

Tingewick Village Hall

Tingewick Village Hall Annual Report



Main Street,
Tingewick,
Buckinghamshire.
MK18 4NN

www.tingewickvillagehall.org

Registered Charity No. 269466

1st January 2016 – 31st December 2016

Tingewick Village Hall

Acting Clerk to the Committee:

Colin Whitton
3, Old Forge Close

Tingewick

Buckinghamshire
MK18 4RH
Tel:01280 848 439

Names of Holding Trustees:

Anthony Hawkins
David Partridge
Peter Smith

Management Committee Officials:

David Partridge – Chairman
Colin Whitton – Treasurer/(Acting) Secretary
Carol Thurlby – Bookings Secretary

Committee Members:

Zoe Moorhouse
Carol Doherty
Julie Hart
Trisha Lightfoot
Fran Marsden
Ed Maxwell
Peter Chamberlain

Sources of advice and support:

Bank: Lloyd's Bank PLC, Buckingham
Tingewick Parish Council
Community Impact Bucks.
Lorimers, West Street, Buckingham

Tingewick Village Hall

GOVERNANCE

Tingewick Village Hall was originally built in 1935 and is held under a deed dated 22nd April 1975, as a public charitable trust (Registration No. 269466) for use as a Village Hall for the inhabitants of the Parish of Tingewick.

APPOINTMENT OF OFFICIALS

Appointment of the Holding Trustees:

There are three Holding Trustees who have stewardship of the Hall who will oversee the actions of the Management Committee.

As the Holding Trustees have a legal responsibility towards the Hall any changes in composition has to be legally ratified as dictated by the Trust Deed held by the trust property solicitors: -

Lorimers,
25 – 26 West Street,
Buckingham
MK18 1HF

Should a vacancy arise the two remaining Holding Trustees will propose the nomination of a Holding Trustee.

Appointment of the Management Committee:

The Hall is managed by a committee of management, who are in law the managing trustees, consisting of up to twelve members elected at the Annual General Meeting.

The positions of Chairman, Vice Chairman, Secretary, Treasurer and Lettings Officer shall be decided, by election, at the Annual General Meeting. The Committee may appoint such sub-committees, as it may consider necessary.

The Trust Deed governs the appointment of trustees and the management of the charity.

Tingewick Village Hall

POLICIES & PROCEDURES

General Policy:

To prevent accidents and provide adequate control of health and safety risks arising from the everyday use of the Hall by hirers, the committee and its representatives.

To this end health and safety, fire risk assessments and subsequent reviews have been carried out and copies are available in the Hall or on request.

Hire to groups involved with children or vulnerable adults are only permissible if that group is supervised by its own qualified person/s.

Hiring Agreement

Use of the Village Hall is subject to a Hiring Agreement, which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The Hall has a Premises Licence and is registered with the local authority for small society lotteries. The Hall is licensed by the Performing Right Society and Phonographic Performance Ltd. for live and recorded music.

RISK MANAGEMENT

Insurance

The Village Hall is insured with respect to property damage (buildings insurance) by ANSVAR INSURANCE with £265,753 cover. It is insured with the same company with respect to contents up to £1627, public liability £5,000,000, employers' liability £10,000,000 and legal assistance.

Tingewick Village Hall

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Building Issues

A building condition survey was undertaken at December 2010 by a qualified surveyor. There is no gas on site. Portable electrical appliances are tested by qualified personnel annually.

The mains electrical installation is checked by a qualified engineer every 5 years.

The Fire Safety Risk Assessment is reviewed annually by the Committee.

Fire-fighting appliances are inspected annually under contract with the supplier.

A Committee member carries out other regular maintenance and safety checks. Maintenance and safety issues form part of the agenda for the monthly committee meetings and progress is monitored on a monthly basis.

Funding Strategy

It is the strategy of the Trustees and Management Committee to manage the revenue budget on a self-financing basis. The contributions made by users of the Hall, donations and fund raising activities are set to achieve this.

Volunteers' /Friends of the Village Hall Effort

On average 30 hours of volunteer time are given each week to cover routine tasks such as bookings management, meetings and administration in addition to the time required when organising and running fund-raising events. The recent addition of the 'Friends of the Village Hall' will help with time required in routine maintenance, cleaning and fund-raising events.

