



Registered Charity No 305527

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30TH SEPTEMBER 2024**

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

This document is the annual report for the accounting year ending 30th September 2024 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 2nd December 2019. This report covers activities since the last AGM report for the year ended 30th September 2023 and is to be presented to the Annual General Meeting of the trust to be held at Holt Village Hall on Tuesday 14th January 2025.

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 (deceased 31st May 2024)
Mrs J Haggett
Mr G Hill
Mrs J Hopkins

Mr T Hopkins (deceased 18th Oct 2024)
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. However, Alan Fox passed away on 31st May 2024 and Terry Hopkins passed away (following the end of the current year) on 18th October 2024 Leaving nine serving members, one of whom is 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 the final stage of refurbishment to the upstairs Kitchen.
- Carry out a significant upgrade to the main kitchen, making it look fit for
- Carry out routine maintenance and repair work.as needs dictate.

c) To bring new people into the hall:

- We held a Family and friends Skittles evening which attracted 15 teams consisting of about 50 people.
- Stephen Morris instigated four musical evenings, each attracting between 60 and 90 people

Income and Expenditure on Activities of Public Benefit

Income from lettings was £28,331 compared with £25,922 in 2023, and £20,800 pre-covid in 2019. It is particularly encouraging that this increase since last year is primarily due to an increase in Regular Village Lettings:

	2024	2023	2019
Total lettings	28,331	£25,922	£20,800

It should however be noted that the 2024 overall income benefited from a £879 compensation from Wessex Water which related to a loss of income in 2023.

Our standing annual costs (excluding repairs and maintenance) were £21,800 compared with £21,306 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, also in recognition of the free servicing of the Village Minibus we continue to allow the neighbouring garage to park one vehicle, the proprietor also keeps an eye out for anything untoward in the car park.

Our arrangement with the National Trust was reviewed in February 2024 and increased by £1,031 reflecting general inflation and the additional opening days. This arrangement is due for review again in February 2026. 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.

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 9.5% 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.

Fundraising Activities and Public Benefit

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

• Skittles Tournament	£799	(£446)
• Plant sale	£711	(£594)
• Barbecue in conjunction with the Holt scarecrow weekend.	£244	(£277)
• Flower and produce show.	£100	(£255)
• 200+ Club with 241 members	£1,405	(£1,454)
• Auction	£0	(£233)
• Table Top Sale	£0	(£456)
• Sam Evans	£469	(£787)
• Jazz night	£1114	
• Craft Fair	£437	

The additional fundraising activities produced £5,279 profit compared with a total of £4,561 in 2023 an increase of 15%.

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 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 offered space for poppy making as part of the very successful village wide poppy project
- The Youth club meets in the hall through the winter months with a nominal rent.

As of 1st November 2024, the Hall has secured the following regular bookings:

WEEKLY

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

MONTHLY

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

OTHER RECURRING BOOKINGS

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

IN TERMS OF PUBLIC BENEFIT,

In addition to regular hiring, the hall may be booked for one off events. We aim to cater for people of all ages and currently hosting parties for preschool children up to Nonagenarian.

The hall is equipped with high chairs, potty stands, a wheelchair and the suchlike and will endeavour to obtain other items on request.

Financial Review

Finances

After major refit to the Skittle Alley roof in 2022-23 at a cost of £23,880 our overspend resulted in a deficit for the year of £16,032, so 23-24 has been a year of modest expenditure and rebuilding our reserves (luckily no major emergencies occurred)

The main expenditure for the year was:

- Refurbishment of the existing main kitchen, mainly strengthening cupboards, new flooring and new work surfaces. £3,766
- General repairs, maintenance and safety checks totalling £1,482

The end of year accounts shows a surplus of £110,499 which restores the reserves to a similar level to that held at 30th September 2022.

The practice of having a healthy reserve has enabled us to spread large unplanned expenditure over two years.

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
Gas Water Electric	£4,000
Cleaning, cleaners salary	£10,000
Safety testing	£1,000
General Maintenance	£1,600
Energy efficiency improvements	£10,000
Total	£26,600

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. 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 Alan Fox a long serving trustee died, Alan had been our main link with Community first but due to failing health had been unable to attend regular management meetings for some time. Since year end, Terrey Hopkins has also died. Terry had also been a very long serving Trustee and chairman. The committee now although small but effective management team has reached a point where new members are urgently required to ensure the long-term continuity.

