

Tingewick Village Hall

Tingewick Village Hall

Annual Report



Main Street,
Tingewick,
Buckinghamshire.

MK18 4NN

www.tingewickvillagehall.org

Registered Charity No. 269466

1st January 2015 – 31st December 2015

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
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.

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

Tingewick Village Hall

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 2015) has a combined reserve of ca £7,300 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.

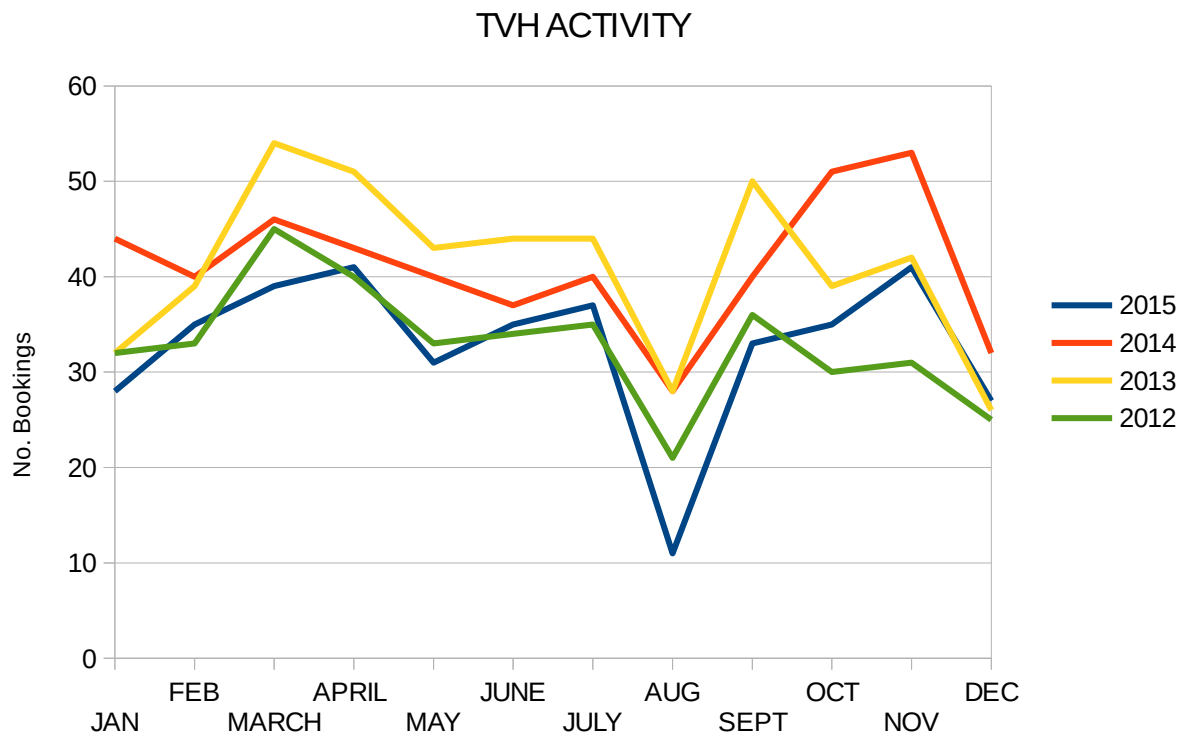
2015 ACHIEVEMENTS

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. As can be seen from the graph within the activity section, 2015 lettings are slightly down on the previous year.

2012 -	"	"	"	"	"	"	"	"	393.
2013 -	"	"	"	"	"	"	"	"	493.
2014 -	"	"	"	"	"	"	"	"	491.
2015 -	"	"	"	"	"	"	"	"	394.

Tingewick Village Hall

In analysing lettings activity in the last four years 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.



2015 saw the start and completion of four major projects:

a) The erection of a brand new storage shed on its own concrete base (£2652).

b) Following the localised repair to the kitchen floor it quickly became apparent that the floor had deteriorated too much and needed to be completely replaced. Two of the original kitchen units also had to be replaced. This was undertaken in October (ca £1500).

c) The exterior wood cladding on the Hall was completely replaced with insulation being incorporated into the wall cavities. This project could only be undertaken with the aid of a grant from WREN Environmental (£14960) which was paid directly to the contractors (CJM). The Hall's contribution to this project was £1858.20.

d) The area around the Bus Shelter was tidied-up and shrubs and hedging planted (£245).