OBJECTIVES OF THE CHARITY

Provision of a Village Hall which is available, in the main for hire by the parishioners of Tingewick and others in the locality without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions

Tingewick Village Hall

Use of the Village Hall 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 social conditions of the life of the inhabitants

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

Principal Activities in pursuit of Objectives

The Hall is in use most days of the week for a variety of activities including Table Tennis, Line Dancing, Pilates and the local Scout group.

The Hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fund raising fayres.

Reserves Policy

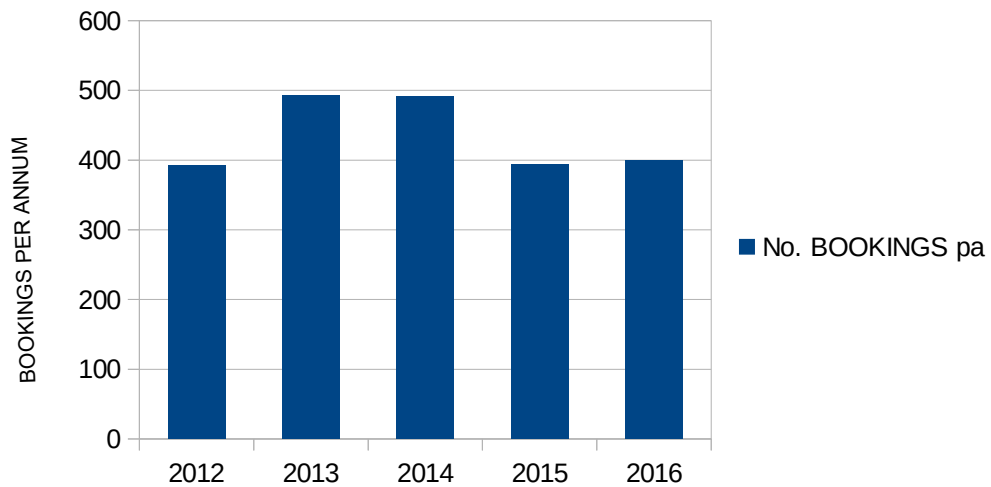
The Village Hall currently (year end 2016) has a combined reserve of ca £11,089 in its deposit and current bank accounts and a further £600 invested in Premium Bonds. These monies are available for both regular maintenance and any unforeseen problems that may arise. In a situation where funding requirements are greater than cash available special fund-raising activities and/or grant application/s would have to be instigated. Depending on the nature of the problems, temporary closure of the hall may be necessary until the appropriate funds are available.

2016 ACHIEVEMENTS

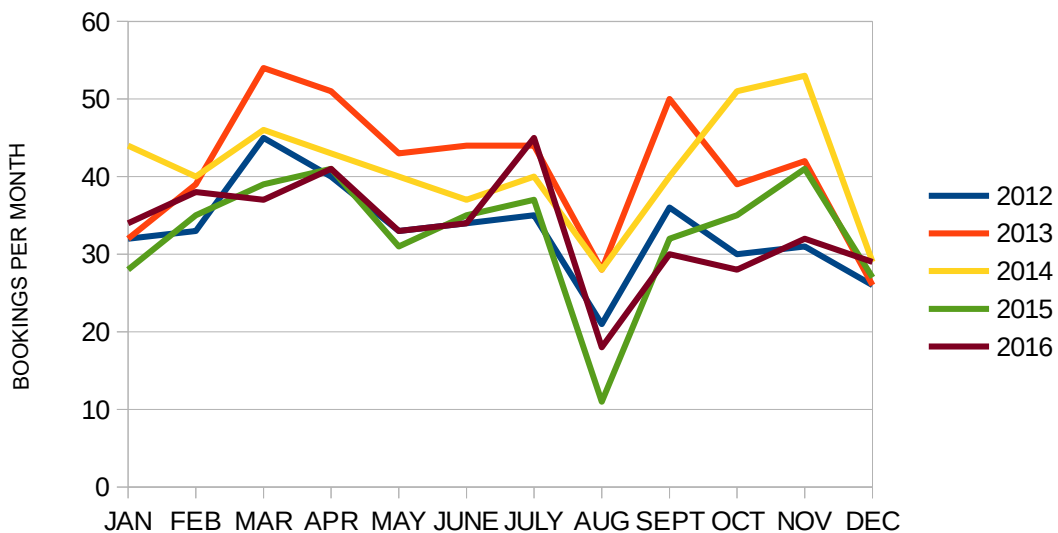
The committee has continued to work hard during the year to make the Hall attractive to potential users and measure their success by the range of users and the level of Hall occupancy. The graphs below show that lettings have been quite consistent over recent years. In analysing lettings activity over a period it is clear that we have a handful of regular societies and clubs who use the Hall. We work closely with them to ensure that the Hall continues to meet their needs and that we have an ongoing and positive relationship.

