

SHUTTINGTON & ALVECOTE PARISH HALL
Main Road, Shuttington, Nr Tamworth B79 0NA
Registered Charity No: 523000

TRUSTEES REPORT JUNE 2024



Trustees and Committee Members as at 30th May 2024

J Tattersall – Trustee
B Frost – Trustee
A Hall – Trustee
S Hall – Trustee
A White – Trustee

S Hall – Chair
B Frost – Vice Chair
M Frost – Bookings Secretary
G Barber – Committee Member
S Beck – Committee Member
J Cooper – Committee Member

A Allsopp – Secretary & Treasurer
Email Contact – saparishh@gmail.com

Bookings telephone number 07977 938101
Information can be found at [www.shuttington-alvecote .org.uk](http://www.shuttington-alvecote.org.uk)

Legal Status

Shuttington & Alvecote Parish Hall held its first AGM in April 1949 with 30 Committee Members and 4 Trustees were appointed. With the Conveyance and purchase of the first piece of land on 28th October 1950 the Hall was registered with the Charity Commission under number 523000 with the operating name of Shuttington & Alvecote Parish Hall Committee.

Land and Building

The original piece of land purchased in 1950 was not deemed adequate and sold back to Tamworth Rural District Council for a profit in 1964.

In 1988 Shuttington Parish Council gifted a plot of land which was part of their newly acquired Playing Field, for the purpose of building a Parish Hall, and the initial building was opened by the Mayor in January 1989. Then began the work on the interior, predominantly by volunteers.

In 1997 an additional piece of land was transferred to the Parish Hall by Shuttington Parish Council, at the rear of the original building, in order to build changing rooms and toilets for the football teams and spectators using the Playing Field. This area also incorporated a small meeting room, toilets and a storage area.

In 2017 we received a generous donation from Statfold Barn which enabled the repainting of the Main Hall.

In 2018 £42,000 Biffa funding enabled all the windows to be replaced, a new boiler, the heating system upgraded, the roof insulated and all lighting made energy efficient.

In 2019 Big Lottery funding enabled the meeting room to be refurbished into a cosy and inviting area, incorporating a sink and kitchen unit offering a tea making facility independent of the main kitchen area.

In 2021 Big Lottery funding enabled the rather, tired kitchen, to be upgraded to make it a Covid secure area.

In 2021 a further strip of land was transferred to the Parish Hall for the purpose of opening a side-door access onto the Playing Field with decking and a canopy cover, so that the views across the fields can be appreciated.

In 2022/2023 £50,760 Biffa funding enabled the Main Hall and Corridor flooring to be replaced and provided Patio Doors to replace a window, enabling access directly onto the Playing Field. The Committee decided at the same time to use some of their unrestricted funding to improve wheelchair access, replace the curtains and blinds and create a patio area with picnic benches and festive lighting, to enable Hall hirers to take full advantage of the beautiful countryside views. A storage area has also been set aside for the storage of Village Archive Documents donated by residents for safe keeping.

In January 2024 London Hearts contributed £750 (50%) towards a Defibrillator which is sited at the Parish Hall. As per previous agreement, Shuttington Parish Council has taken over responsibility for its insurance and maintenance.

Appointment of Trustees and Committee

The minimum amount of Trustees is 3 and the maximum number of Committee Members is 16. Committee Members are required to stand down at each AGM and be re-elected by the Trustees. Provision is made in the constitution for a Committee member to be appointed from each Parish organisation.

For meetings to be quorate, one third of the total number of members must be in attendance.

Management

The Committee is responsible for exercising a duty of care of the Hall, ensuring that the correct policies and procedures are in place in respect of security, health and safety, insurance, maintenance and that there is adequate income and funding to ensure that the Hall remains a community asset and desirable place for residents to meet in and local people to rent for special events.

Hiring Agreement

Use of the Hall by non-regular users is subject to a Hiring Agreement which must be signed by the Hirer upon booking and a bond paid. The Hiring Agreement sets out the conditions of hire and identifies respective responsibilities. Regular Hirers are subject to terms and conditions appropriate to their use of the Hall.