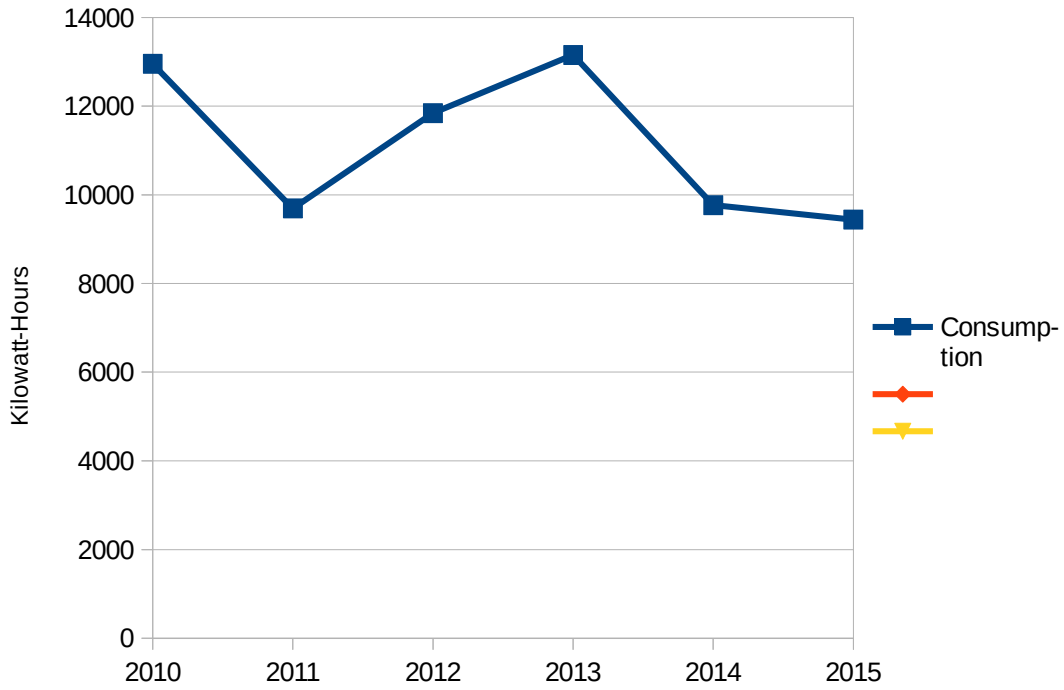
Although a number of relatively minor safety issues were sorted out over the year, one significant one remains unresolved:

As virtually every exterior light contained water they need to be subjected to a safety check, this and replacement of the car park light along with the electrical insulation check require immediate attention. Two electrical contractors have been contacted but neither, as yet, have bothered to turn up.

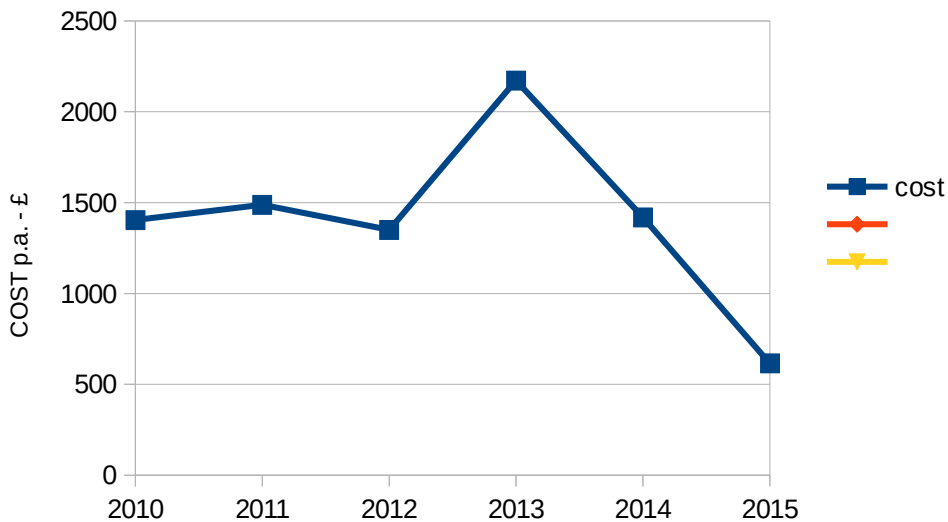
Tingewick Village Hall

Late 2013 saw the installation of a thermostat to control the heating in the main hall. Although the winters of 2013/2014 and 2014/2015 were not particularly harsh reductions of approx. £750 for 2014 with a further reduction of £800 for 2015 were achieved.

