



Trustees' Annual Report for the period

	Period start date				Period end date		
	1st	October	2022		30th	September	2023
From				To			

Section A

Reference and administration details

Charity name Stewartby Village Hall

Other names charity is known by

Registered charity number (if any) 802515

Charity's principal address

Stewartby Village Hall

Churchill Close

Stewartby

Postcode MK43 9LU

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)
1	Lee Melville	Chair		
2	Terri Banks	Vice Chair		
3	Sally Law			
4	Louise Burnage			
5	Lloyd Haley			
6	Michele Serino			
7	Daisy Fraser			
8	Michael Nelsey			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Official Custodian Trustee for the Charity is Stewartby & Kempston Hardwick Parish Council	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accounts Assessor	Leena Bains (Accountant)	Independent Examiner

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Deed of Trust 20 th August 1989
How the charity is constituted (eg. trust, association, company)	Charitable Trust
Trustee selection methods (eg. appointed by, elected by)	The charity is run by the members of the Parish Council. Members of the Council automatically act as Trustees.

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.

Originally on a full repairing lease, this historic Village Hall was later transferred into the hands of the Parish Council. The Charitable Trust was then set up in 1989.

The Hall was built in the 1930s and is covered by a Section 4 Conservation Order, as is the original Stewartby village. Any repairs carried out must be sympathetic to this order, and external works need to gain planning permission to ensure conservation area requirements are met.

The property is fully maintained and insured, as required for use by the public, and has a Premises Licence issued by Bedford Borough Council.

The Trustees are all local members of the community, and are responsible for the day to day running of the Hall. Bi-monthly meetings are held throughout the year, usually on the second Thursday of the month. There are currently vacancies for membership. (Nine members allowed). The AGM is normally held annually in October. The Annual Accounts have been independently examined; prepared on a Cash basis, they are submitted to the Charity Commission as required.

A permanent part time employee takes bookings for the Hall, does the book keeping, and prepares monthly reports for the Trustees.

In addition to income from lettings, the Parish Council ensures that there is money for the day to day running of the Hall and ensures that marketing and expenditure is done in accordance with the funds available where possible. We also apply for funding for projects to update the Hall and ensure that it complies with the health and safety and other relevant legislation.

Previous improvements included a new bar area, kitchen, and windows. Recent additions include an access ramp and hearing loop, meaning we are compliant, as much as is possible, with the disability and diversity regulations for the building. Grants were obtained to enable installation of a new infrared heating system, with SMART remote-control, throughout the hall.

Section C

Objectives and activities

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

The provision and maintenance of a village hall for the use of the inhabitants of Stewartby and the surrounding areas, in the Marston Vale, 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.

The Parish Council is based at the hall, and holds monthly meetings in the committee room or nearby sports pavilion.

Regular group use includes:

Ballet, Tap, Modern, and Irish Dance classes, Boxercise, Taekwondo, Brazilian Jui Jitsu, plus various Child and Baby Play Groups and Classes. In addition, many weekend bookings are for local and non-local users, typically children's parties, birthday, anniversary, and wedding parties, and regular Craft Fairs.

These uses assist us in attaining the objectives as outlined above.

The Trustees and Parish Council run occasional free events for the public, including an annual Christmas Fair and Light Switch On event.

The Hall is the designated Polling Station for Stewartby, and an Emergency Assistance Centre in the case of a local disaster occurring.

Declaration: The Trustees have had regard to the guidance issued by the Charity Commission on public benefit. From the above actions the Managing Trustees have attempted to comply with their duty to the charity to provide a continuing Public Benefit in the exercising of their powers and duties.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit) Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

In addition to its governing documents the Hall also has a Hall Hire Policy, and Fire Safety Policy in place, which are reviewed periodically.

Section D
Achievements and
performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During the past year we have continued with the ongoing maintenance of the Village Hall and have also concentrated on increasing bookings to increase revenue. This revenue will then be reinvested in the building so that we are able to continue to modernise.

Regular fire risk assessments are carried out, and the Hall upgraded to meet the latest legislation.

The above work has brought the Hall up to a standard compatible with other local venues. Together with web site and social media advertising, the Hall is increasingly booked at weekends, whilst still providing a pleasant environment for users throughout the week. More work will continue in the coming year.

The Committee has also had the following statutory maintenance carried out; PAT Testing, Emergency Exit Testing, Fire Extinguisher Testing, First Aid Box checks. These are all currently compliant.

Section E Financial review

Brief statement of the charity's policy on reserves

Given that our biggest expense, over and above day to day running costs, is the maintenance and improvement of the building, and further that whilst most of this expenditure can be planned for, there may well be substantial, unforeseen costs, the Trustees deem it prudent to aim to establish a designated Building Reserve (but not a Restricted fund). In this way the Hall can continue to provide an essential facility for local residents over the years to come.

Details of any funds materially in deficit

Nil

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.