Risk Management - Insurance

The Parish Hall has been insured by Zurich since October 2022; with respect to property damage cover (buildings insurance - £514,690), for contents (up to £8,800), public liability (£5,000,000), employer's liability (£10,000,000), and trustee indemnity (£100,000).

The Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance, and by putting in place appropriate risk management checks.

Building Checks

Volunteers from the Committee carry out regular maintenance checks.

Boiler, portable electrical appliance and fire fighting appliances are checked annually by qualified engineers, with an electrical installation condition report carried out every 5 years.

Objectives

The Committee runs the Parish Hall primarily for the benefit of the residents of Shuttington and Alvecote, and extending to the surrounding area, without distinction of sex, age, disability, race, nationality, or political, religious or other opinions.

The Committee aims to provide a facility for recreation and other leisure-time activities for the inhabitants and public at large, in the interests of social welfare and with the objective of improving the conditions of life of the said inhabitants.

Principal Activities

The Parish Hall is in use nearly every week-day evening for weekly children's dance classes, yoga, dog training; and at a weekend for archery, whippet racing and guitar practice. Once a month it hosts a coffee morning and also a Parish Council meeting. Ad hoc bookings are taken as well for a variety of other social events.

The Committee organises 4 events per year including an annual Fete and Christmas Bazaar, and other events such as barn dances, music events, skittles evenings, quiz evenings & family events to celebrate Halloween etc.

The Hall is available for hire for private functions, entertainments, meetings, parties, social gatherings and other activities.

Funding Strategy

It is the strategy of the Trustees to ensure the income is adequate to maintain the general running of the Parish Hall on a self-financing basis. The income generated by users is set to achieve this. Income generated by the coffee mornings, raffles etc is used to offset against funding.

Over the past two years the Parish Hall has been in receipt of Jubilee funding (£500 for a beacon and fete event), Biffa Award for Community Buildings (£50,760 to replace the Hall floor and provide Patio Doors for access direct onto the Playing Field), Warwickshire County Cllr funding of £750 (for a Christmas meal and Santa event) and from London Hearts a 50% contribution of £750 towards the purchase of a Defibrillator (which Shuttington Parish Council now take responsibility for regarding insurance and continuing maintenance).

Volunteers' Efforts

Management and running costs are kept to a minimum through the use of volunteers for some maintenance, administration and the organisation of some community events.

Community Facility

Shuttington & Alvecote Parish Hall is a key asset for the local community, as there is no other building that offers a large meeting area with kitchen and toilet facilities within the villages of Shuttington or Alvecote. The Committee works tirelessly to ensure that it is well maintained and remains available for local people to hire and use, whilst still taking advantage of hire income

from people and organisations outside the Parish. Twice a year we offer the facility free of charge for charity events.

The Hall is advertised through Newsletter leaflet drops, Notice Boards and via the Parish Council Website – www.shuttington-alvecote.org.uk/parishhall

Future Plans

Additional funding pots will continue to be sought to maintain and improve the Hall, with a view to refurbishing the toilets in the near future with the future possibility of adding solar panels.

Accounts for 2022/23 & 2023/24

INCOME	2024		2023
Ant & Arthur	328.00		372.00
Archery	776.00		778.00
Coffee Mornings + Quiz Night	992.38		917.12
Dance Classes	6557.00		5988.50
Dog Training	1641.00		1698.00
Events	1252.68		1434.03
Funding	750.00		51260.00
Lettings	2232.50		2595.00
Whippets	3075.00		810.38
Yoga	529.00		549.00
PC Electric/M Table/Cycle stopover	2075.48		507.52
INCOME TOTAL	20209.04		66909.55

EXPENDITURE	2024		2023
Aministration	1360.10		5123.00
Building Maintenance	6198.05		29.90
Cleaning	3214.48		2493.89
Electricity & Gas	2490.94		945.49
Equipment	930.53		0.00
Events & Coffee Morning Exp	614.07		753.10
Fire & Security	162.30		52.46
Funding Spent	3036.10		54253.35
Insurance	720.04		642.75
Refuse	513.28		273.03
Water/Sewage	1053.60		457.20
EXPENDITURE TOTAL	20293.49		65024.17
EXCESS OF INCOME OVER EXPENDITURE	-84.45		1785.38

