

WESTON VILLAGE HALL

England & Wales · Charity number 504511

Details

Other names THE PARISH HALL, WESTON, STAFFORD

Status Registered

Legal form Other

Registered 1975-09-30

Register [View on the Charity Commission register](#)

Contact

Address Weston Village Hall
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Activities

Objects: FOR THE PURPOSES OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE VILLAGE OF WESTON IN THE COUNTY OF STAFFORD WITHOUT DISTINCTION OF POLITICAL RELIGIOUS OR OTHER OPINIONS INCLUDING USE FOR MEETINGS LECTURES AND CLASSES AND FOR OTHER FORMS OF RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: Raise funds for the upkeep of the Village Hall and its surroundings. Maintain the Village hall and its surroundings. Manage the use of the Village Hall.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Amateur Sport, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** THE VILLAGE OF WESTON IN THE COUNTY OF STAFFORD
- Staffordshire

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-03-31 | £38,464 | £42,775 | - | - |
| 2024-03-31 | £25,925 | £33,796 | - | - |
| 2023-03-31 | £27,095 | £23,324 | - | - |
| 2022-03-31 | £31,805 | £10,545 | - | - |
| 2021-03-31 | £16,542 | £28,517 | - | - |

Trustees

| Name | Role | Appointed |
|----------------------|-------|------------|
| Angela Martin | Chair | 2017-04-25 |
| Alison Elsmore | | 2017-04-25 |
| Derek Gair | | 2021-03-28 |
| Frances Gail Wray | | 2017-04-25 |

WESTON VILLAGE HALL

England & Wales - Charity number 504511

Accounts



Annual General Meeting

Monday, 28th April 2025

Annual Report

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1. Chair's Report of 2025 / Overview of the year:

I would like to take this opportunity to reflect upon another successful year of our Village Hall operating for our community. I am pleased to report that a new member of the Committee joined us after last year's AGM - welcome Jon Maine.

- ❖ Your committee have carried out all the statutory requirements needed to maintain the Hall at the highest level of safety and compliance with these requirements. Working in conjunction with the TAMS team has been a successful part of maintaining the Hall.
- ❖ The Committee have been successful in winning a grant from Severn Trent Water and The Queens Platinum Jubilee Fund (via ACRE – Action with Communities in Rural England) the grants were used to replace fire doors, flooring, and up-date an electrical distribution board.
- ❖ An Open Day was organised to show these improvements which, this was well attended. Several of our regular users were able to support us by attending the Open day and putting on displays of their activities. Many thanks to them.
- ❖ Working in conjunction with the Parish Council, the Committee are in the process of applying for a further grant from which it is hoped to refurbish the changing rooms in the Football area and to re-arrange doors so that the bar area of the Hall can operate independently whilst the main Hall is being used by other parties, i.e. Wombats play group.

Thank you to everyone who worked hard on these grant applications.

1.2 Fundraising:

The Village community was invited to help with the Annual Fete. A wonderful response was made which ultimately led to a successful Fete being held last June with some new games and the return of old favourites. Money raised went towards matching the grant applications to enable the successful completion of essential updates to the building.

- ❖ An Evening with Roger Parks held in October and proved to be a success – so much so that another Evening has been organised for this October.
- ❖ The Christmas Shopping Evening held at the end of November with a visit from Santa. and the switch on of the Christmas tree lights.
- ❖ The Coffee Mornings on the first and third Mondays of the month continue to be a success with regular and new customers attending each Monday. Recently, a class from St. Andrew's Primary School joined our Coffee Morning – the children sang one of their favourite assembly songs, read and played games with the adults – even encouraging the adults to read to them! They finished their visit by reciting a poem – We're Going on an Egg Hunt (it was nearly Easter!). Both children and adults enjoyed themselves and we look forward to welcoming the children again.

Finally, I would like to end my report by asking members of the Village community to come forward and join the Committee in maintaining this wonderful Village Hall – it is here for

the benefit of all of us and needs your support.

I would also like to formally acknowledge the hard work that the members of the Committee give to this Hall, it is very much appreciated, not only by me but the rest of the community. Thank you all.

Angela Martin,
Chair.

2. Treasurer's Report

The purpose of this report is to provide the Annual General Meeting of the Management Committee of Weston Village Hall with information concerning the Hall's financial position as at the end of the financial year – 31st March 2025.

The financial report has been prepared by Alison Elsmore, Treasurer.
The Financial records have been independently checked and scrutinised by a qualified accountant in preparation for this AGM.

2.1 Financial Overview:

2.2.1 Profit and Loss Account to 31/03/25 (Fig 1) shows an in-year loss of £4,311.72.

2.2.2 The Balance Sheet for the year (Fig 2) details the hall's assets of £37,485.28.

2.2.3 The financial management of the Village Hall has been operated in line with the Hall's Constitution (March 2021 approved version) and to ensure that the Objects of the Charity are observed.

Extract from the Constitution:

"3. Objects The charity's objects ('the objects') are for the purposes of a village hall for the use of the inhabitants of the Parish of Weston Staffordshire without distinction of sex, sexual orientation, age, disability, nationality, race, political, religious or other opinions, including the use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants. [Nothing in this constitution shall authorise an application of the property of the charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and/or section 2 of the Charities Act (Northern Ireland) 2008.]"

Fig. I**Profit & Loss Account
for financial year ended to 31st March 2025**

| 2023/24 | | 2024/25 | |
|-----------------|---------------------------|------------------|------------------|
| £ | INCOME | | |
| 12,399.02 | Regular Users | 13,643.44 | |
| 5,745.75 | Occasional Users | 6,336.25 | |
| 18,144.77 | Subtotal of hiring income | 19,979.69 | 19,979.69 |
| 562.50 | Christmas Fete | 524.67 | |
| 50.00 | Donations | 120.00 | |
| 340.00 | Farm Boy | 0.00 | |
| | Grants | 8524.00 | |
| | Piano Man | 1602.50 | |
| 442.35 | Soup / Coffee mornings | 1,138.28 | |
| 964.01 | Utilities refund | 0.00 | |
| 4,559.78 | Village Fete | 5,940.53 | |
| 6,918.64 | Sub total Other Income | 17,849.98 | 17,849.98 |
| 861.44 | Interest received | 634.4 | 634.40 |
| 25924.85 | TOTAL INCOME | | 38,464.07 |

Fig. 1 Continued...

| EXPENDITURE | | |
|--------------------|--|-------------------|
| 50.00 | Auditor | 50.00 |
| | Bank Charges | 55.65 |
| 4,780.10 | Cleaning | 5,418.48 |
| 3,869.71 | Compliance | 2,346.15 |
| 0 | Equipment | 0.00 |
| 2,918.82 | Gas & Electric | 3,326.77 |
| 1,692.90 | Insurance | 3,004.75 |
| 823.68 | Licenses | 872.11 |
| 5,874.22 | Maintenance | 11,881.73 |
| 19.80 | Security | 51.49 |
| 23.00 | Stationery, Postage etc. | 0.00 |
| 23.10 | Training | 0.00 |
| 566.35 | Water | 607.59 |
| 170.00 | Website / Media | 220.00 |
| 713.63 | WIFI | 941.22 |
| 21,525.31 | Overheads - sub total | 28,775.94 |
| 93.45 | Christmas Event | 182.27 |
| 9,705.39 | Furniture & Equipment | 0.00 |
| 48.00 | Gifts & Hospitality | 210.00 |
| | Grant Expenditure | 12,024.00 |
| 1,200.00 | Legal work for New Lease | 12.60 |
| | Open Day | 5.45 |
| | Piano Man | 857.78 |
| 175.50 | Refunds to occ. lettees | 80.00 |
| 20.00 | Remembrance Wreath | 19.50 |
| 20.49 | Coffee Mornings | 60.46 |
| 1,007.73 | Summer Fete | 547.79 |
| | | 0.00 |
| 12270.56 | SUB TOTAL | 13,999.85 |
| | | |
| 33795.87 | TOTAL EXPENDITURE | £42,775.79 |
| | | 9 |
| | | |
| -£7,871.02 | Profit/loss for year ended 31st March | -£4,311.72 |

FIG. 2

Fixed Assets

Current Assets

Bank Account 1
Savings Account
Petty Cash

Creditors

Current Assets / Liabilities

**Total Assets less
Liabilities**

2.2 Total Income £38,464.07

This is an increase of £12,539.22 on 2023/24 income is primarily due to the successful application for grants along with a new fund-raising activity – the Piano Man. Julie Gair was instrumental in organising this event and in co-ordinating the Parish Council and myself to obtain the grants, the committee appreciate Julie’s work and commitment.

2.2.1 Hirings of the Hall - £19,979.69

Our regular hirers ensure that our village hall is in use by a wide range of groups, all ages and abilities, throughout the week, both during the day and evenings. The hall is a vibrant place and is being used in line with the objectives of our Charitable Status – see item 2.2.3. We thank you all for your continued support of our hall.

We are pleased to confirm that we do continue to receive enquiries for both regular and occasional hirings. Our Bookings Secretary, Derek Gair, is managing this process and is always happy to help.

From September 2024 the charges for the use of the hall were increased. There are no plans to increase our charges in 2025/26.

2.2.2 Additional income raised £17,849.98.

Additional income is needed to support the various development projects for our hall. By continuing to plan for improvements to the hall, we are able to ensure that the building remains a safe and attractive place to be.

This has been provided by various fund-raising events, donations and grants throughout the year. Thank you to all our supporters for their valuable contributions.

2.2.3 Savings Income – 634.40:

Funds reserved in our savings account provide this additional income.

2.3 Total Expenditure - £42,775.79

This is an increase of £8,979.99 on last year but in line with the increase in activity.

2.3.1 Overheads - £28,775.94:

Expenditure on the operating overheads for the village hall remains significant. The committee have been informed, in regular financial reports throughout the year, of the

various costs incurred running the hall. The hall is operated in a safe and compliant manner, providing a pleasant space for our community to use.