Tingewick Village Hall

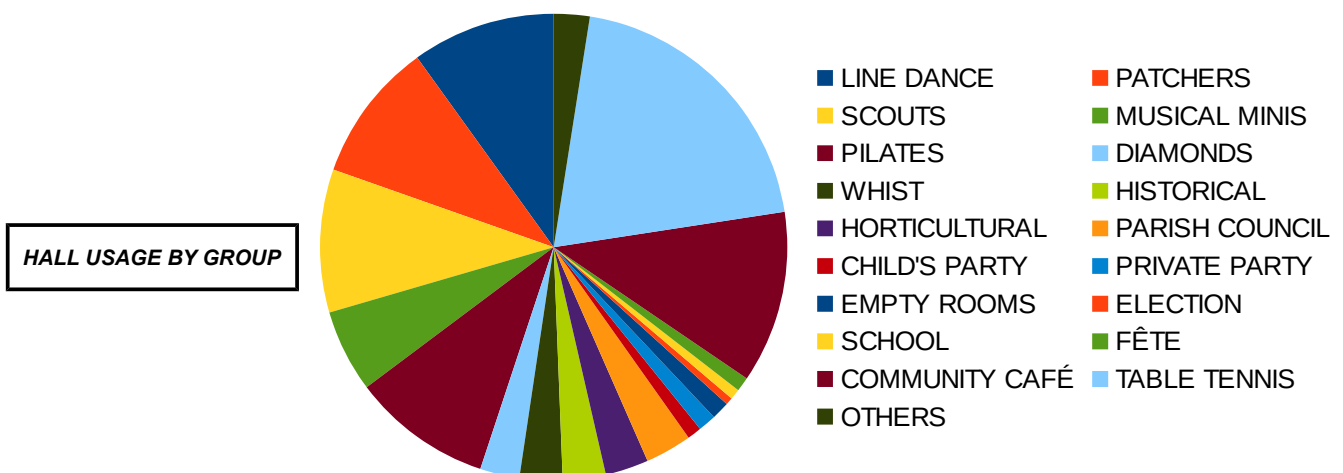
TINGEWICK VILLAGE HALL ACTIVITY



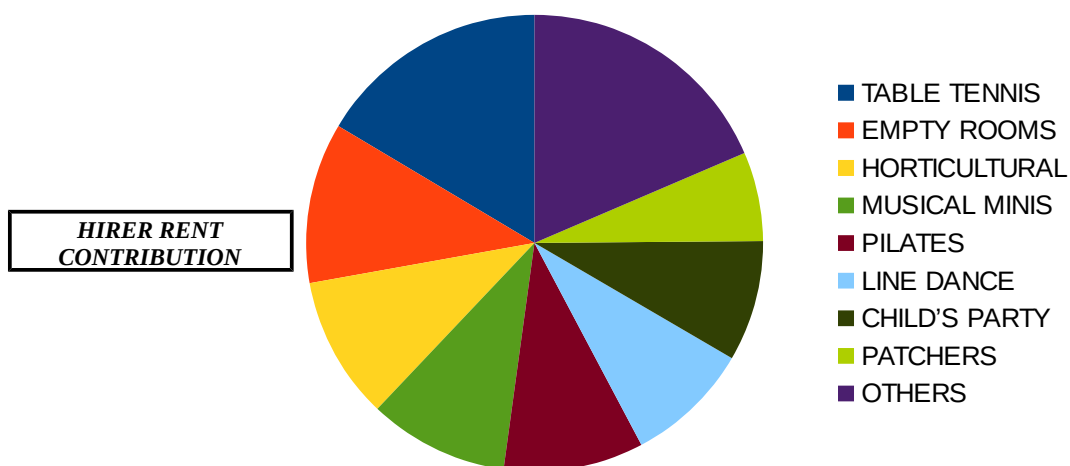
TOTAL BOOKINGS PER MONTH



The societies and groups are quite diverse and their contribution to Hall income and usage can be seen depicted below:



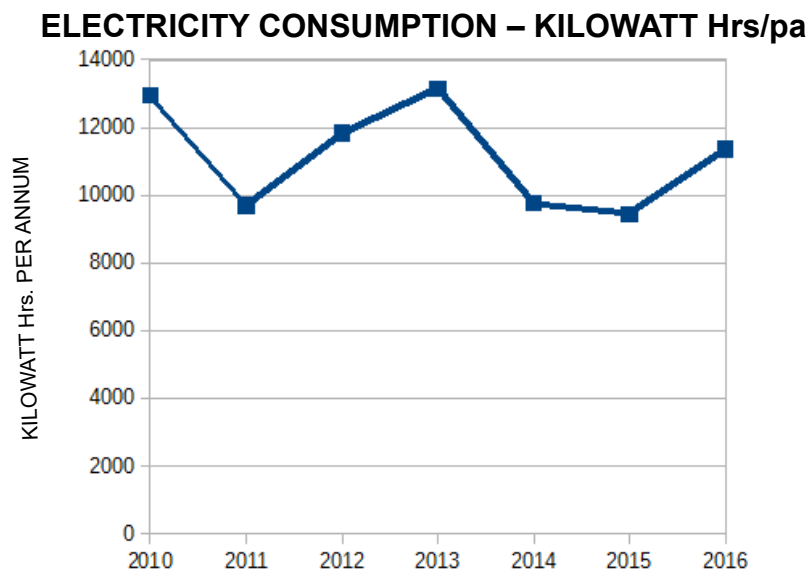
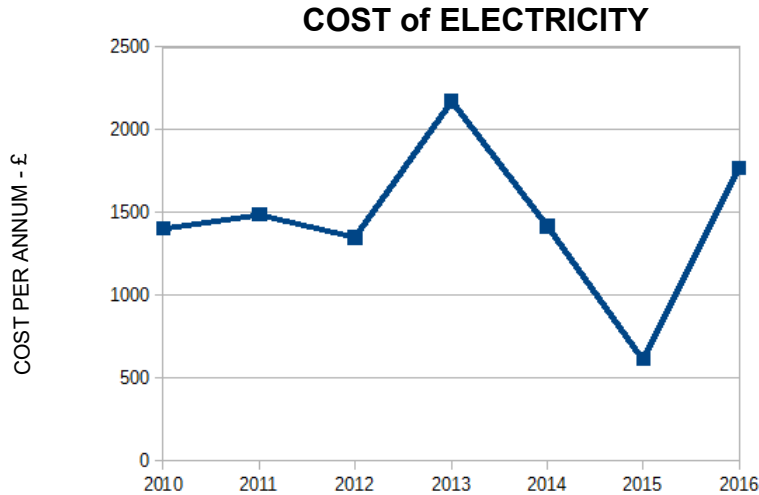
Tingewick Village Hall



- AMP ELECTRICAL were engaged at the beginning of the year to undertake the statutory 5 year electrical insulation check. At £1967 this remedial work and other issues that had arisen represented the largest financial outlay for a “single” project in 2016.
- At the AGM in April the Village Hall Management Committee welcomed 4 new members. Along with some Friends of the Village Hall, Committee members carried out a major operation to clean 70 Hall chairs. Discussions with the Parish Council commenced to establish the installation of wi-fi in the Hall.
- In 2015 the exterior of the Hall was completely re-cladded. Some issues have subsequently arisen which currently await rectification.
- Problems were experienced with a portion of the Committee Room floor necessitating a localised repair.
- An application for S106 funding for an extension to the Hall incorporating all-round double glazing and surface drainage was approved by AVDC. A planning application has been submitted to AVDC in order that the project can progress.
- A further long-term commitment with the Village Hall Insurance Brokers should result in insurance premiums remaining relatively static. This is the third such agreement and since the first in 2010 premiums have risen from £1052 to £1119.