The Charity's regular income is from Hall lettings, to both local residents and non-residents. Any essential large maintenance work will, where possible, be funded by the Parish Council and we will continue to look for grant money so that some other work is possible.

All improvements to the hall are done with benefit and comfort of the Hall users in mind. Moreover, the Hall is now of a sufficient standard to compete with other local Halls for weekend hire.

Currently, the Hall does not have a sufficient surplus to consider investments. All Balances are held in a Bank Current Account.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Lee Melville	Terri Banks
Full name(s)	Lee Melville	Terri Banks
Position (eg Secretary, Chair, etc)	Trustee Chair	Trustee Vice Chair

Date June 2024

Stewartby Village Hall - Year 22/23

Expenditure	Supplier/s	Oct 22 Actual	Nov 22 Actual	Dec 22 Actual	Jan 23 Actual	Feb 23 Actual	Mar 23 Actual	Apr 23 Actual	May 23 Actual	Jun 23 Actual	Jul 23 Actual	Aug 23 Actual	Sep 23 Actual	22/23 Total
Phone/Broadband	One-Com	£81.82	£80.51	£71.77	£75.07	£84.24	£77.96	£92.62	£90.46	£173.26	£9.70	£73.80	£73.80	£985.01
Electricity VH	British Gas Lite/Yu Energy	£102.47	£192.17	£357.68	£331.56	£750.24	£767.02	£0.00	£1,480.89	£255.95	£185.03	£187.23	£177.37	£4,787.61
Water VH Flat	Anglian Water/Wave	£13.00	£13.00	£19.00	£19.00	£19.00	£19.00	£19.00	£19.00	£19.00	£19.00	£19.00	£19.00	£216.00
Water Toilets/Kitchen	Anglian Water/Wave	£67.00	£67.00	£67.00	£54.00	£54.00	£54.00	£54.00	£54.00	£54.00	£54.00	£31.00	£31.00	£641.00
TV License	TV License	£13.25	£13.25	£13.25	£13.25	£13.25	£13.25	£13.25	£13.25	£13.25	£13.25	£13.25	£13.25	£159.00
Insurance	ANSVAR	£0.00	£294.32	£294.29	£294.29	£0.00	£588.58	£0.00	£588.58	£294.29	£0.00	£588.58	£0.00	£2,942.93
Cleaning staff	Louise Holland	£195.50	£161.00	£166.75	£132.25	£143.75	£155.25	£218.50	£156.00	£180.00	£168.00	£156.00	£222.00	£2,055.00
Hygiene Services	Citron Hygiene	£184.66			£182.04			£183.35			£183.35			£733.40
Waste/Recycling	Biffa	£102.60	£0.00	£34.20	£71.40	£0.00	£92.38	£0.00	£68.40	£34.20	£34.20	£0.00	£34.20	£471.58
VH Clerk	NT Pay	£908.60	£966.26	£1,157.56	£967.16	£933.56	£677.81	£677.88	£541.76	£625.56	£1,362.96	£1,120.76	£928.76	£10,868.63
HMRC	NT Income Tax/NI	£169.24	£208.22	£331.04	£202.80	£331.04	£462.11	£462.15	£239.24	£376.84	£0.00	£421.64	£284.24	£3,488.56
Nest Pension	VH & NT contributions						£1,005.57	£725.20	£516.00	£645.00	£84.00	£105.00	£84.00	£3,164.77
Cleaning costs	T Cogley Windows/ICP						£80.00				£60.00	£282.74		£422.74
Hire cancel/overpay		£50.00	£0.00	£0.00	£0.00	£0.00	£30.00	£0.00	£75.00	£12.50	£67.50	£0.00	£0.00	£235.00
Maintenance	Pest control/boiler rep/etc	£120.00	£105.60	£0.00	£0.00	£118.80	£100.00	£0.00	£0.00	£210.00	£336.00	£315.60	£0.00	£1,306.00
Licenses	BBC / Music PPL PRS	£180.00				£732.94								£912.94
Miscellaneous	Miles, printing, Accounts	£23.82	£161.25	£9.45	£5.40	£19.32	£4.50	£91.97	£9.00	£8.55	£22.02	£8.55	£8.55	£372.38
Bond repayments		£900.00	£500.00	£522.50	£450.00	£436.00	£600.00	£247.50	£540.50	£700.00	£900.00	£520.00	£450.00	£6,766.50
Expenditure Totals		£3,111.96	£2,762.58	£3,044.49	£2,798.22	£3,636.14	£4,727.43	£2,785.42	£4,392.08	£3,602.40	£3,499.01	£3,843.15	£2,326.17	£40,529.05
													Check total	£40,529.05
Income	Source	Oct 22 Actual	Nov 22 Actual	Dec 22 Actual	Jan 23 Actual	Feb 23 Actual	Mar 23 Actual	Apr 23 Actual	May 23 Actual	Jun 23 Actual	Jul 23 Actual	Aug 23 Actual	Sep 23 Actual	22/23 Total
VH Hire	Regular	£1,523.00	£2,046.55	£1,025.50	£1,118.99	£2,013.01	£1,501.50	£1,527.00	£1,590.75	£1,444.38	£1,015.00	£708.50	£1,276.00	£16,790.18
VH Hire	Functions etc	£1,172.38	£1,068.75	£570.00	£1,030.00	£1,550.00	£915.25	£525.00	£1,232.50	£1,287.51	£1,182.00	£811.50	£1,115.50	£12,460.39
Sundry Income	heating grant/BrGas ref	£2,072.85							112.50	150.00				£2,335.35
Bonds received		£500.00	£600.00	£450.00	£600.00	£647.50	£400.00	£250.00	£950.00	£950.00	£300.00	£550.00	£450.00	£6,647.50
Parish Council	Funds													£0.00
Income Totals		£5,268.23	£3,715.30	£2,045.50	£2,748.99	£4,210.51	£2,816.75	£2,302.00	£3,885.75	£3,831.89	£2,497.00	£2,070.00	£2,841.50	£38,233.42
													Check total	£38,233.42
Balance monthly +/-		£2,156.27	£952.72	£-998.99	£-49.23	£574.37	£-1,910.68	£-483.42	£-506.33	£229.49	£-1,002.01	£-1,773.15	£515.33	£-2,295.63
Month end	B/fwd													
Bank Balance	£10,306.83	£12,463.10	£13,415.82	£12,416.83	£12,367.60	£12,941.97	£11,031.29	£10,547.87	£10,041.54	£10,271.03	£9,269.02	£7,495.87	£8,011.20	