- Auditor £50.00: we appreciate the work that our auditor puts into checking these accounts and providing independent assurance to the committee of their validity.
- Utilities: £4,875.51: Includes for Gas, Electric, Water and WIFI.
- Compliance - £2,346.15:
This area of the report includes for the servicing of various elements of the hall – gas boilers, acoustic wall, etc. Monthly water checks for legionella. It also includes the annual charge for the Entrust compliance monitoring and records system “TAMS” upon which all “evidence” of the servicing and maintenance of the hall is stored.
- Cleaning: £5,418.48:
This figure includes for the charges made by our two cleaners, window cleaner, cleaning consumables and equipment.
- Bank Charges: We have been charged £55.65 by our bankers in error. I am consulting with Lloyds Bank to rectify this.
- Insurance: £3,004.75: This includes the premium for 2024/25 along with the premium for 2025/26. This insurance of the hall is with Zurich Insurers.
- Licenses £872.11: This includes the cost of licenses for the compliant operation of the hall - PPL/PRS (Phonographic Performance Ltd and Performing Rights Society); Motion Picture Licensing Company Ltd; TV License.
- Maintenance £11,881.73: Included within this figure are: -
 - £4,200. Refurbishment of the Main Hall floor
 - £954. Repairs to the rollers within the acoustic wall
 - £5,184. Replacement of the lights in the main hall and other rooms.
- Security £51.49 is for minor repairs to the doors.
- Website / Media £220.00: This covers the cost of hosting our website and a contribution of £100.00 towards Compass.

2.3.2 Other expenditure - £13,999.85

Several areas detailed should be offset against income e.g. Christmas event, Piano Man, and village fete etc.

Two of our trustees are continuing to work with our solicitors and the Parish Council to finalise a new lease for the hall.

2.3.2 Grants:

The table below details the grants received during the year along with how the monies were used.

| Income | | | |
|-------------|-------------------------------------|-----------------------------|-------------------|
| Date | Details | Company | Amount |
| 05/09/2024 | Severn Trent Grant | Severn Trent Water | £6,500.00 |
| 12/11/2024 | Acre Grant | Acre | £2,024.00 |
| | | | £8,524.00 |
| Expenditure | | | |
| 08/10/2024 | Circuit Board replacement etc | GEI Electrical Ltd | £2,850.00 |
| 08/10/2024 | Bar Area Lights | GEI Electrical Ltd | £780.00 |
| 31/10/2024 | Entrance hall and kitchen floorings | Advanced Flooring Solutions | £1,680.00 |
| 20/11/2024 | Exit doors to Hall and Kitchen | Severn Valley Windows | £6,714.00 |
| | | | £12,024.00 |
| | | | -£3,500.00 |

2.4 Conclusion for 2024/25 accounts:

The hall has had a very busy year with the committee managing to complete several capital projects which have improved the building. I would like to thank all of the committee members (and their spouses) for their commitment to the hall and for their support and work in the undertaking of these projects, particularly Julie and Derek Gair. I would also like to thank our regular hirers for their understanding and flexibility in accommodating the various works.

The profit and loss account indicates an in-year loss of £4,311.72.

This includes for the capital works as previously mentioned, being undertaken to improve our hall.

2.5 Summary:

So, a busy year with costs being monitored and contained. Capital projects have been executed, in line with our plans and reported upon to the Parish Council and to the community, via our minutes and link officers. Reserves are being used to improve the facility, as agreed.

The role of Treasurer is a busy one. It was my ambition to raise invoices to our regular users monthly. However, the pressures of my own work, other voluntary commitments, and family commitments, have meant that I have not always been able to do this. However, invoices have been raised regularly throughout the year, which reduces the risk of a hirer running up a bill and then not paying. It also improves our cashflow. I am a great advocator of using processes to protect individuals and to improve efficiency. On that basis I continue to explore an online booking system which would automate the process.

Finally, I would like to thank Johan De Wet for the time he has taken to scrutinise these accounts and to support the robust management of the hall's finances.

Alison Elsmore
Treasurer.

3.0 Secretary's Report:

This report is to inform those attending the 2025 AGM, of activities and actions undertaken by the Secretary on behalf of the Weston Village Hall Management Committee during the year April 2024 to March 2025.

3.1. Membership of the Weston Village Hall Management Committee:

We would like to formally thank the people who work to keep Weston Village Hall operating including: -

- Members of the Volunteer Management Committee.
- The spouses of those volunteers
- Our Two Cleaners – Sue and Margaret.
- H Fergus as our social media support.
- Those supporters from our community who support our events and the use of the hall on a regular basis.

3.1.1 Resignations:

During the year there have been no resignations from the committee.

3.1.2 Recruitment:

We are pleased to welcome Jon Maine to the management committee. He has a range of skills to offer, amongst which is the ability to manage the Health and Safety element of the hall management.

1.4 Structure:

The committee is made up of the following roles: -

- | | |
|--|-----------|
| • Chairperson | A Martin |
| • Treasurer | A Elsmore |
| • Secretary | A Elsmore |
| • Bookings Secretary | D Gair |
| • Minutes Secretary | J Gair |
| • Website and Communications | Vacancy |
| (Helen Fergus undertakes social media on behalf of the committee -many thanks Helen) | |
| • Parish Council Representative. | G Wray |
| • Health & Safety Officer | J Maine |

Officers work as a team and support each other whenever necessary. J Gair in particular, has undertaken considerable work on behalf of the committee, to secure grants as detailed in section 8 of the report.

It is anticipated that the existing committee members should be able to continue to run the Village Hall, thus ensuring that it remains open for community use. But the need to recruit additional support remains high.

The committee has the unofficial support of spouses, without which the job would become exceedingly difficult indeed. Their contributions towards the maintenance and running of the hall are immensely valued and appreciated by all.

3.2 Compliance, Cyclical Servicing and Risk Management

During the 2024/25 year the committee continue to work together to ensure that the building operates in a safe compliant manner.

3.2.1 Compliance and Cyclical Servicing:

The Service Level Agreement with Entrust Ltd is working well. The agreement ensures that all necessary servicing is undertaken in a timely manner and by suitable qualified engineers. The monthly Legionella water testing and recording thereof, is undertaken by a qualified engineer, rather than relying upon someone on the committee to do this.

Evidence of servicing is uploaded onto the online management system.

Under the Entrust SLA the hall has access to the Staffordshire County Council approved contractor lists and rates. The committee carry out detailed procurement processes when procuring goods and services for the hall, in line with our Finance Policy. Having access to the approved contractor list has been helpful. However, this did not restrict us from obtaining quotations from other contractors too, whilst being mindful of the risks involved.

Weston Village Hall is a pilot for this scheme and continue to work with Entrust officers in its development.

3.2.2 Risk management:

Risks continue to be identified and managed by the committee.

- The risk of our electrical distribution boards being unable to operate, due to their age, has been alleviated by updating them.
- External electrical connections, for lights etc., have been identified as being non-compliant. These will be replaced with compliant systems in the summer of 2025.

- Financial risks are managed by the Treasurer operating within the financial management policy and procedures, which includes raising invoices on a regular basis, avoiding using cash wherever possible, open and robust financial reports to the committee, online banking and robust procurement processes being followed.

Risk Assessments / Risk Register:

The committee continue to prepare risk assessments for all activities and to work closely with contractors in this area.

Last year the committee asked all regular users of the hall to provide evidence of their risk assessments, which they did – thank you all.

This will be an annual exercise to ensure that the hall’s risk register is relevant.

3.3.0 Insurance: The hall is insured with the appropriate cover with Zurich Insurance until the end of March 2026. Details of the insurance are displayed in the entrance hall.

3.4.0 Policies:

The following policies have been reviewed, or are in the process of review: -

- Finance Management Policy
- Safeguarding Policy.
- Health & Safety Policy,
- Privacy Policy
- Environment Policy
- Equal Opportunities

We will continue to work together to develop and prepare policies and procedures to support the compliant operation of the hall. Support Staffordshire and ACRE provide guidance and knowledge to the committee in this key area.

3.3 Lease Agreement:

The VHMC lease the hall from the Parish Council. The lease was created in 1973 for 60 years. There are now less than 10 years left to run.

Two of our Trustees, Angela Martin and I are working with our Solicitors, Nowell Mellor, to prepare a new lease. This will be based on a Charitable Incorporated Organisation (CIO). We are being guided by our solicitor on this complex journey.

3.4 Support Staffordshire:

We are members of Support Staffordshire, which affords the opportunity to attend networking meetings with other village hall volunteers and also to have access to ACRE and other volunteer groups.

Our officers have attended several networking meetings this year, these sessions provide opportunities to learn how other hall are managed, learn from their experiences. We were able to host the October 24 meeting in our hall and the committee were proud to showcase all that is good about our hall.

3.5 Development Plan:

The 2023 – 2026 Development Plan - see Appendix 1 - is still relevant. The 2025/26 committee will need to review this to reflect the work that has been completed and any new developments to be planned. A copy of the plan will be available at the AGM and upon request.

Alison Elsmore
Secretary

4.0 Grant Officer's Report:

In 2024 the Committee were successful in obtaining two grants – £6,500 from Severn Trent Community Fund and £2,000 from the Platinum Jubilee Fund via ACRE (Action with Communities in Rural England).

These grants enabled us to complete the following projects:

- (i) New flooring in the entrance hall and kitchen
- (ii) Replace and upgrade the external doors in the kitchen and main hall with stronger and more secure aluminium doors
- (iii) The installation of a new 24way distribution board and upgrade the lighting in the bar area

These capital project improvements will mean the Village Hall will continue to be well maintained, safe and fit for purpose. This 2024 investment project will now provide our community with the legacy of a sustainable facility for years to come. One of the conditions of the grants was that an Open Day, showcasing the Village Hall and the improvements that had been undertaken, had to be held. This took place in February 2025 and was a successful event which the community supported. This event was also supported by many of our regular users – table tennis; bowls; FSD Dance; badminton and Pilates for which we were very grateful.