Sue Ennis continues in the role of Acting Treasurer in addition to that of Chairperson. Ideally, we would like to appoint another trustee to take on one of those 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 finance essential repairs over a two year period

Looking forward, the Village Hall faces:

- Increases in electric, gas, water and insurance cost expected to be above inflation in the coming year.
- The need to recruit Trustees to provide a sustainable future.
- The need to find new fund-raising events which can be arranged with the limited number of resources.
- We were fortunate during 2023-24 not to have any surprises regarding maintenance. However, we will not be so fortunate as already in 2024-25 we have experienced problems regarding:
 - a) Leak in the main roof which has been fixed but further investigation is required.
 - b) A problem with guttering at the back of the hall which has been fixed, and further work is in hand.
 - c) Problems with the main heating heater requiring emergency call out.

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 build on this year's success in providing additional entertainment/fundraising events

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: 14th January 2025

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 2024, which are set out in pages 10 to 12.

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.

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 2024

	2024 General Fund £	2024 Restricted Fund £	2024 TOTAL FUNDS £	2023 TOTAL FUNDS £
Receipts				
Regular village lettings	4,416	-	4,416	1,282
Other regular lettings	19,514	-	19,514	18,795
Sundry lettings	<u>4,401</u>	-	<u>4,401</u>	<u>5,845</u>
Total Lettings	28,331	-	28,331	24,189
Deposits	1,435	-	1,435	-
Donations	5,970	-	5,970	5,233
Interest	254	-	254	1,008
Miscellaneous	-	-	-	338
Fund raising events	5,672	-	5,672	7,535
Wessex Water Compensation	879	-	879	-
Phone Refund	6	-	6	-
200 Club	2,826	-	2,826	-
Total Receipts	<u>45,373</u>	-	<u>45,373</u>	<u>40,036</u>
Payments				
Cleaning	9,508	-	9,508	9,058
Rates, water and insurance	2,319	-	2,319	1,920
Electricity	1,210	-	1,210	1,149
Gas	2,021	-	2,021	2,019
Accountancy and audit	965	-	1,955	918
Petty cash and stationery	134	-	134	83
Telephone	554	-	554	688
Deposit refunds	1,117	-	1,117	1,266
Repairs and maintenance	5,248	-	5,248	34,762
Equipment	111	-	111	-
Miscellaneous	16	-	16	483
Performing rights	292	-	292	522
Hallmaster	265	-	265	226
Fund raising events expenditure	1,797	-	1,797	2,974
Community First	50	-	50	-
200 Club	1,421	-	1,421	-
Wiltshire Council Prem LIC	20	-	20	-
Total payments	<u>27,048</u>	-	<u>27,048</u>	<u>56,068</u>
Net of receipts	<u>18,325</u>	-	<u>18,325</u>	<u>-16,032</u>
Cash funds brought forward as at 1 October 2023 (2022)	<u>92,174</u>	-	<u>92,174</u>	<u>108,206</u>
Cash funds carried forward as at 30 September 2024 (2023)	<u>110,499</u>		<u>110,499</u>	<u>92,174</u>

HOLT VILLAGE HALL

Statement of Assets and Liabilities at 30 September 2024

		2024 General Fund £	2024 Restricted Fund £	2024 TOTAL FUNDS £	2023 TOTAL FUNDS £
Cash funds					
Lloyds TSB Current Account		28,166	-	28,166	11,173
Lloyds Treasurers Savings Account		20,452	-	20,452	20,198
Lloyds Fixed Term 1 Year		-	-	-	-
Lloyds TSB Fixed Term Savings Account		61,881	-	61,881	60,803
Total Cash funds		<u>110,499</u>	-	<u>110,499</u>	<u>92,174</u>
Other Assets					
Fixed assets	1.	1,500,000	-	1,500,000	830,000
Total Other Assets		<u>1,500,000</u>	-	<u>1,500,000</u>	<u>830,000</u>
Liabilities - accruals	2.	<u>1,090</u>	-	<u>1,090</u>	<u>1,068</u>

These Accounts were approved by the Committee on _____ and signed by:

_____ Treasurer _____ Secretary

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Notes to the financial statements for the year ended 30 September 2024

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.

A third valuation was carried out in August 2024 by Quartley Chartered Surveyors. They valued re-building costs, i.e. replacement cost for insurance purposes only, at £1,500,000, and £1,075,000 if natural stone is not used for rebuild.

2. Accruals

	2024	2023
	£	£
Accounts and independent examination fee	<u>1,090</u>	<u>1,068</u>