-	<u>92,174</u>	<u>108,206</u>
Other Assets					
Fixed assets	1.	830,000	-	830,000	830,000
Total Other Assets		<u>830,000</u>	-	<u>830,000</u>	<u>830,000</u>
Liabilities - accruals	2.	<u>1,068</u>	-	<u>1,068</u>	<u>942</u>

These Accounts were approved by the Committee on 12 December 2023 and signed by:

 Treasurer

 Secretary

HOLT VILLAGE HALL

Notes to the financial statements for the year ended 30 September 2023

1. Building Valuation

The premises were valued for insurance purposes in December 2002 by Brian Fitchett Commercial Chartered Surveyors. They valued the re-building costs, i.e. replacement cost for insurance purposes only, at £507,000.

A second valuation was carried out in August 2014 by Quartley Chartered Surveyors. They valued re-building costs, i.e. replacement cost for insurance purposes only, at £830,000, and £580,000 if natural stone is not used for rebuild.

2. Accruals

	2023 £	2022 £
Accounts and independent examination fee	<u>1,068</u>	<u>942</u>