Julie Gair

5.0 Parish Council Link Officer's Report:

Parish Council report to Weston Village Hall AGM April 28th 2025

Prepared by Gail Wray

In my role as a Parish councillor I represent Weston Village Hall Committee and report on the activities associated within the Village Hall.

The Parish council usually meet on the second Tuesday of each month, after which I report back to the village hall committee which tries to meet on the fourth Monday of each month.

These monthly meetings ensure that both the Parish councillors and the Village hall committee members receive up to date information, and also that we maintain a good working relationship, the success of a grant application recently shows positive proof of this. Minutes from the meetings can be viewed on the notice board on the Green for the Parish Council and by the main entrance to the Village Hall, also available on line.

6.0 Website / Social Media / Communications:

We have not been able to recruit a website officer, this remains a concern to the committee as this medium is important to showcase our hall in a positive light.

Helen Fergus has actively been promoting events via her own Facebook page on behalf of the committee. Helen has submitted this report: -

"The Facebook posts were well received for the promotion of the Village Fete last June. Following the suggestion for the children of St. Andrew's School to design posters, I managed to use them all on this platform as well as to laminate and display some around the village. This seemed to be welcomed, and I had lots of comments about this great idea. It was nice to include our village children.

The Facebook posts also had a positive contribution to help on the day. I've continued to promote the Coffee mornings every first and third Monday of the month. I'm not sure what the impact of these posts has been as I haven't had any feedback about it... The Roger Parkes Piano Man evening definitely benefitted from being promoted on social media and was a great event. I had lots of enquiries about the event and could have sold more tickets...."

Issues with our own Facebook page are being resolved with the help of M Willing. Many thanks for both Helen and Matt for your support with this important element of our communication.

We do make good use of the Compass magazine, having a page included every month which details the groups using the hall along with more detailed adverts as appropriate to events.

7.0 Booking Officer's Report:

It's the first winter when the heating thermostats for the hall and entrance/toilets area have been connected the correct way around and this has made it much easier to get the correct heating for each event.

The replacement of the external bar door and now having keys to open and lock the door externally has made it much easier to use this area separately, especially when Wombats are in the hall. As an example, the bar area will be used all day for the election polling station on 2nd May when Wombats are in the main hall. The polling officers will be able to use toilets in the football area.

The hall is still well used by regular users during the week and Yoga lessons have increased this year by an additional evening.

Occasional users are still mainly from outside of Weston. We do get many compliments on the cleanliness, facilities, size of the hall and car park.

The Parish Council agreed to a Stafford Falcons girls' team using the village green for games played on Saturday mornings during the football season. The Village Hall Management Committee supported this initiative by allowing access to our changing rooms and the car park. It was agreed that no charge would be levied in the first year.

Derek Gair
Bookings Officer

8.0 Regular Users' Reports:

Thank you to those representatives who have provided an update on their group or club, these have been included below.

8.1 Easy Steps:

No formal report received.

8.2 Football Club:

No formal report received.

8.3 FSD Dance Group:

FSD is currently hiring Weston Village Hall on Tuesdays and Fridays for weekly dance classes, as well as hosting rehearsals on Saturdays in preparation for our exciting upcoming trip to Disneyland Paris this summer!

We are incredibly thankful for the fantastic facilities at Weston, which continue to support and inspire our young dancers in the local community.

FSD currently has 249 pupils and we're proud to be growing every term!

Thank you for your continued support,

Liv

8.4 Indoor Bowls Group:

The bowls club has a membership of about twenty people. The club provides a very friendly social atmosphere for all those that attend. It helps those with variable abilities / disabilities to improve their confidence in self-esteem. The club as recently invested in a mat storage unit, which has made it a lot easier to roll out the mats and to wind them up at the end of the session.

To sum up, the club is very integrated into the activities of the village hall, and provides support in general throughout the year to make Weston village Hall a proud place to be a member of.

Regards Dave Hadley
Weston bowls club.

8.5 Ladies Monday Badminton Group:

Numbers attending the Monday afternoon session of Badminton have increased and we are able to play nearly every Monday afternoon during the year (apart from some Bank Holidays and whole day bookings).

The ladies are grateful for information that the Committee pass on to them – risk assessments etc.

We still have problems remembering who served last and what the score is – but it all adds to the fun of the afternoon and we still don't take ourselves too seriously.

Angela Martin

8.6 Pilates:

The group are well supported by members. They have their own insurance and complete their own risk assessments.

Happy with the hall over the last year. The heating has been fine and very pleased with the refurbished hall floor.

Lucy Lainton.

8.7 Roger Parkes Vocal Group:

No formal report received.

8.8 WESTON TABLE TENNIS CLUB 2024-25

Weston Table Tennis Club entered three teams into the Stafford TT league during the 2024-25 season which was the same as the previous year.

There is now only one division in the Stafford. However, there was an increase of a further two extra teams from last season. One of the Weston sides lost one of their long-standing members due to him relocating to a different area of the country. Luckily, we were able to replace him with someone who had attended our Tuesday TT sessions and wished to play at a more competitive level. In his first season he has achieved an extremely creditable win average of over 50%. (We

must be doing something right at our Tuesday sessions!) Actually, he is a natural talented player who does excel at a number of different sporting activities.

Once again, our Tuesday TT sessions have been extremely popular and well attended, and we currently have numerous people on our waiting list. (Which I believe the U3A also have.) Opportunities to join don't occur too often and in the past eighteen months or so we have only taken on three new members, two of which actually live in the village. The standard of play continues to remain at a high level and is possibly one of the main reasons people enjoy attending the sessions. It's also rewarding to see players improve and increase their individual skill levels since they first started our sessions.

Our thanks go once again to the Village Hall Committee members and others that may assist in the smooth running of the hall and their constant dedication in the improvement of the venue facilities. Many thanks.

Regards

Steve Gadsby on behalf of Weston TTC

8.9 Thursday Badminton Group:

"The club runs every Thursday from 7.30pm to 9pm. There are twelve members at the moment which is the maximum we can have with one court. We do not have a waiting list at the present time.

It was decided that from the 24-25 season there would be an age limit, and we would not have anyone under the age of 18 years due to the safeguarding policy for children under that age. Effectively this means that a Thursday night is now adults only."

June Munden

8.10 U3A Table Tennis:

"WVH is a pleasant venue for myself and my U3A members to play table tennis. Everything works smoothly especially now that the floor has been resurfaced. We all enjoy our coffee mornings with your community. "

Carol Burnett U3A Group leader.

8.11 Wombats:

"Hi Alison

thank you as always for your ongoing support and committee Karen and myself have completed first aid we currently have 10 children on register and hope to still have 8 in September Most off out children are from the travelling family's which are probably keeping wombats going hoping we will have more enquiries in next couple of months again Karen and I would like to say a huge thank you to you and the village hall committee for their support regards Tina Karen thank you "

Tina Blackman

8.2 Yoga:

No formal report received.

8.3 Thanks:

The Village Hall Management Committee members would like to thank all of our regular hirers for supporting our hall. The hall is for our community, run by volunteers and supported by our community without you the hall would be nothing.

Thank you.

Thank you for reading this report.



DEVELOPMENT PLAN

2024 TO 2027

This Development Plan has been prepared by the Weston Village Hall Trustees and Management Committee to ensure the continued maintenance, compliance and development of this valued resource for the village of Weston, Stafford, Staffordshire.

The following key applies to the plan:-

| Initial | Name | Committee Role |
|----------------|-----------------------|---|
| AM | Angela Martin | Trustee / Chair of Committee / Fund Raising |
| AE | Alison Elsmore | Trustee / Secretary / Treasurer / Regular Lettings |
| DG | Derek Gair | Trustee / Occasional Lettings / Booking Secretary |
| GW | Gail Wray | Trustee / Parish Council Representative |
| JG | Julie Gair | Minutes Secretary |
| JM | Jon Mayne | Health & Safety |

| Ref | Area | Details | Time | Costs | Person |
|------------|-------------|----------------|-------------|--------------|---------------|
|------------|-------------|----------------|-------------|--------------|---------------|

| | | | Line | | Responsible |
|-----------|---------------------|--|----------------|----------|------------------|
| 1. | Strategic | | | | |
| 1.1 | Policies | Develop a robust policy management process | June 2024 | Nil | AM & AE |
| 1.2 | Lease | Organise a new lease for the building with the Parish Council | Summer 2025 | £1300.00 | AM: AE: GW: D |
| 1.3 | Continuity | Prepare succession plan for the longevity of the committee | Ongoing | | All committee |
| 1.4 | Inclusion | Encourage representatives of stakeholders to attend committee meetings | April Annually | | All committee |
| 1.5 | Risk | Develop Risk Register | Summer 2025 | Nil | All committee |
| 1.6 | Safeguarding | Appoint Safeguarding Officer external or internal. | ASAP | TBA | All committee |
| 1.7 | Committee Structure | Review the structure of the committee | April Annually | Nil | All Committee |
| | | | | | |