Tingewick Village Hall

In 2015 the cost for electricity was lower than anticipated at £615 for the year. The was due to E-ON setting D/D levels too low. 2016 saw a higher cost for electricity as E-ON recouped their “losses”.



FUTURE PLANS

The proposed project for which S106 funding of £76,000 was approved now comprises three elements following recommendations by AVDC.

- a) An extension at the side of the Hall to increase and improve facilities.
- b) Double glazing and new doors to improve insulation and building security.
- c) Gratings around the Hall exterior to remove water run-off.

Tingewick Village Hall

In addition to the above other plans for consideration include:

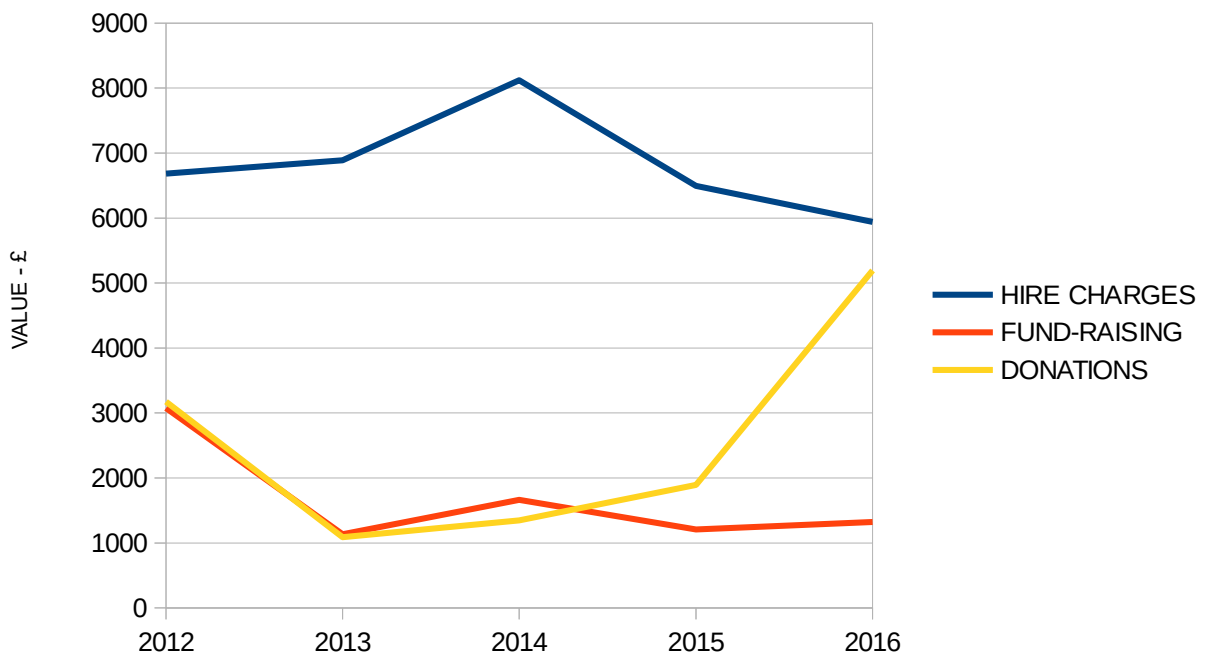
- Re-decorating Hall interior
- Refurbish path on east-side
- Insulate roof interior
- Refurbish main hall floor

FINANCIAL REPORT

The end of year balance for 2016 was £11,089.50 which was £3811.64 up on the 2015 balance.

The main sources of income for the Village Hall were from hall hire charges, fund raising activities and donations.

