

Kirklevington & Castlelevington Memorial Hall

Registered Charity Number 523371

2023 -2024 AGM
Monday 20th May 2024

Chairman's Report - Draft

1.] Introduction/Summary

The founding principles & objectives of the hall remain as set out in our foundation deed [1949], Schedule 1, Item 1 states:

"The property hereby conveyed [herein called "the Trust Premises"] shall be held upon trust for the purposes of physical and mental training & recreation and social moral and intellectual development through the medium of reading and recreation rooms library lectures classes recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Kirklevington in the County of York and its immediate vicinity without distinction of sex or of political religious or other opinions subject to the provisions of these presents"

Since the last AGM [22/05/23] there have been no adverse effects on the operation & use of the hall, & hire bookings have remained steady. Cash reserves remain at a healthy level with regular income, restricted [grant] income, & expenditure as detailed in our 23/24 year end accounts. Grant funding was obtained to deliver 3 significant projects as detailed in our Receipts & Payments accounts & under Acknowledgments below. Some exceptional expenditure was incurred from our hall reserves to complete these projects and also for the boiler replacement in April, & full roof cleaning in May.

23/24 Resident Trustees:

Andy Alton – Chair
Grant Grieve – Secretary
Rob Knowles – Treasurer
Jennie Beaumont
Sue Morley

23/24 User Representative Trustees

Jenny Wren- Guides
Paul Banks – Scouts/Cubs/Beavers

2.] Report

a] On-line banking has been set up with HSBC by our new Treasurer, Rob Knowles. Through the HSBC App both the Treasurer & Chair have access to monitor transactions in & out of our Community [current] & Business Money Manager [savings/reserves] accounts. This has greatly simplified the management of our financial transactions, reporting, & confirmation of hire payments, especially for one-off hires where payments are due 10 days in advance.

b] Hires - Hartbeeps toddler & baby classes continued two mornings per week up to December but are now only on Fridays due to the 12 month maternity leave of one of the facilitators.

Hires that extend beyond 20:00 & where alcohol is involved are now restricted to residents & their relatives.

c] Energy - Our Scottish Power electricity supply contract was transferred to Octopus Energy w.e.f. 1st February 2024.

d] A financial policy was drawn up following a review of guidance from the Charities Commission, ACRE, & TVRA. Adopted by Trustees at our September meeting.

e] Proposed changes in our accounts presentation for 23/24 and the appointment of an independent examiner. We have modified our accounts presentation in line with Charity Commission requirements. These consist of a "Receipts & Payments" accounts format, a separate statement of our Assets & Liabilities & the endorsement of both by our independent examiner.

f] An interesting presentation was made to Trustees by a dementia awareness advisor, this gave rise to the purchase of 4 high armed chairs to assist those with dementia or general mobility/balance problems. It also reinforced our plans to install a hearing loop system in our small hall.

g] Following the installation of a defibrillator at the hall entrance, two well attended familiarisation sessions were held in February. Thanks to Paul Crinnion who supplied training materials/aids & delivered the sessions.

3.] Maintenance/Improvement Activities

Hall roof tiles pressure washed to remove moss accumulations & gutters cleaned, especially on the south/small hall side.

Balcony meeting room additional/extended plug points installed.

WiFi coverage/signal strength upgraded through installation of a TP-Link mesh system.

Installation of electricity smart meter via Octopus Energy.

See also items listed under acknowledgements, 5.b]

4.] Forward Plan

a] Trustees - Ongoing requirement to recruit new Trustees by direct/personal approach. Target by end of the calendar year is to have recruited two new resident trustees. There is also a need to encourage trustee representation from the user groups

b] Hire tariffs – Being increased by ~ 7.5% w.e.f. 1st April 2024. They were last reviewed in Sept 2021 & implemented in Jan 2022. These increases are justified given energy cost increases & general inflation since 2022.

c] Increase of our cleaner/caretaker hourly rate from £12 > £13 w.e.f. 1st April 2024.

d] With the electricity smart meter & our solar PV/battery storage system established we are now in a position to set up a Smart Export Guarantee [SEG] scheme with Octopus Energy whereby we will receive periodic credits to our Octopus account for electricity exported from our system to the grid. A generator/system registration certificate is required from the District Network Operator [DNO], in our case Northern Powergrid, to enable this. Once established there is the potential on an annual basis to dramatically reduce our electricity costs.

e] Training & support to user groups to obtain full benefit of the small hall hearing loop system.

f] Our 3 year fixed gas supply tariff with Scottish Power ends in November 2024 & an assessment of available suppliers/tariffs is required prior to this.

g] Our electrical wiring & protective systems inspection & test is required every 5 years - Last done November 2019 & will therefore be due November 2024.