| Ref | Area | Details | Time Line | Costs | Person Responsible |
|------------|---|---------|----------------|-------|--------------------|
| 2. | Premises | | | | |
| 2.1 | Electric / Lighting | | | | |
| 2.1.1 | Upgrade remaining lighting to LED energy efficient bulbs etc. | | Autumn 2024 | | All Committee |
| 2.1.2 | Replace Electrical Distribution Boards | | Autumn 2024 | | JG / AE |
| 2.1.3 | Upgrade external electrical connections | | Oct 2025 | TBA | AE |
| 2.2 | Entrance Hall | | | | |
| 2.2.1 | Replace the Hard flooring | | Autumn 2024 | | JG |
| 2.2.2 | Replace / refurbish Doors | | Summer 2025 | | JG |
| 2.3 | Roofing | | | | |
| 2.3.1 | Replace all guttering to the building | | Summer 2025 | | AE |
| 2.3.2 | Replace all soffit boards around the building | | Summer 2025 | | AE |
| 2.3.3 | Obtain quotation for the replacement of the roof. | | Summer 2025 | | AM |
| 2.4 | Kitchen | | | | |
| 2.4.1 | Upgrade main kitchen | | 2026 | TBA | TBA |
| 2.5 | Bar Lounge | | | | |
| 2.5.1 | Replace Flooring | | Completed 2024 | | |
| 2.5.2 | Incorporate toilets into the area to enable the lounge to be used whilst the playgroup are using the main hall. | | 2026 | TBA | TBA |
| 2.5.3 | Replace fire doors with more robust doors to act as both fire and entrance | | Completed 2024 | | |

| | | | | |
|-------------|--|----------------|-----|---------------------|
| | doors. | | | |
| 2.5.4 | Replace the black tables | Completed 2024 | | |
| 2.6 | Changing Rooms and Showers | | | |
| 2.6.1 | Upgrade changing rooms and showers – grant project | 2025/6 | TBA | JG + Parish Cncl |
| 2.7 | Main Hall | | | |
| 2.7.1 | Upgrade / replace double doors to hall | Summer 2025 | TBA | JG / AE |
| 2.7.2 | Strip and repolish hall flooring. | Completed 2024 | | |
| 2.7.3 | Replace chairs | Summer 2025 | TBA | GW / AE |
| 2.8 | External Area | | | |
| 2.8.1 | Plant flowers along the fence area. | Summer 2025 | TBA | TBA |
| 2.8.2 | Have designated disables parking bay marked out | Summer 2025 | TBA | TBA |
| 2.8.3 | Obtain formal report of the condition of the car park. | Summer 2025 | TBA | TBA |
| 2.9. | Heating and Hot Water Systems | | | |
| 2.9.1 | Upgrade hot water systems | Completed 2024 | | |
| 2.9.2 | Improve the heating within the bar area | Autumn 2025 | TBA | TBA |
| 2.10 | Toilets | | | |
| 2.10.1 | Upgrade Ladies and Disabled w.c. | 2026 | TBA | TBA |
| 2.10.2 | Upgrade Gents w.c. | 2026 | TBA | TBA |

| Ref | Area | Details | Time Line | Costs | Person Responsible |
|------------|-------------------------------|--|-----------------|-------|--------------------|
| 3.0 | Marketing | | | | |
| 3.1 | | Upgrade external signage | Summer 2025 | TBA | TBA |
| 3.2 | | Website – Update website and maintain up to date. | Asap | Tba | tba |
| | | | | | |
| Ref | Area | Details | Time Line | Costs | Person Responsible |
| 4.0 | Information Technology | | | | |
| 4.1 | | Explore smart screen or projectors and screen - to be sited in bar area / main hall or both to enable presentations to be made. | Autumn 2025 | TBA | TBA |
| Ref | Area | Details | Time Line | Costs | Person Responsible |
| 5.0 | Health & Safety | | | | |
| 5.1 | | Utilise Entrust TAMs system to monitor and manage Compliance and Health & Safety | Ongoing | | All Committee |
| 5.2 | | All users of the hall record checks of the hall before use including; <ul style="list-style-type: none"> • Committee Members • Regular Users • Occasional Users • Cleaners | Asap | | DG |
| 5.3 | | Review Fire Safety Action Plan and Risk Assessment | Annually in May | Nil | JM / AE |
| 5.4 | | Risk Assessments – Update Register of risk assessments from regular users | Annually in May | Nil | AE |



Profit & Loss Account
for Financial year ended to 31st March 2025

| 2023/24 | | 2024/25 | |
|------------------|------------------------------|-------------------------|-------------------------|
| £ | INCOME | | |
| 12,399.02 | Regular Users | 13,643.44 | |
| 5,745.75 | Occasional Users | 6,336.25 | |
| 18,144.77 | Sub total of hiring income | 19,979.69 | 19,979.69 |
| 562.50 | Christmas Fete | 524.67 | |
| 50.00 | Donations | 120.00 | |
| 340.00 | Farm Boy | 0.00 | |
| | Grants | 8524.00 | |
| | Piano Mano | 1602.50 | |
| 442.35 | Soup / Coffee mornings | 1,138.28 | |
| 964.01 | Utilities refund | 0.00 | |
| 4,559.78 | Village Fete | 5,940.53 | |
| 6,918.64 | Sub total Other Income | 17,849.98 | 17,849.98 |
| 861.44 | Interest received | 634.4 | 634.40 |
| <u>25924.85</u> | TOTAL INCOME | | <u>38,464.07</u> |
| | EXPENDITURE | | |
| 50.00 | Auditor | 50.00 | |
| | Bank Charges | 55.65 | |
| 4,780.10 | Cleaning | 5,418.48 | |
| 3,869.71 | Compliance | 2,346.15 | |
| 0 | Equipment | 0.00 | |
| 2,918.82 | Gas & Electric | 3,326.77 | |
| 1,692.90 | Insurance | 3,004.75 | |
| 823.68 | Licenses | 872.11 | |
| 5,874.22 | Maintenance | 11,881.73 | |
| 19.80 | Security | 51.49 | |
| 23.00 | Stationery, Postage etc | 0.00 | |
| 23.10 | Training | 0.00 | |
| 566.35 | Water | 607.59 | |
| 170.00 | Website / Media | 220.00 | |
| 713.63 | Wiifii | 941.22 | |
| <u>21,525.31</u> | Overheads - sub total | <u>28,775.94</u> | |
| 93.45 | Christmas Event | 182.27 | |
| 9,705.39 | Furniture & Equipment | 0.00 | |
| 48.00 | Gifts & Hospitality | 210.00 | |
| | Grant Expenditure | 12,024.00 | |
| 1,200.00 | Legal work for New Lease | 12.60 | |

| | | | |
|-------------------|--|------------------|-------------------|
| | Open Day | 5.45 | |
| | Piano Man | 857.78 | |
| 175.50 | Refunds to occ lettees | 80.00 | |
| 20.00 | Remembrance Wreath | 19.50 | |
| 20.49 | Coffee Mornings | 60.46 | |
| 1,007.73 | Summer Fete | 547.79 | |
| | | 0.00 | |
| <u>12270.56</u> | SUB TOTAL | <u>13,999.85</u> | |
| <u>33795.87</u> | TOTAL EXPENDITURE | 42,775.79 | <u>£42,775.79</u> |
| <u>-£7,871.02</u> | Profit/loss for year ended 31st March | | <u>-£4,311.72</u> |

Balance Sheet

Financial Year ended 31st March 2025

| | 2024 | 2025 |
|--------------------------------------|-----------|------------|
| Fixed Assets | | |
| | 0.00 | 0.00 |
| | 0.00 | 0.00 |
| Current Assets | | |
| Bank Account 1 | 6,305.18 | 10,763.68 |
| Savings Account | 35,984.99 | 26,630.50 |
| Petty Cash | 72.21 | 91.10 |
| | 42,362.38 | 37,485.28 |
| Creditors | | |
| | 0.00 | 0.00 |
| | 0.00 | 0.00 |
| Current Assets / Liabilities | 42,362.38 | £37,485.28 |
| Total Assets less Liabilities | 42,362.38 | £37,485.28 |

Accounts Prepared by;

A M Elsmore – Treasurer; Signed: *A M Elsmore*

Accounts Checked by;

J de Wet Signed: *J de Wet*

Date: 28/4/25



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the
accounts

Report to the trustees

Management Committee of Weston Village Hall

On accounts for the
year ended

| | | |
|---------------|---------|-------------|
| 31 March 2025 | Charity | no (if any) |
| | 504511 | |

Set out on pages

(remember to include the page numbers of additional sheets)

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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
 - the accounts did not accord with the accounting records; or
 - the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.
- 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: J de Wet

Date: 20/04/2025

Name: Johan de Wet

Relevant professional qualification(s) or body (if any): ACCA

Address: 30 Trent Close
Stafford
ST17 9EP

WESTON VILLAGE HALL

England & Wales - Charity number 504511

Accounts



Annual General Meeting

Monday, 22nd April 2024

Annual Report

Contents:

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Chair's Report / Overview of the year:

Chairmans Report – April 2023/24

Once again a lot has been happening during the year at the Village Hall. The Committee have undertaken a number of maintenance and improvement tasks, including:

- Refurbishment of the Bar area including, new flooring and tables in the bar area
- Replacement of our hot water cylinder with a mains fed system
- New fire exit doors in the bar area
- Extensive repairs and upgrading to lighting throughout the hall
- Re-surfacing of the floor in the main hall
- New tables to be used at the fete etc.

As well as yearly maintenance checks on electrics, etc. There are still improvements to be made and this will involve re-visiting our Development Plan to prioritise these.

Many and varied bookings continue to be made and this year we have welcomed a girls under 14 football team who are using the changing room facility of the Village Hall for a training session once a week. A welcome addition to the activities taking place at the Hall – who knows there may be a future Lioness amongst them.

Fundraising continues, with a successful Fete and Christmas Shopping Evening once again being well supported. Further community events taking place in the Hall include a very successful Monday Coffee morning run by members of the Committee on the first Monday of the month and recently a second Coffee morning held on the third Monday of the month and run by a member of our Village community (do come along and enjoy tea, coffee and home-made cake).

Recently, in partnership with the Garrick Theatre in Lichfield a performance of "Farm Boy" took place in the Hall. This proved to be very popular and it is hoped that further, similar events can take place.