MAIN SOURCES of INCOME

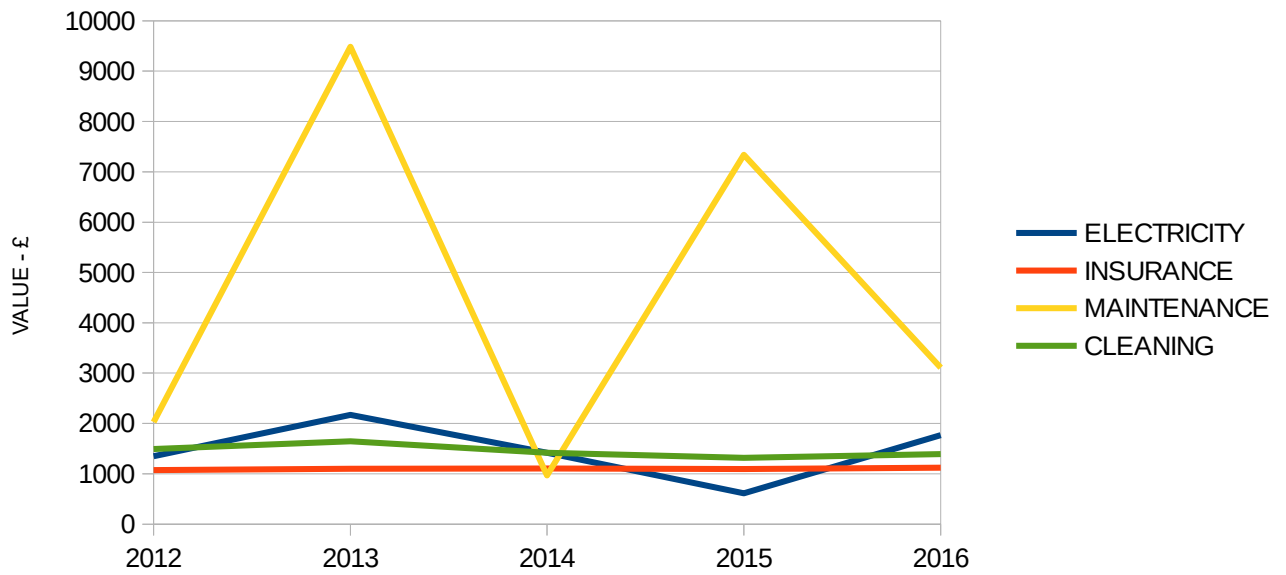


Income from hire charges indicates a slight decline in revenue, whereas fund-raising has remained relatively constant. However, income due to donations showed a marked increase which is primarily attributable to those received from the Community Cafe. Donations received in 2016:

Community Café	£4822.00
Finmere F.C.	£156.50
Community Cafe (Fête)	£155.00
4B Golf Society	£10.00

Tingewick Village Hall

MAIN SOURCES of EXPENDITURE



Electricity, Insurance and Cleaning costs have shown a certain amount of stability recently. On the other hand, maintenance & repair shows wide fluctuations reflecting the requirements of the different projects undertaken.

The stable insurance premiums have been as a result of long term agreements with the insurance brokers.

The Financial Report for 2016 was audited and signed off by Mr. A. Campbell.

Tingewick Village Hall

TINGEWICK VILLAGE HALL FINANCIAL REPORT - 1st JANUARY 2016 to 31st DECEMBER 2016

SUMMARY

INCOME

HALL HIRE	5939
FUND RAISING	1321.62
DEPOSIT ACCOUNT INTEREST	1.93

INCOME GENERATED IN 2016 7262.55 **7262.55**

DONATIONS RECEIVED 2016 5193.5 5193.5

TOTAL INCOME for 2016 12456.05 **12456.05**

EXPENDITURE

RATES & LICENCES	521.99
ELECTRICITY	1770
HALL INSURANCE	1119.21
FUND RAISING	635
HALL CLEANING & SUPPLIES	1391.2
MAINTENANCE & REPAIRS	3108.03
DONATIONS MADE	
SUNDRIES	98.98

TOTAL EXPENDITURE for 2016 8644.41 **-8644.41**

ACTUAL NET INCOME for 2016 3811.64
BALANCE B/F from DECEMBER 2015 7277.86

BALANCE @ 31st DECEMBER 2016 11089.5

BALANCE of ACCOUNTS

BANK - CURRENT ACCOUNT @ 31/12/2016	6303.03
BANK - DEPOSIT ACCOUNT @ 31/12/2016	4020.52
CASH ACCOUNT @ 31/12/2016	765.95

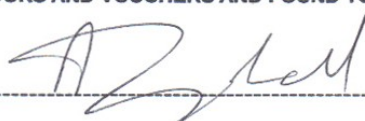
BALANCE @ 31st DECEMBER 2016 11089.5

ADDITIONAL ASSETS

PREMIUM BONDS HELD ON BEHALF OF THE VILLAGE HALL	600
FIXED ASSETS	360

ACCOUNTS EXAMINED WITH BOOKS AND VOUCHERS AND FOUND TO BE CORRECT.