Stewartby Village Hall – Independent review of the Village Hall Accounting Records

Financial Year from 1st October 2022 to 30th September 2023

Background

The Clerk was appointed as the RFO (Responsible Finance Officer) in October 2018 and has been responsible for maintaining comprehensive working papers to support all entries in the cashbook, and for submitting the Annual Return to the Charities Commission on an annual basis.

The Charity's financial position for the year ending September 2023 was:

	Year Ending September 2023	Year Ending September 2022	Increase/(Decrease) from previous year
Income	£38,233	£62,750	-£24,517
Expenditure	£40,529	£56,998	-£16,469
Net Position	-£2,296	£5,753	-£8,049

In the financial year ending September 2023, the village hall income and expenditure has decreased from the previous year. This is mainly due to the one-off heating grant that was received in the previous year and was fully expended.

The previous year's Annual Return and Accounts was submitted to the Charities Commission on time on 21 April 2023.

An independent review of the Charity's financial records has been undertaken and findings are summarised in Appendix 1.

I would like to thank the Clerk and the Chair for their co-operation during this review.

Leena Bains
07 November 2023

Appendix 1

	Test	Findings	Recommendations
A	Appropriate accounting records have been kept properly throughout the year	The Council's financial transactions are recorded in a cashbook using an Excel spreadsheet. This includes all receipts and payments made during the year. A summary for all income and expenditure is recorded each month.	None
B	Accounting records are complete	<p>Quotes are obtained and accepted by Trustees before payments are approved in the monthly meetings and transactions recorded in the Minutes. All payments are authorised on a Payment Authorisation form by two Authorising officers.</p> <p>Payments are made online via BACS or Direct Debits which have been set up.</p>	None
C	Compared the accounts with the underlying accounting records	<p>A sample of payments during the period from October 2022 to September 2023 were tested and agreed to invoices.</p> <p>Audit testing highlighted one invoice (Firelec) was addressed to the Parish Council rather than the village hall.</p>	<p>R1: It is recommended that all invoices relating to the Charity are addressed in the name of the Charity.</p> <p>If the Charity decides to reclaim VAT in the future, they will need to ensure all invoices are addressed in the name of the Charity.</p> <p>[The charity is unlikely to become VAT registered as confirmed by the clerk, so not an issue at this stage.]</p>

D	Verified receipts and payments to vouchers such as invoices, bank statements, and receipts.	A sample of receipts received during the period from October 2022 to September 2023 as recorded in the cashbook were tested and agreed to supporting remittances and the bank statements.	None
E	Expected income was fully received, properly recorded and promptly banked	<p>The Village Hall receives income primarily from:</p> <ul style="list-style-type: none"> • hall hire • room bookings • community events <p>For hall Hire, the Charity raises invoices, and for party bookings, customers complete booking forms.</p> <p>A sample of receipts received in the year as recorded in the cashbook was verified to the bank statement.</p>	None
F	Other records are kept up to date	<p>Since March 2023, Village Hall Trustees meetings have been taking place every 2 months. Minutes are noted and signed off by the Chair.</p> <p>The Charity's financial position is reported and discussed at every meeting. This includes details of the Budget and the actual spend to date.</p> <p>No issues were identified.</p>	None