Last year's Fete raised much needed funds for the Village Hall (indeed the money raised has paid for the new surfacing of the floor in the main Hall). It was very disappointing however that very few volunteers turned up to help with setting up and packing away of items. This led to much discussion at Committee meetings and it was decided to hold an Open Evening to discuss the future of the Fete. Two meetings were held and volunteers came forward to help which was much appreciated by the Committee. It's not too late to offer your help so please speak with a Committee member.

As mentioned, we are a small Committee and we do feel now that more members are needed to help boost the sterling work that the Committee do. Again, please speak with or contact a Committee member if you can help.

I would like to finish my report by thanking the other Committee members – their commitment, energy and support is truly amazing and they are all an wonderful asset to the Committee and our Village.

Angela Martin,
Chair.

Treasurer's Report

The purpose of this report is to provide the Annual General Meeting of the Management Committee of Weston Village Hall with information concerning the Hall's financial position as at the end of the financial year – 31st March 2024.

The financial report has been prepared by Alison Elsmore, Treasurer.

The Financial records have been independently checked and scrutinised by a qualified accountant in preparation for this AGM.

1.0 Financial Overview:

1.2.1 Profit and Loss Account to 31/03/23 (Fig 1) shows an in year loss of (£7,871.02).

1.2.2 The Balance Sheet for the year (Fig 2) details the hall's assets of £42,362.38.

The financial management of the Village Hall has been operated in line with the Hall's Constitution (March 2021 approved version) and to ensure that the Objects of the Charity are observed.

Extract from the Constitution:

"3. Objects The charity's objects ('the objects') are for the purposes of a village hall for the use of the inhabitants of the Parish of Weston Staffordshire without distinction of sex, sexual orientation, age, disability, nationality, race, political, religious or other opinions, including the use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants. [Nothing in this constitution shall authorise an application of the property of the charity for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and/or section 2 of the Charities Act (Northern Ireland) 2008.]"

Fig 1:

Profit & Loss Account
for Financial year ended to 31st March 2024

| 2022/23 | | 2023/24 | |
|------------------------|---------------------------|------------------|-------------------------|
| £ | INCOME | | |
| 14,013.76 | Regular Users | 12,399.02 | |
| 5,611.25 | Occasional Users | 5,745.75 | |
| 19,625.01 | Subtotal of hiring income | 18,144.77 | 18,144.77 |
| 448.90 | Christmas Fete | 562.50 | |
| 350.95 | Donations | 50.00 | |
| | Farm Boy | 340.00 | |
| 146.00 | Soup / Coffee mornings | 442.35 | |
| 0.00 | Utilities refund | 964.01 | |
| 6,399.22 | Village Fete | 4,559.78 | |
| 7,345.07 | Sub total Other Income | 6,918.64 | 6,918.64 |
| <u>125.40</u> | Interest received | 861.44 | <u>861.44</u> |
| <u>27095.48</u> | TOTAL INCOME | 13,837.28 | <u>25,924.85</u> |

EXPENDITURE

| | | | |
|------------------|--|------------------|-------------------|
| 50.00 | Auditor | 50.00 | |
| 3,930.96 | Cleaning | 4,780.10 | |
| | Compliance | 3,594.94 | |
| | Equipment | | |
| 1,389.05 | Fire Risk Management | 274.77 | |
| 4,036.75 | Gas & Electric | 2,918.82 | |
| 1,584.65 | Insurance | 1,692.90 | |
| 421.46 | Licenses | 823.68 | |
| 8,446.55 | Maintenance | 5,874.22 | |
| | Security | 19.80 | |
| 42.94 | Stationery, Postage etc | 23.00 | |
| | Training | 23.10 | |
| 539.74 | Water | 566.35 | |
| 95.00 | Website / Media | 170.00 | |
| 811.77 | Wi-Fi | 713.63 | |
| 21,348.87 | Overheads - sub total | 21,525.31 | |
| 142.97 | Christmas Event | 93.45 | |
| 463.00 | Furniture & Equipment | 9,705.39 | |
| 34.17 | Gifts & Hospitality | 48.00 | |
| | Legal work for New Lease | 1,200.00 | |
| | Refunds to occ lettees | 175.50 | |
| 19.50 | Remembrance Wreath | 20.00 | |
| 22.89 | Soup Events | 20.49 | |
| 1,293.52 | Village Fete | 1,007.73 | |
| | | 0.00 | |
| 1976.05 | SUB TOTAL | 12,270.56 | |
| 23324.92 | TOTAL EXPENDITURE | 33,795.87 | £33,795.87 |
| £3,770.56 | Profit/loss for year ended 31st March | | -£7,871.02 |

Fig 2.

Balance Sheet

Financial Year ended 31st March 2024

| | 2023 | 2024 |
|--------------------------------------|------------------|------------------|
| Fixed Assets | | |
| | 0.00 | 0.00 |
| | 0.00 | 0.00 |
| Current Assets | | |
| Bank Account 1 | 14,818.14 | 6,305.18 |
| Savings Account | 35,125.40 | 35,984.99 |
| Petty Cash | 291.71 | 72.21 |
| | 50,235.25 | 42,362.38 |
| Creditors | | |
| | 0.00 | 0.00 |
| | 0.00 | 0.00 |
| Current Assets / Liabilities | 50,235.25 | 42,362.38 |
| Total Assets less Liabilities | 50,235.25 | 42,362.38 |

Reviewed by Independent Examiner

| | |
|---------------|------------|
| <i>JDewet</i> | 19/04/2024 |
| Johan DeWet | Date |

Produced by Committee Treasurer

| | |
|-----------------------|------------|
| <i>Alison Elsmore</i> | 18/04/2024 |
| Alison Elsmore | Date |

2.0 Income £25,924.85:

2.1 Hirings £18,144.77:

During the year there has been a reduction in income from the hiring of the hall. We lost a regular hirer which resulted in a reduction of £1,690.00 in this area.

We also lost the Post office from our hall this year. However, the contract with the PO was not straight forward and involved the Martin retail group (McCalls in Hixon) who went into receivership in 2022/23. PWC are handling the bankruptcy and we are on a long list of creditors. We are not expecting to realise the amount outstanding.

By working with the PO and the Hixon supermarket the committee's ambition was to provide a service to our community, the committee charged a low rate to recoup some of the overhead costs only. Therefore the financial impact of the loss of the post office is not huge. However the impact on our village should not be under rated.

The Occasional hirings continue to be popular. Full details of the range of groups and individuals hiring our hall, will be in the Bookings Secretary's report.

2.2 Additional income raised £6,918.64:

Additional income is needed to cover the overhead costs that are required to ensure that the hall operates in safe and compliant manner. This has been provided by various fund raising events and donations, throughout the year. Thank you to all of our supporters for their valuable contributions.

Energy refunds from 2022/23 and during this year are also included in this figure.

2.3 Savings Income - £861.44:

By maximising interest rates being offered by our bankers we have increased the amount of interest being earned on our reserves this year.

3.0 Expenditure - £12,270.56

3.1 Overheads - £21,525.31:

Expenditure on the operating overheads for the village hall remains significant. The committee have been informed, in regular financial reports throughout the year, of the various costs incurred running the hall. The hall is operated in a safe and compliant manner, providing a pleasant space for our community to use.

- **Compliance - £3,594.94:**

This area of the report includes for the servicing of various elements of the hall – gas boilers, acoustic wall, etc. It also includes the annual charge for the Entrust compliance monitoring and records system "TAMS" upon which all "evidence" of the servicing and maintenance of the hall is maintained.

This year the committee agreed to engage HSL to carry out the monthly legionella water checks, rather than a volunteer undergoing these actions, as this is a genuine overhead of the hall and is unreasonable to expect an already stretched committee to have to do.

3.2 Other expenditure - £12,270.56:

Several areas detailed should be offset against income e.g. Christmas event and village fete etc.

This year the trustees are negotiating a **new lease** for the hall. To this end we are working with a solicitor and an initial charge of **£1,200.00** has been paid.

Furniture and equipment has been purchased during the year **£9,705.39**. These purchases were in line with the development plan or as needed during the year, and included: -

- New Tables for the fete
- New flooring in the bar area
- New tables for the bar area
- New external door from the bar area
- New blinds in the hall – **paid for by the Indoor Bowls Group – Thank you so much.**

4.0 Conclusion for 2023/24 accounts:

The hall has had a very busy year with the committee managing to complete several capital projects which have improved the building. I would like to thank all of the committee members (and their spouses) for their commitment to the hall and for their support and work in the undertaking of these projects, particularly Julie and Derek Gair. I would also like to thank our regular hirers for their understanding and flexibility in accommodating the various works.

The profit and loss account indicates an in year loss of £7,871.02.

This includes for the capital works as previously mentioned and the additional cost of the legal work for the new lease – totalling in the region of £13,800 . Without these additional costs the hall would have had an in year profit of £5,929.00. However, we are aware that the overhead costs for our hall are rising and will continue to rise e.g. utility costs.

5.0 Increase in Hire Charges:

The committee have scrutinised the 2024/25 budget for the overhead element of our hall and agreed that we will need to increase our hiring charges to enable the hall to operate within budget. The charges have not been reviewed for three years and the committee reluctantly had to conclude that they would need to be increased from September 2024, thus giving 6 months’ notice to our users.

The committee explored various options and agreed the following hourly charges which will take effect from 1st September 2024: -

| Type | Hourly charge - From | Hourly charge To | With effect from |
|------------------------------------|-------------------------|---------------------|---------------------|
| Regular users, community groups | £6.50 | £7.00 | 01/09/2024 |
| Regular users, businesses | £12.00 | £12.50 | 01/09/2024 |
| Occasional Hirings | £20.00 | £21.00 | 01/09/2024 |
| Weekend Rate | £195.00 | £200.00 | 01/09/2024 |

5.0 Summary:

So a busy year with costs being monitored and contained. Additional expenses have been made - e.g. increased cleaning- and managed. Capital projects have been executed, in line with our plans and reported upon to the Parish Council and to the community, via our minutes. Reserves are being utilised to improve the facility, as agreed.