Mr. A. CAMPBELL



DATE: 28/1/17

Tingewick Village Hall

TINGEWICK VILLAGE HALL FINANCIAL REPORT - 1st JANUARY 2016 to 31st DECEMBER 2016

ITEM	SOURCE - INCOME /EXPENDITURE	£	TOTAL	BALANCE
	BALANCE B/F from DECEMBER 2015		7277.86	7277.86
	INCOME			
RENT	TOTAL HIRE CHARGES for the VILLAGE HALL	5939	5939	
DONATIONS	COMMUNITY CAFÉ WHIST FINMERE FOOTBALL CLUB COMMUNITY CAFÉ - FÊTE TEAS 4B GOLF SOCIETY - FÊTE <i>total donations</i>	4822 50 156.5 155 10 5193.5	5193.5	
FUND RAISING	VILLAGE HALL IMPROVEMENT FUND SUBSCRIPTIONS FÊTE & BEER FESTIVAL - CROCKERY SMASH STALL MAGICIAN - Secret World of Charles Dickens <i>total fund raising</i>	1075 65 181.62 1321.62	1321.62	
DEPOSIT ACCOUNT	TOTAL INTEREST for 2016		1.93	
	TOTAL INCOME for 2016		12456.05	12456.05
	EXPENDITURE			
RATES & LICENCES	AVDC - BUSINESS RATES AVDC - PREMISES LICENCE ANGLIAN WATER - WATER RATES PERFORMING RIGHT SOCIETY - PRS/PPL LICENCE <i>total rates & licences</i>	34.17 70 268.38 149.44 521.99	521.99	
ELECTRICITY	E-ON PAYMENTS - TOTAL for 2016	1770	1770	
VILLAGE HALL INSURANCE	NORRIS FISHER/ANSVAR	1119.21	1119.21	
FUND RAISING	VILLAGE HALL IMPROVEMENT FUND DRAW PRIZES ADDITIONAL DONATION TO IMPROVEMENT FUND BONUS DRAW	600 35	600 35	
HALL CLEANING	GRATUITIES to CLEANER CLEANING SUPPLIES <i>total cleaning & supplies</i>	1339.5 51.7 1391.2	1391.2	
MAINTENANCE & REPAIR	AMP ELECTRICAL - REPAIRS AND CHECKS AMP ELECTRICAL - 5 YEAR CERTIFICATION & REPAIRS AMP ELECTRICAL - DEPOSIT FOR REMEDIAL WORK AMP ELECTRICAL - COMPLETION OF REMEDIAL WORK C. WHITTON - TWO EXTENSION LEADS D. McAllister - WINDOW AND GUTTER CLEANING M. HORNSEY - REPAIR TO COMMITTEE ROOM FLOOR ABBOTFIRE - EXTINGUISHER/EMERGENCY LIGHTS/PAT TESTING T. STYLES - CUTTING TREES & SHRUBS - EMBANKMENT ABBOTFIRE - REPLACEMENT EMERGENCY LIGHT C. WHITTON - REPLACEMENT LIGHT DIFFUSER E. MAXWELL - BABY CHANGE TABLE & SIGN E. MAXWELL - TWO BAGS OF ROCK SALT REIMBURSEMENT FOR COST OF LIGHT DIFFUSER ADVERTISING - TINGEWICK NEWS	200 857 150 760 9.99 110 45 337.52 200 93.6 15.89 125.94 7.98 -15.89 16		
EXTENSION PROJECT/S106	AVDC - PLANNING APPLICATION <i>total repair & maintenance</i>	195 3108.03	3108.03	
DONATIONS MADE				
SUNDRIES	2015 AUDIT COMMUNITY IMPACT BUCKS - SUBSCRIPTION STATIONERY & WEBSITE <i>total sundries</i>	14 50 34.98 98.98	98.98	
	TOTAL EXPENDITURE for 2016		8644.41	-8644.41
BALANCE @ 31st DECEMBER 2016			11089.5	

Tingewick Village Hall

The Committee declare that they have approved the above Annual Report for 2016.

Signed on behalf of the Village Hall's trustees and committee members.

Signature(s)

Full name(s)

David Partridge

Position

Chairman

Date