

Offenham Village Hall

AGM Treasurers Report for 2024

Offenham Village Hall is a registered Charity and governed by the Charity Commission of England & Wales. The Trustees responsibilities are to provide and maintain the Village Hall & Carpark for the community. The Officers and all trustees are responsible for running the Village Halls Day to day business, its finances and property. They ensure funds are available to perform its legal duties, certificates & licences required and for maintenance & repairs.

In addition, they must ensure all rules, regulations, safeguarding, health & safety, user manuals and booking policies are adhered to by all who enter and use the hall and are review them regularly.

A copy of this report will be sent to the Charity Commission with the annual report.

2024 was a successful year for the Village Hall despite the challenges we faced.

I want to thank all the Trustees and management committee for their work and support throughout the year.

Unfortunately, Sue has been unavailable due to poor health.

A big thank to Christine Bird our head cook and Diane Cox relief helper at coffee morning.

Thank you to Sarah for working on our policies and keeping our safeguarding, risk assessments, fire safety & policies up to date. It is a duty of care that must be done and no one appreciates until something goes wrong.

Thanks to Kelly as booking secretary who manages this demanding role around a busy family life and work.

Without control of the booking system the hall could not run as there would be no funds.

A thank you to Kathleen Hendeson who left the Trustees and moved away and is greatly missed. I thank her for all she did especially the secretary role. In her years as a Trustee Kathleen, I am sure did many things way outside her comfort zone and I wish we had more people like her come forward to help.

Last year I took a break from all my roles due to having a triple heart bypass operation in September and then took many months to recover enough to come back on light duties. Which I have still have to continue.

Thank you to the Trustees who managed the daily duties and oversaw the installation of the new heating system despite some issues. Our Coffee morning and Village Hall life continued without me.

We started the year with £34,156 and end the year £33,119.

In comparison with 2023 Booking income increased by £1,982.

Whilst some regular group's bookings were down some increased and we there were a few new groups.

Private bookings increased.

We have been able to keep our booking fees @ £15 per hour for the last 4 years due to good financial control.

We did fewer fund-raising events partly due by fewer volunteers.

Our Coffee morning continued to be a great success.

We have quite a few regulars, some come & go, some have passed on and new customers join us.

The bar continued to make a vital small profit which goes into the main fund to help with costs.

The EV Charger has doubled its use.

Several other forms of income come from the clothes bank, easy fundraiser, and interest.

The Car Park raised £600 as we reviewed it's use and reintroduced and implemented new terms & conditions.

All these small things help keep the costs down.

Energy prices. Gas £417 less than 2023 year and electricity was £74 more after adding the EV charger income, the OVO Seg tariff.

The Solar panels and storage batteries help a great deal in keeping electricity costs down.

We received grants totalling £10,500.

Offenham Parish Council gave a grant of £4,500 for extra storage batteries, the Foyle Foundation £2,000 and Worcestershire County Council (Councillor Alastair Adams) £1,000 and a donation of £1,000 from last year for the sound proofing. The sound proofing has made a big improvement to the acoustics of the hall.

The Garfield Foundation awarded us £3,000 towards the Infra-Red Heaters.

Insurance increased and will continue to do so substantially as we review the cost of rebuilding the hall in the event of an incident.

Most other costs have increased and we will have to decide if we find the extra funds from an hourly increase, fundraising or both.

Offenham Village Hall

AGM Treasurers Report for 2024

Refurbishment costs included a 50% deposit towards the heating and the payment of soundproofing projects. On completion the remaining 50% for the heating will be paid and £16,150 will be reclaimed in 2025 from The UK government through Wychavon D C. Heating system will cost around £3,925 from funds.

We put on an 80s night with the Pleasure Dome and had a great night.

We were granted planning permission for the Meeting & changing & showers room project.

Plans and planning permission application cost £1,931. This is still being reviewed now we have preliminary costings

As mentioned, we reintroduced and implemented new terms & conditions of the car park, the rules neglected over many years. We now have an agreement with ORBL Club. The car park signs have been updated signs with the new terms & condition, safety notices & contact details. Details that didn't exist on the old 1970s signs.

Overnight parking is not allowed without permission.

We were given the minute books for the very first 1931 meeting of the management committee and the 1963 minutes both of which been invaluable to creating the new agreement confirming it is a Private Carpark.

Trustee's responsibilities can change so we must make sure we have strong up to date policies & procedures in place. The policies include hiring out the hall, making sure it's clean and safe for everyone and each customer are aware of their responsibilities.

Offenham Village Hall is classed as a micro business and must have sufficient income to cover our costs.

Improving the hall comes from some general income, fund raising events and grants.

Our users are our customers.

It is important that the Trustees work together and understand what happen at the hall and its requirements.

We do this by Monthly meetings. At the meeting the Officers give reports about what's happening regarding their duties. Another source of information the Trustees have is from our Online booking system which is currently restricted to Trustees only.

I recommend future meetings discuss ways of being proactive in ways of finding New Trustees and Volunteers to future proof the hall and what would happen if someone resigned or passed away or unable to carry out their duties.

The need for younger people to help us keep this great Village Asset working for the community by becoming a trustee or a volunteer is going to be important and we must address it.

We need to be more involved with social media to advertise the hall and our users (customers) activities.

Gather information (emails addresses and contact details) from as many sources as possible (friends, family, companies & booking forms.

In an ideal world we need to be able to contact everyone in the Village electronically.

This is VILLAGE HALL WEEK which is celebrating, encouraging and supporting volunteers.