The role of Treasurer is a busy one. It was my ambition to raise invoices to our regular users on a monthly basis. However, the pressures of my own work, other voluntary commitments and family commitments, including Stanley the dog!, have meant that I have not been able to do this. However, invoices have been raised regularly throughout the year, which reduces the risk of a hirer running up a bill and then not paying. It also improves our cashflow. I am a great advocator of using processes to protect individuals and to improve efficiency. On that basis I am exploring the option to use a booking system which will produce invoices too!

Finally I would like to thank Johan De Wet for the time he has taken to scrutinise these accounts and to support the robust management of the hall's finances.

Alison Elsmore

Treasurer.

Secretary's Report:

This report is to inform those attending the 2024 AGM, of activities and actions undertaken by the Secretary on behalf of the Weston Village Hall Management Committee during the year April 2023 to March 2024. The report has been prepared by Alison Elsmore.

1.0 Membership of the Weston Village Hall Management Committee:

We would like to formally thank the people who work to keep Weston Village Hall operating including:-

- Members of the Volunteer Management Committee;
- The spouses of those volunteers
- Our Two Cleaners – Sue and Margaret.
- Those supporters from our community who support our events and the use of the hall on a regular basis.

1.1 Resignations:

During the year Hamant Patel, who had been volunteering as our Website Officer, stood down. He has moved from the village and we thank him, for his work and wish him all the very best for the future.

1.2 Recruitment:

We were unable to recruit any new members to the committee during this year. However, Irene Winter and Hilary Hart have been working with Julie Gair and myself on applications for funding – we thank them for their support.

1.4 Structure:

The committee is made up of the following roles: -

- Chairperson
- Treasurer
- Secretary
- Bookings Secretary
- Minutes Secretary
- Website and Communications
- Parish Council Representative.

It is anticipated that the existing committee members should be able to continue to run the Village Hall, thus ensuring that it remains open for community use. But the need to recruit additional support remains high.

The committee has the unofficial support of spouses, without which the job would become very difficult indeed. Their contributions towards the maintenance and running of the hall are immensely valued and appreciated by all.

2.0 Compliance, Cyclical Servicing and Risk Management

During the 2023/24 year the committee continue to work together to ensure that the building operates in a safe compliant manner.

2.1 Compliance and Cyclical Servicing:

The Service Level Agreement with Entrust Ltd is working well. The agreement ensures that all necessary servicing is undertaken in a timely manner and by suitable qualified engineers. The monthly Legionella water testing and recording thereof, is undertaken by a qualified engineer, rather than relying upon someone on the committee to do this.

Evidence of servicing is uploaded onto the online management system.

Under the Entrust SLA the hall has access to the Staffordshire County Council approved contractor lists and rates. The committee carry out detailed procurement processes when procuring goods and services for the hall, in line with our Finance Policy. Having access to the approved contractor list has been helpful. However this did not restrict us from obtaining quotations from other contractors too, whilst being mindful of the risks involved.

2.2 Risk management:

Risks continue to be identified and managed by the committee.

- Health & Safety/ Compliance risks were identified during legionella checks. Work has been undertaken to address these risks primarily the replacement of the hot water cylinder with a mains fed cylinder. This does away with the risk posed by water in storage, the water tank which was sited on the wall in the main hall, has now been removed. There was a considerable amount of work undertaken to re-pipe the hot water supplies to the kitchen and toilet sinks.
- External lighting has been replaced to alleviate car park usage risk.
- The external door to the bar area has been replaced with a more robust door which can be used as an external door whilst remaining as an evacuation door.
- Financial risks are managed by the Treasurer operating within the financial management policy and procedures, which includes raising invoices on a regular basis, avoiding using cash wherever possible, open and robust financial reports to the committee, on line banking and robust procurement processes being followed.

Risk Assessments / Risk Register:

The committee do complete risk assessments for their activities. The committee have asked all regular users to provide a copy of their risk assessments and will provide assistance, if required, in creating these.

The committee continues to work upon the creation of a formal risk register.

3.0 Insurance: The hall is insured appropriately with Alliance Westminster until the end of Match year. A procurement exercise was undertaken with the result that the hall is now insured with Zurich Insurance from the 1st April 2024 for a three year period.

4.0 Policies:

The following policies have been reviewed, or are in the process of review:-

- Finance Management Policy
- Safeguarding Policy;
- Health & Safety Policy,
- Privacy Policy
- Environment Policy
- Equal Opportunities

We will continue to work together to develop and prepare policies and procedures to support the compliant operation of the hall. Support Staffordshire and ACRE provide guidance and knowledge to the committee in this important area.

5.0 Lease Agreement:

The VHMC lease the hall from the Parish Council. The lease was created in 1973 for 60 years. There are now less than 10 years left to run.

Two of our Trustees, Angela Martin and myself are working with our Solicitors, Nowell Mellor, to prepare a new lease. This will be on the basis of a Charitable Incorporated Organisation (CIO). We are being guided by our solicitor on this complex journey.

6.0 Support Staffordshire:

We are members of Support Staffordshire, which affords the opportunity to attend networking meetings with other village hall volunteers and also to have access to ACRE and other volunteer groups.

Our officers have attended several networking meetings this year. It has been good to liaise with other management committees, compare what we are all doing and to share good practice. We have made several useful contacts for services and continue to explore others e.g. Solar Heating and Finance / Booking packages. The recent staging of "Farm Boy" from the Lichfield Garrick Theatre was as a result on one of these meetings.

The organisers of these networking groups are interested in our experiences with Entrust Ltd and may ask us to share these at a future meeting.

7.0 Development Plan:

The 2023 – 2026 Development Plan is still relevant. The 2024/25 committee will need to review this to reflect the work that has been completed and any new developments to be planned.

Some of the items that have been completed in 2023/24 are:-

- ❖ Lighting upgraded to LED
- ❖ Report of the state of the roof has been obtained
- ❖ The Bar area has had new flooring, tables and external door.
- ❖ The hall floor has been stripped and repolished / sealed.
- ❖ The hot water provision has been updated to a mains fed system.
- ❖ A fundraising committee has been established.
- ❖ Action plans have been completed for water safety and fire safety

8.0 HS2 / Grant Application Team:

During the year a sub group was formed to apply for significant funding to enable the refurbishment of our changing rooms, the play area off the main hall which is used by our playgroup's children and the installation of solar. Julie Gair co-ordinated the group which included Irene Winter (former committee member); Hilary Hart (Parish Councillor) and myself with my Treasurer hat on.

A considerable amount of work was undertaken to pull together the bid. I would like to take this opportunity to thank all concerned for their time, effort and enthusiasm working on this project. Also to thank all of the groups that use the hall for their contributions too.

Unfortunately the government stopped the HS2 project. Which meant that the bid was no longer viable. However, much of the work that was undertaken will be relevant for other grant applications. Julie and Hilary continue to look for other opportunities to obtain funding and to continue with the development of our hall.

We all look forward to working with them on future projects.

9.0 Parish Council:

During the year we have met with the Parish Council to consider the situation with regards to our Lease. From those meetings we have agreed to take the lead on this matter and to work with our own solicitor in creating a new lease with the Parish Council.

We are fortunate to have two of our committee members who are also members of the Parish Council. Gail is the formal PC representative with Julie also being a member of both groups.

The work undertaken for the grant application is an example of the two organisations working together well. Another example of this is the Christmas Fair which was a successful joint event and we appreciate the work and support provided by the Parish Council Officers.

Gail will update further in her Parish Council report.

10.0 Website:

Losing "H" from our committee during the year was a blow. He did an excellent job maintaining our window on the world – our website.

Julie is now exploring how to manage this facility and will provide more details in her report.

11.0 Thanks:

I would like to take this opportunity to thank the committee members for their work over the past year in the running of our hall. Derek for his work on Bookings. Julie for taking succinct minutes of our meetings and for her work on capital projects and grant applications. Gail for her work liaising between the Parish Council and ourselves and for her practical support and of course Angela for pulling us all together whilst “encouraging” none committee members to help too!

Our team of spouses – without whose help we would really struggle!

Our fabulous cleaners, who cope with all that we ask of them and always with a smile and a “can do” attitude.

Our regular hirers for supporting our hall. Our hall is for our community, run by volunteers and supported by our community without you the hall would be nothing. Thank you.

On behalf of the committee I would like to formally thank the Indoor Bowls group for their generosity in paying for the new blinds in our hall – thank you so much.

The Parish Council for your commitment to the continued success of our hall.

I ask the meeting to accept this report.

Alison Elsmore

Secretary

Website and Social Media Report:

No formal report received in time for this report, a report will be provided at the meeting.

Booking Officer's Report:

Booking report 2024 AGM

It's been the first winter when the heating thermostats for the hall and entrance/toilets area have been connected the correct way around and this have made it much easier to get the correct heating for each event.

The replacement of the external bar door and now having keys to open and lock the door externally has made it much easier to use this area separately, especially when Wombats are in the hall. As an example, the bar area will be used all day for the election polling station on 2nd May when Wombats are in the main hall. The polling officers with be able to use toilets in the football area.

The hall is still well used by regular users during the week and Yoga lessons have this year increased by an additional evening.

Occasional users are still mainly from outside of Weston. We do get many compliments on the cleanliness, facilities, size of the hall and car park.

The parish council agree to a Stafford Falcons girls' team using our changing rooms and the car park for games played on Saturday mornings during the football season.

Derek Gair
Bookings Officer

Parish Council representative's Report:

Report from the Parish council representative
April 22nd 2024

The Parish Council for Weston and Gayton meet on the second Tuesday of the month and the as the representative I report on activities associated with Weston Village Hall. These monthly meetings ensure that both the Parish councillors and Village Hall committee members receive up to date information, and also helps maintain a good working relationship.