5.] Acknowledgements

a] Grant support – for the following developments at the hall initiated & managed by the Trustees:

i] The supply & installation of an 11kWp solar PV/10 kWh battery storage system. Grant funding of £15589 received from The Northern Powergrid Foundation. The contract was awarded to Yorkshire Energy Systems at a total cost of £21,672.

ii] The supply & installation of an AED [Automatic External Defibrillator]. The Trustees made an application to the London Hearts charity for the supply of one of these units at a 50% discount. £750 was provided by The London Hearts charity with this component of the supply being administered by the DHSC [Department of Health & Social Care]. Both The Kirklevington Parish Council & The William Hall Trust contributed £375 each to fund the balance, with installation & ongoing maintenance being provided by the village hall.

iii] The supply & installation of an induction loop system in the small hall to assist users with hearing impairment who use hearing aids. Funding of £2204.40 was provided by The William Hall Trust. The contract was awarded to CDS Security & Fire Services at a final cost £2522.40 + installation costs of ~ £100

All of these grant funding amounts are regarded & reported as “restricted income” in our accounts & in all cases this money was fully used to implement the associated projects. Additional funding was provided from hall funds to make up the full costs, some installation expenses, & ongoing maintenance. VAT was payable in all cases.

b] Remembrance Sunday/Week poppy displays were put up at both at The Village Hall & The Church [poppies]. Many complimentary comments & messages of appreciation were received, & these were passed on to all those involved.

c] Thanks to Angie Hall, who has maintained the cleanliness of the hall & kept a watchful eye open for any matters requiring our attention.

d] Last, but not least, thanks to all Trustees for their voluntary time & support in managing & maintaining the hall to a consistently high standard. The availability of the hall & its resources are a real asset to the village & an invaluable social hub for all hall users/beneficiaries, & our local community.

Kirklevington & Castlelevington Memorial Hall

Registered Charity Number 523371

Payments & Receipts Accounts for the period 1st April 2023 > 31st March 2024

Opening HSBC Statement Balances:

Community Account	£ 4737.70
Business Money Manager Account	£ 28822.46
Total	£ 33560.16

	23/24	22/23
Income [Receipts]:		
<u>Hires</u>		
One off [Lettings]	£ 18552.00	£ 17264
Social groups [Rents]	£ 944.00	£ 3874
Commercial [included under Lettings]		
Other	£ 989.96	£ 40
Interest	£ 452.40	£ 97
Sub Total 1	£ 20938.36	
<u>Coffee Mornings</u>	£ 1862.50	
Sub Total 2	£ 1862.50	
<u>Grants [Restricted income see notes]:</u>		
Northern Powergrid Foundation	£ 15589.00	
Kirklevington Parish Council	£ 375.00	
The William Hall Trust	£ 375.00	
The William Hall Trust	£ 2204.40	
Sub Total 3	£ 18543.40	
OVERALL INCOME TOTAL	£ 41344.26	£
21275		

	23/24	22/23
Expenditure [Payments]		
<u>Running costs</u>		
General [energy survey]	£ 504.00	
Repairs/Renewals [roof cleaning & boiler]	£ 6183.35	
Caretaker [A .Hall]	£ 3382.59	£ 3050
Window cleaning	£ 312.00	
Stockton Council waste contract [2 years]	£ 753.92	
Water	£ 625.19	£ 520
Electricity	£ 1747.45	£ 504

Gas	£ 1473.20	£ 472
Insurance	£ 1999.20	£ 1858
Broadband	£ 334.35	
Fire Equipment	£ 268.80	
Bank Charges	£ 104.01	
Expenses [by Chairman see notes below]	£ 2847.04	
TV Licence	£ 318.00	
General		£ 6511
Other [TVVHN Subs]	£ 15.00	£ 12351
Sub Total 1	£ 20868.10	

<u>Charity payments [coffee morning proceeds]</u>	£ 1862.50
Sub Total 2	£ 1862.50

Capital Improvements:

Solar PV system	£ 21672.00
Defibrillator	£ 750.00
Hearing Loop	£ 1102.20
Sub Total 3	£ 23524.20

OVERALL EXPENDITURE TOTAL	£ 46254.80	£ 25266
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Excess expenditure over income	£ 4910.54	£ 3991
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Closing HSBC Statement Balances:

Community Account	£ 2024.36
Business Money Manager Account	£ 26625.26
Total	£ 28649.62

Difference between opening & closing combined HSBC account balances
£ 4910.54

I have examined these accounts & have no reason to believe that they are not an accurate record of Kirklevington Village Hall's financial position as of 31st March 2024.

Signed:

Date:

[A.Selby]

Notes:

Grant support – for the following developments at the hall initiated & managed by the Trustees:

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iii] The supply & installation of an induction loop system in the small hall to assist users with hearing impairment who use hearing aids. Funding of £2205 [£2204.40] was provided by The William Hall Trust. The contract was awarded to CDS Security & Fire Services at a final cost £2522.40 + installation costs of ~ £100.

N.B. In this accounting period an initial deposit of £1102.20 was paid to CDS, the balance being paid in the 24/25 accounts year

All of these grant funding amounts are regarded & reported as “restricted income” in our accounts & in all cases this money was fully used to implement the projects. Additional funding was provided from hall funds to make up the full cost, some installation expenses, & ongoing maintenance. VAT was payable in all cases.

Chairmans’ expense categorisation as below – full details in Excel file

The sum of these expenses is £ 2846.44 – the difference of 60p from the total of £2847.04 shown above is due to £0.60 being claimed by A. Hall for cleaning consumables & included in the expenses categorisation of our accounts Excel file.

Cleaning	Security	Equipment	Repairs	General
£915.81	£74.53	£1,345.79	£313.17	£197.14

Broadband	£ 334.35	
Fire Equipment	£ 268.80	
Bank Charges	£ 104.01	
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Signed:

[A.Selby]

A. Selby

Date:

20/05/24