Anyone can become a Trustee or a Volunteer and they would be most welcome

Great places need great people and we need them.

Each village organisation using the hall should have a representative as a Trustee

We must never be complacent and make sure we the Trustees continue to do our best for the Village Hall.



**celebrating,
encouraging
& supporting
volunteers**
17-23 March 2025



Village
Halls
Week

OFFENHAM VILLAGE HALL

Main Street Offenham Evesham Worcestershire WR11 8QD

Charity Number 523168

January 2024 - December 2024

Income			Expenditure	
			Gas	£1,747.84
Cash	£ 1,249.05		Electric	£2,075.15
Lloydstsb	£ 738.86		Water	£547.69
Lloydstsb Instant Access	£ 32,168.15		Insurance	£1,199.16
Lloydstsb Instant Grants			Services / Safely Checks	£1,401.25
	£ 34,156.06		Licenses	£320.00
Total			Maintenance & Repairs	£1,576.97
Bar Stock	£ 34,156.06		TV Licence	£171.25
Total	£ 34,156.06	£ 34,156.06	Cleaning Materials & Equipment	£547.29
Bookings Paid			Cleaner	£1,962.50
			Window Cleaner	£340.00
			Stationery / Printing /Advert	£457.87
			Broadband	£470.27
			Website Expenses	£158.26
NCTMothers & Toddlers	£ 760.00		General	£198.71
			Car Park Costs	£972.00
Offenham Flower Club	£ 472.50		Booking & Deposit Refunds	£2,325.00
Offenham PC	£ 360.00		Wychavon Council Rates	£0.00
Offenham Wake	£ 150.00		Sub total	£16,471.21
Offenham Youth Club	£ 320.00			
Phoenix Theatre Group	£ 982.50		Refurbishment	£ 18,851.97
Offenham Rovers	£ 225.00			
Offenham PTA	£ 30.00			
Zumba With Tracey	£ 450.00			
Yoga With Wendy	£ 615.00		Equipment / Furnishings	£ 1,839.27
Zumba With Kerry Williams	£ 465.00			
Pulsefit	£ 660.00		Entertainment	
Lisa Farmer	£ 465.00		EV Charger	£ 173.61
Evesham Dementia	£ 90.00			£ 173.61
Helena Mitchell Dance	£ 911.25			
Sally Overthrow	£ 470.00			
Aikido With Tony	£ 860.00			
Private Bookings	£ 8,585.00		Coffee Morning	£ 1,744.56
Angie Latham			Bar Stock	£ 3,547.92
Freedom Day Centre	£ 180.00		Bar Staff	£ 574.00
Denise Bailey Sewing	£ 537.50			
Wychavon DC	£ 385.00		Bar Equipment	£ 33.49
B R Watson	£ 120.00			
Total Hire	£ 18,093.75	£ 18,093.75	Bar Other Expenses	£ 15.88
Other Income				£ 5,915.85
Donations	£ 347.97			
Entertainments / Fund Raisers / Events	£ 61.00			
General	£ 12.00			
Coffee Morning	£ 4,487.33		Jubilee Gardens	
Bar Sales	£ 7,533.14			
Bar Staff Payments	£ 90.00			
Clothes Bank	£ 290.70		Donation	
EV Charger	£ 1,172.89			
Interest	£ 373.91		Car Park Costs	
Easyfund Raiser	£ 70.44			
Car Park Income	£ 600.00		Changing Room Project	£ 1,931.00
Changing Room Project Donations	£ 231.00			
OVO Seg Tariff	£ 282.24			
Grants				
Offenham Parish Council	£ 4,500.00			
Foyle Foundation	£ 2,000.00			
Worcestershire CC	£ 1,000.00			
Garfield Foundation	£ 3,000.00			
Total Other Income	£ 26,052.62	£ 26,052.62		
Total Income		£ 44,146.37	Total Expenses	£45,182.91
			Balances B/fwd	£ 34,156.06
			Total Year Income	£ 44,146.37
Balances C/Fwd			Total Year Expenses	-£ 45,182.91
Cash	£ 829.14			£ 33,119.52
Lloydstsb	£ 7,748.32			
Lloydstsb Instant Access	£ 17,042.06		+ / - Year	-£ 1,036.54
Grant account (Instant Access)	£ 7,500.00			
Total	£ 33,119.52			
Bar Stock				
Total	£ 33,119.52			

OFFENHAM VILLAGE HALL (CHARITY NUMBER 523168)
 RECEIPTS AND PAYMENTS ACCOUNTS
 FOR THE YEAR ENDED 31 DECEMBER 2024

	<u>2024</u>	<u>2023</u>
<u>Receipts and Payments</u>		
Receipts	44,146.37	28,485.43
Payments	(45,182.91)	(47,718.86)
Net receipts / (payments)	<u>(1,036.54)</u>	<u>(19,233.43)</u>

Reconciliation

<u>Cash Funds</u>		
Lloyds treasurers account	8,281.96	1,229.17
Less uncleared payments	(533.64)	(490.31)
Lloyds instant account	24,542.06	32,168.15
Petty cash (verified by M Roberts)	829.14	1,249.05
	<u>33,119.52</u>	<u>34,156.06</u>
 <u>Reserves</u>		
Brought forward	34,156.06	53,389.49
Net receipts / (payments)	(1,036.54)	(19,233.43)
	<u>33,119.52</u>	<u>34,156.06</u>

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: R Hartwell
 Richard Hartwell
 7 Legion Court, Middle littleton, Evesham, WR11 8JH

Date: 27 FEB 2025