One of the main issues in 2023 has been the renewal/ extension of the Weston Village Hall lease which will enable the Village Hall to apply for grants to update the building facilities in certain areas. Items discussed at the PCC meetings can be viewed on the Village notice board and on line.

Gail Wray
Parish Councillor

Regular User Reports:

Thank you to those representatives who have provided an update on their group or club, these have been included below.

We look forward to seeing you at our AGM on Monday 22nd April and to working with you for another year.

Easy Steps:

No formal report received.

Football Club:

No formal report received.

FSD Dance Group:

No formal report received.

Indoor Bowls Group:

“There is currently a core membership of 20 people, which is considered to be the maximum at any given time for bowling to be played smoothly. Any additional people who wish to join can be put on a waiting list until a vacancy occurs.

The bowls club is well supported and provides a friendly atmosphere for those attending.

In the past year the club has contributed financial support to the [following.eg.](#) monthly donations to “ Air Ambulance , and also funded the new blinds for the top windows in the hall.

The bowls club is very keen to play its part in providing support as appropriate to give the community of “Weston Village” a hall to be proud of.”

Kind Regards

David Hadley

Weston indoor Bowls Representative.

Monday Badminton Group:

No formal report received.

Pilates:

The group are well supported by members. They have their own insurance and complete their own risk assessments.

Happy with the hall over the last year. The heating has been fine and very pleased with the refurbished hall floor.

Lucy Lainton.

Roger Parkes Vocal Group:

No formal report received.

Table Tennis Club:

During the TT season 2023-24, Weston TTC entered three teams into the local Stafford Table Tennis League, which was an increase on the two teams entered in the previous season. We remain extremely hopeful that we will be able to maintain this number for season 2024-25.

The good news is that now there is only one division, no team gets relegated. However, none of the Weston teams actually finished at the bottom and they all enjoyed playing at a competitive level throughout the season.

After a summer break, our Tuesday evening TT sessions recommenced in early September and as in recent years we hope to continue well into the summer months even with competition from the Men's Euro football tournament taking place during this period.

The Tuesday sessions have been very popular and well attended throughout this time and the current standard of play is probably at the highest level it's ever been. The pleasing aspect is that all of the more experienced players are happy to pass on any expertise they may have to help improve the quality of play to any newcomers to the sport. Indeed so successful are these sessions that for the first time ever, we now have a short waiting list of people who wish to attend and join us. I am always aware that this situation can swiftly change. However, long may it continue.

May I conclude with once again, a big thank you to the Village Hall Committee members and any others who help all of us that use the facility in the pursuit and enjoyment of our relevant hobbies, sports and interests. Many thanks

Regards to all

Steve Gadsby on behalf of Weston TTC

Thursday Badminton Group:

"The badminton club has had a good year with a steady number of players each evening. We play from 7.30pm till 9.00pm on a Thursday for most of the year. The club hopes to keep the fees down to £2 for each session and the first session free but this will have to be reviewed if the cost of the hall rental goes up this year. The risk assessment form was updated this year.

It has been decided that from this year the club will be for adult players with experience and there will be no one under the age of 18yrs. This is due to the fact that an adult in the club would have to do a DBS check and a safe guarding course for the club to have players' under18yrs."

June Munden

U3A Table Tennis :

*“WVH is a pleasant venue for myself and my U3A members to play table tennis
Everything works smoothly especially now that the floor has been resurfaced.
We all enjoy our coffee mornings with your community. “*

Carol Burnett U3A Group leader.

Wombats :

“Hi Alison I would like start by saying thank you to Bob and Tony for repairing wombats shed it is very much appreciated and Derick for also helping out with heating etc. and Julie for their hard work and also yourself with HS2 project and hopefully we may get play area updated.

Wombats has 14 children on registration 11 full time 3 part time we are two members of staff . We have with had Ofsted in July 2023 which happy to say received “good provider “ which is great.

we have insurance with pre-school learning alliance.

Karen and myself would like to say a huge thank you for your support.

We are into our 57th year and hope to carry on thank you again”

Tina Blackman

Yoga:

No formal report received.

Thank you for reading this report.



Charity No. 504511

Profit & Loss Account
for Financial year ended to 31st March 2024

| 2022/23 | | 2023/24 | |
|-----------------|---------------------------|------------------|------------------|
| £ | INCOME | | |
| 14,013.76 | Regular Users | 12,399.02 | |
| 5,611.25 | Occasional Users | 5,745.75 | |
| 19,625.01 | Subtotal of hiring income | 18,144.77 | 18,144.77 |
| 448.90 | Christmas Fete | 562.50 | |
| 350.95 | Donations | 50.00 | |
| | Farm Boy | 340.00 | |
| 146.00 | Soup / Coffee mornings | 442.35 | |
| 0.00 | Utilities refund | 964.01 | |
| 6,399.22 | Village Fete | 4,559.78 | |
| 7,345.07 | Sub total Other Income | 6,918.64 | 6,918.64 |
| 125.40 | Interest received | 861.44 | 861.44 |
| 27095.48 | TOTAL INCOME | 13,837.28 | 25,924.85 |



Charity No. 504511

EXPENDITURE

| | | | |
|------------------|--|------------------|-------------------|
| 50.00 | Auditor | 50.00 | |
| 3,930.96 | Cleaning | 4,780.10 | |
| | Compliance | 3,594.94 | |
| | Equipment | | |
| 1,389.05 | Fire Risk Management | 274.77 | |
| 4,036.75 | Gas & Electric | 2,918.82 | |
| 1,584.65 | Insurance | 1,692.90 | |
| 421.46 | Licenses | 823.68 | |
| 8,446.55 | Maintenance | 5,874.22 | |
| | Security | 19.80 | |
| 42.94 | Stationery, Postage etc | 23.00 | |
| | Training | 23.10 | |
| 539.74 | Water | 566.35 | |
| 95.00 | Website / Media | 170.00 | |
| 811.77 | Wi-Fi | 713.63 | |
| 21,348.87 | Overheads - sub total | 21,525.31 | |
| 142.97 | Christmas Event | 93.45 | |
| 463.00 | Furniture & Equipment | 9,705.39 | |
| 34.17 | Gifts & Hospitality | 48.00 | |
| | Legal work for New Lease | 1,200.00 | |
| | Refunds to occ lettees | 175.50 | |
| 19.50 | Remembrance Wreath | 20.00 | |
| 22.89 | Soup Events | 20.49 | |
| 1,293.52 | Village Fete | 1,007.73 | |
| | | 0.00 | |
| 1976.05 | SUB TOTAL | 12,270.56 | |
| 23324.92 | TOTAL EXPENDITURE | 33,795.87 | £33,795.87 |
| £3,770.56 | Profit/loss for year ended 31st March | | -£7,871.02 |



Charity No. 504511
Balance Sheet

Financial Year ended 31st March 2024

| | 2023 | 2024 |
|--------------------------------------|------------------|------------------|
| Fixed Assets | | |
| | 0.00 | 0.00 |
| | 0.00 | 0.00 |
| Current Assets | | |
| Bank Account 1 | 14,818.14 | 6,305.18 |
| Savings Account | 35,125.40 | 35,984.99 |
| Petty Cash | 291.71 | 72.21 |
| | 50,235.25 | 42,362.38 |
| Creditors | | |
| | 0.00 | 0.00 |
| | 0.00 | 0.00 |
| Current Assets / Liabilities | 50,235.25 | 42,362.38 |
| Total Assets less Liabilities | 50,235.25 | 42,362.38 |

Reviewed by Independent Examiner

J Dewet 19/04/2024
Johan DeWet Date

Produced by Committee Treasurer

Alison Elsmore 18/04/2024
Alison Elsmore Date



Section A

Independent Examiner's Report

Report to the trustees

Weston Village Hall

**On accounts for the year
ended**

31 March 2024

**Charity no
(if any)**

504511

Set out on pages

(remember to include the page numbers of additional sheets)

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2024.

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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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: JdeWet

Date: 19/04/2024

Name: Johan de Wet

**Relevant professional
qualification(s) or body
(if any):**

ACCA

Address:

32 Trenchard Avenue

Stafford

ST16 3QB

WESTON VILLAGE HALL

England & Wales - Charity number 504511

Accounts



Balance Sheet

Financial Year ended 31st March 2023

| | 2022 | 2023 |
|--|-----------|-----------|
| Fixed Assets | | |
| Current Assets | 31,464.69 | 14,818.14 |
| Bank Account 1 | | |
| Bank Account 2 | 15,000.00 | 0.00 |
| Savings Account | | |
| Petty Cash | | |
| Current Assets less Liabilities | 46,464.69 | 50,235.25 |
| Creditors | | |
| 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 |
| Current Assets / Liabilities | 46,464.69 | 50,235.25 |
| Total Assets less Liabilities | 46,464.69 | 50,235.25 |

Reviewed by Independent Examiner:

[Signature]

22/05/2023

Johan de Wet

Produced by Treasurer, Alison Clonore. 10/05/23.
 Alison Clonore



Profit & Loss Account

for Financial year ended 31st March 2023

| | 2021/22 | 2022/23 |
|--|-------------------|------------------|
| INCOME | | |
| Regular Users | 7,477.75 | 14,013.76 |
| Occasional Users | 2,873.50 | 5,611.25 |
| Sub total of hiring income | 520.32 | 19,625.01 |
| Christmas Fete | | 448.90 |
| Donations | 20869.21 | 350.95 |
| Grants | 230.00 | 0 |
| Outdoor Market | 354.19 | 0.00 |
| Refund from utilities | | 146.00 |
| Soup Events | 0.00 | 6,399.22 |
| Village Fete | | 7,345.07 |
| Sub Total Other Income | | 125.4 |
| Interest received | | 27,095.48 |
| TOTAL INCOME | 21973.72 | 27,095.48 |
| EXPENDITURE | | |
| Auditor | 50.00 | 50.00 |
| Cleaning | 2,483.76 | 3,930.96 |
| Equipment | 1,655.10 | 463.00 |
| Fire Risk Management | 2,249.16 | 1,389.05 |
| Gas & Electric | 1,508.33 | 4,036.75 |
| Insurance | 416.10 | 1,584.65 |
| Licenses | 2,035.02 | 421.46 |
| Maintenance | 10.59 | 8,446.55 |
| Stationery, Postage etc | 428.48 | 42.94 |
| Water | 95.00 | 539.74 |
| Website | | 95.00 |
| Wifi!!! | | 811.77 |
| Overheads - sub total | 10,881.54 | 21,811.87 |
| Christmas Event | 144.33 | 142.97 |
| Gifts & Hospitality | 24.70 | 34.17 |
| Remembrance Wreath | 14.50 | 19.50 |
| Soup Events | 0.00 | 22.89 |
| Village Fete | 0.00 | 1,293.52 |
| SUB TOTAL | 183.53 | 1,513.05 |
| TOTAL EXPENDITURE | 11065.07 | 23,324.92 |
| Profit/loss for year ended 31st March | £10,908.65 | £3,770.56 |