BANK & CASH RECONCILIATION AT 31st MARCH 2023

Opening Bank Balance	34671.39
Income	20209.04
	54880.43
Expenditure	-20293.49
Closing Balance (no restricted funding included)	34586.94
Closing Balance as per Bank Statement at 31.3.2024	34586.94

Honorary Auditors Comments

The financial statements have been prepared in accordance with the information presented and give a true and fair view of the financial affairs of Shuttington & Alvecote Parish Hall
G P Titley, 28 Main Road, Orton on the Hill, Atherstone, Warwickshire

Final Comment

The Trustees endeavour to provide a Parish Hall that the local community enjoy using and that they can have a sense of pride in. We are always welcoming of any ideas for further improvements and would ask that local people do not hesitate to contact the secretary with comments and feedback – saparishh@gmail.com or telephone 01827 830086

The Committee would welcome additional members.

Declaration

The Trustees declare they have approved the Trustees report above and the accounts for 2023 and 2024 as above.

J Tattersall

S Hall

B Frost

A Hall

A White

Date:

Shuttington Alvecote Parish Hall
Main Road, Shuttington, Nr Tamworth B79 0NA
Charity Registration No: 523000

<u>INCOME</u>		<u>2023</u>		<u>2022</u>
Ant & Arthur		372.00	✓	280.00
Archery		778.00	✓	179.00
Coffee Mornings		917.12	✓	511.22
Dance Classes		5988.50	✓	5037.00
Dog Training		1698.00	✓	1497.00
Events		1434.03	✓	0.00
Funding		51260.00	✓	10667.00
Lettings		2595.00	✓	424.00
Whippets		810.38	✓	722.90
Yoga		549.00	✓	786.00
PC Electric/M Table/Cycle + V Events		507.52	✓	109.55
INCOME TOTAL		66909.55		20213.67

<u>EXPENDITURE</u>		<u>2023</u>		<u>2022</u>
Aministration		5123.00	✓	1139.98
Building Maintenance		29.90	✓	2067.45
Cleaning		2493.89	✓	1812.12
Electricity & Gas		945.49	✓	1626.41
Equipment		0.00	✓	64.00
Events & Coffee Morning Exp		753.10	✓	290.78
Fire & Security		52.46	✓	101.70
Funding Spent		54253.35	✓	13824.03
Insurance		642.75	✓	666.39
Refuse		273.03	✓	0.00
Water/Sewage		457.20	✓	191.65
EXPENDITURE TOTAL		65024.17		21784.51
EXCESS OF INCOME OVER EXPENDITURE		1785.38		-1570.84

BANK & CASH RECONCILIATION AT 31st MARCH 2023

Opening Balances

Bank	32786.01	✓	
Cash	0.00	✓	

32786.01 ✓

Income			66909.55 ✓
			99695.56 ✓

Expenditure			-65024.17 ✓
Closing Balance			34671.39 ✓

Closing Balances

Bank Statement as at 31.3.2023	34671.39	✓
Cash in hand	0.00	✓

34671.39 of which £0.00 restricted funds remaining

FIXED ASSET

Parish Hall Building valued at £400,000 for insurance purposes Sept 2019

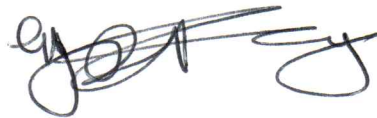
A. N. A. N.
5-4-2023.

Sum
13/05/2023

Mr G P Titley
28, Main Street
Orton on the Hill
Atherstone
Warwickshire
CV9 3NN
Tel : 01827 880168
20th April 2023

SHUTTINGTON & ALVECOTE PARISH HALL

I certify that the financial statements have been prepared in accordance with the information presented to me, and that they give a true and fair view of the financial affairs of Shuttington & Alvecote Parish Hall for the year ended 31st March 2023.

A handwritten signature in black ink, appearing to read 'G P Titley', with a stylized flourish at the end.

Graham Titley (Honorary Auditor)