WESTON VILLAGE HALL

England & Wales - Charity number 504511

Accounts



Weston Village Hall, Stafford

Trustees' Annual Report and Accounts 2021 / 2022:



Weston Village Hall Trustees' annual report for 2021 / 2022

| From | Period start date | | | To | Period end date | | |
|------|-------------------|--------------|-------------|----|-----------------|--------------|-------------|
| | 01 | April | 2021 | | 31 | March | 2022 |

Reference and administration details

| | | |
|---|-------------------------|----------|
| Charity name | Weston Village Hall | |
| Other names charity is known by | Not Applicable | |
| Registered charity number (if any) | 504511 | |
| Charly's principal address | Weston Village Hall | |
| | Green Road, WESTON | |
| | Stafford, Staffordshire | |
| | Postcode | ST18 0JQ |

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) |
|-------------------|------------------------|-----------------------------------|---|
| Angela Martin | Chair Person | n/a | n/a |
| Alison Elsmore | Secretary | n/a | n/a |
| Irene Winter | Treasurer | n/a | n/a |
| Derek Gair | | n/a | n/a |
| Francis Gail Wray | Parish Council Officer | n/a | n/a |
| | | | |
| | | | |
| | | | |

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

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| n/a | n/a |
| | |
| | |

Names and addresses of advisors (Optional information)

| Type of advisor | Name | Address |
|-----------------|------|---------|
| n/a | n/a | n/a |
| | | |
| | | |
| | | |

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

n/a

Structure, governance and management

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | <i>Constitution adopted 23rd March 2021</i> |
| How the charity is constituted (eg. trust, association, company) | <i>Unincorporated association</i> |
| Trustee selection methods (eg. appointed by, elected by) | Trustees are appointed or reappointed annually at the Annual General Meeting held in April. |

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

- New Trustees receive an induction pack including; A welcome letter; Information about the Charities Commission – "The Essential Trustee and What They Need to Know"; a copy of the Constitution; the Privacy Policy; data collection sheet; Trustee Statement of Eligibility and the Trustees policy and procedures.
- The Trustees / Management Committee meet on the fourth Tuesday of each month and as required.
- They also meet with the Parish Council - the owner of the land - twice a year.
- They meet with Stakeholders at the AGM or as necessary.
- Approved Policies Include:-
Financial Policy; Safeguarding Policy; Health & Safety Policy; Privacy Policy; Equal Opportunities Policy.

Objectives and activities

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

The charity's objects ('the objects') are for the purposes of a village hall for the use of the inhabitants of the Parish of Weston Staffordshire without distinction of sex, sexual orientation, age, disability, nationality, race, political, religious or other opinions, including the use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

Summary of the main activities undertaken for the public benefit in relation to these objects

- To provide a safe and compliant facility for local groups and individuals to use.
- The hall is used by groups which cover a range of age groups including; pre-school nursery; Yoga classes; Pilates classes; Art classes; Singing groups; Bowls groups; Badminton groups; Table Tennis clubs; Football Clubs; Church groups; Keep fit dance group; Children's dance group; Parish Council meetings. Many groups suspended their meetings during the year due to Covid restrictions.
- The hall hosts a twice weekly post office facility for the community.
- The hall has a volunteer run library for community use.
- During a brief period, a market was hosted on the car park during lockdown to provide provisions to the community in a covid secure manner.
- The Committee also organise two significant fund raising events – the Village Summer Fete and the Christmas Lights Event. However, due to Covid the summer fete did not take place in 2021.

Achievements and performance

We are grateful to the many hours provided by volunteer trustees and their spouses, to ensure that the hall is managed in a proficient manner. We are also very grateful to the volunteers who support the fund raising events with hands on work and enthusiasm.

Summary of the main achievements of the charity during the year.

Due to the impact of Covid restrictions the regular user groups used the hall less than normal.

However the Hall benefitted from £20,869 of Covid grants to offset this reduction.

Over the summer a weekly food market was held on the car park for a period during the lock down, in a covid secure manner.

The Christmas light switch on / market was very popular with the community.

The hall hosts a twice weekly post office facility for the community.

A Book lending library was organised and run by volunteers for community use.

During the period of low usage, maintenance work was undertaken to improve the hall including having the hall professionally decorated throughout; electrical maintenance etc.

Financial review

Brief statement of the charity's policy on reserves

The Charity has £46,464. In two bank accounts. £15,000. Has been moved to a separated account to reduce risk. The remaining £31,464 is in the working account and will be utilised in line with the Village Hall Development Plan to continue to maintain and improve the facility.

Details of any funds materially in deficit

Not applicable

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.

Other optional information

Future Plans

The Committee wish to continue to develop the hall by installing Wi-Fi and making repairs to the car park; all flooring areas to be replaced or refurbished; the toilets to be updated and the kitchen to be replaced.

Declaration

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

Signed on behalf of the charity's trustees

| | | |
|--|----------------|--|
| Signature(s) | <i>AMartin</i> | |
| Full name(s) | | |
| Position (eg secretary, chair, etc) | Angela Martin | |
| | Chair Person | |

Date 15th December 2022

Independent examiner's report on the accounts



Charity Registration Number 504511

Report to the trustees/ members of

| | |
|---------------------------------------|-----------------------------|
| On accounts for the year ended | 31 st March 2022 |
| Set out on pages | 10 to 12 |

Responsibilities and basis of report

I report to the trustees on my examination of the accounts for the year ended 31 March 2022.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

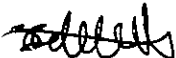
I report in respect of my examination of the Trust's accounts carried out under s145 of the Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under s145(5)(b) of the Act.

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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 19 / 12 / 2022

Name: Johan de Wet

Relevant professional qualification(s) or body (if any): FCCA

Address: 32 Trenchard Avenue, Stafford, ST16 3QB

Disclosure section

Only complete if the examiner

needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the user to provide details as requested in the text above.



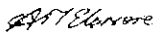
Receipts and payments accounts

| | | | |
|----------------|------------|----|------------|
| for the period | 01/04/2021 | To | 31/03/2022 |
|----------------|------------|----|------------|

| Section A Receipts and Payments | | | | | |
|--|-------------------------------------|-----------------------------------|----------------------------------|------------------------------|----------------------------|
| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last Year to the nearest £ |
| A1 Receipts | | | | | |
| Events | £585.00 | | | £585.00 | £75.00 |
| Hire of Hall | £10,351.00 | | | £10,351.00 | £6,467.00 |
| Grants | £20,869.00 | | | £20,869.00 | £10,000.00 |
| Sub Total | £31,805.00 | £0.00 | £0.00 | £31,805.00 | £16,542.00 |
| A2 Asset and Investments Sales etc. | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Receipts | £31,805.00 | £0.00 | £0.00 | £31,805.00 | £16,542.00 |

| | | | | | |
|-----------------------------------|-------------------|--------------|--------------|-------------------|--------------------|
| A3 Payments | | | | | |
| Water | £428.00 | £0.00 | £0.00 | £428.00 | £335.00 |
| Electricity & Gas | £1,895.00 | £0.00 | £0.00 | £1,895.00 | £2,298.00 |
| Insurance | £1,508.00 | £0.00 | £0.00 | £1,508.00 | £1,528.00 |
| Cleaners | £2,273.00 | £0.00 | £0.00 | £2,273.00 | £2,780.00 |
| Repairs & Maintenance | £4,046.00 | £0.00 | £0.00 | £4,046.00 | £1,910.00 |
| Improvements | £0.00 | £0.00 | £0.00 | £0.00 | £19,270.00 |
| Licenses | £395.00 | £0.00 | £0.00 | £395.00 | £395.00 |
| | | | | | |
| Sub- total | £10,545.00 | £0.00 | £0.00 | £10,545.00 | £28,516.00 |
| | | | | | |
| A4 Asset & investment purchases | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | | | | | |
| Total payments | £10,545.00 | £0.00 | £0.00 | £10,545.00 | £28,516.00 |
| | | | | | |
| Net of receipts / payments | £21,260.00 | £0.00 | £0.00 | £21,260.00 | -£11,974.00 |

Section B Statement of Assets and Liabilities at the end of the period

| B1 Cash Funds | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ |
|--|---|--|---|
| Cash at Bank a/c 00416658 a/c 00990877 | £31,465.00 £15,000.00 | £0.00 £0.00 | £0.00 £0.00 |
| Total Cash Funds | £46,465.00 | £0.00 | £0.00 |
| B2 Other Monetary Assets | £0.00 | £0.00 | £0.00 |
| B3 Investment Assets | £0.00 | £0.00 | £0.00 |
| B4 Assets retained for the charity's own use. | £0.00 | £0.00 | £0.00 |
| B5 Liabilities | £0.00 | £0.00 | £0.00 |
| Signed on behalf of the Trustees |  | | Allison Elsmore Treasurer |