ELECTRICITY - CONSUMPTION



ELECTRICITY - YEARLY COST COMPARISON



The annual cost of electricity for 2015 of £615 has to be regarded with some suspicion as the monthly direct debit of £53 was reduced to £46 and then increased to £167 when E-ON decided that the account was £308.68 in debit at the end of the year.

Tingewick Village Hall

Since the advent of E-ON (formerly Powergen) there seems to some difficulty in setting meaningful direct debit payments:

<i>YEAR</i>	<i>MONTHLY D/D RANGE Jan. to Dec.</i>	<i>AVERAGE MONTHLY D/D</i>
2005*	£88 to £119	£90.58
2006*	£119 to £88	£90.58
2007*	£88 to 88	£88.00
2008*	£88 to £88	£88.00
2009	£150 to £120 to £91	£124.25
2010	£91 to £143	£117.00
2011	£143 to £94 to £116	£124.00
2012	£82 to £143	£112.50
2013	£167 to £195	£181.00
2014	£134 to £134	£134.00
2015	£53 to £46	£51.25
2016	£167 to ?	?

The indications are that the introduction of a thermostat has achieved savings with regard to the consumption of electricity. It is hoped that following the installation of cavity wall insulation additional savings in consumption will result.

Future Plans

There is an opportunity for the Village Hall to apply for S106 Funding. Two possible proposals are under consideration:

- a) Double glazing and new doors to further improve insulation and building security.
- b) An extension at the side of the Hall to increase and improve facilities.

In addition to the above (depending on financial considerations), other plans include:

- Re-decorating Hall interior
- Gratings around Hall exterior to remove water run-off
- Refurbish path on east-side
- Insulate roof interior
- Refurbish main hall floor

Financial Report

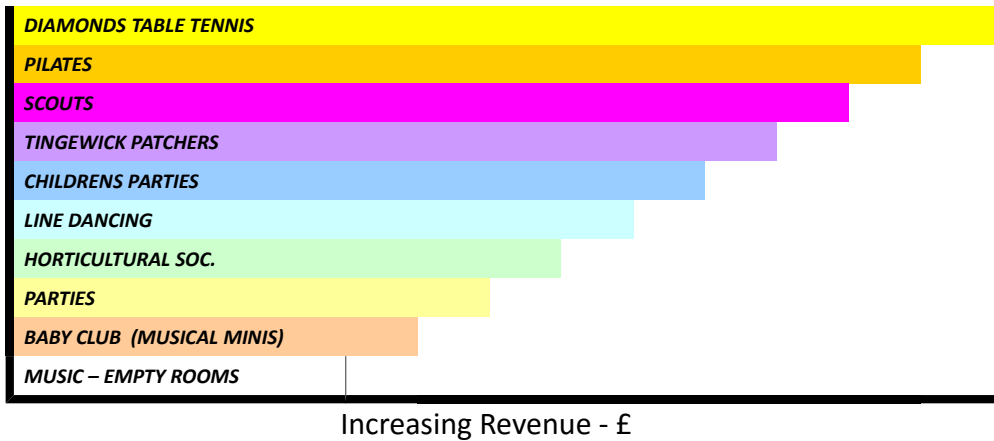
The end of year balance for 2015 was £7277.86, which was £2238.39 down on the 2014 balance.

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

The Hall hire income generated over the year comes from groups/users with a wide range of interests. The *Top Ten* for 2015, revenue wise, comprises:

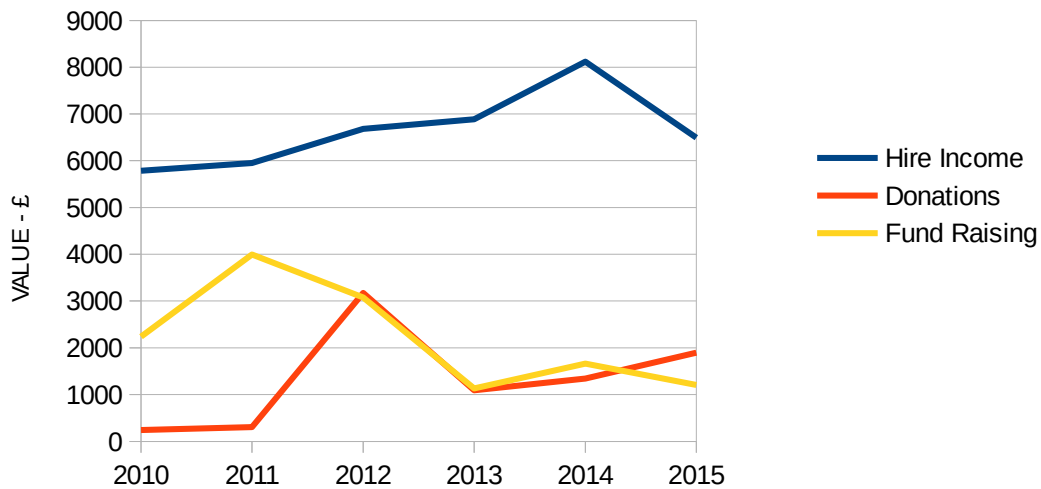
Tingewick Village Hall

TOP TEN of VILLAGE HALL HIRERS



A comparison of the major sources of income over recent years is indicated below:

MAIN SOURCES of INCOME

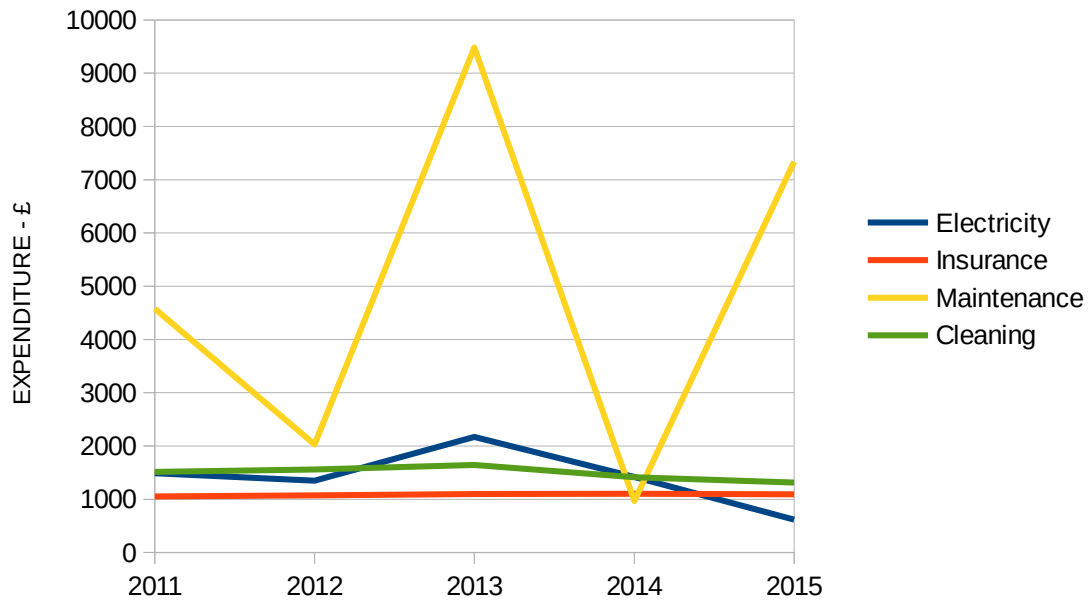


Hall hire revenue has shown a marginal increase over recent years whereas revenue generated by fund raising activities is in decline with the Improvement Fund Draw being almost the only source of income. There is an upward trend in donations received with the Community Café being the largest contributor. Donations were received from:

- J. Perry's Estate
- Bernie Marsden/Royal Oak Music Nights
- Community Café
- Finmere Football Club
- D. Partridge

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 a long term agreement with the insurance brokers. This agreement comes to an end in November 2016 and this may adversely influence future premiums.

The Financial Report for 2015 was audited and signed off by Mr. A. Campbell.

Tingewick Village Hall

TINGEWICK VILLAGE HALL FINANCIAL REPORT for 1st JANUARY 2015 to 31st DECEMBER 2015

SUMMARY

INCOME

HALL HIRE	6495
FUND RAISING	1207
DEPOSIT ACCOUNT INTEREST	1.67

INCOME GENERATED IN 2015 7703.67 **7703.67**

DONATIONS RECEIVED 2015	1893.97	1893.97
TOTAL INCOME for 2015		9597.64 9597.64

EXPENDITURE

RATES & LICENCES	592.6
ELECTRICITY	615
HALL INSURANCE	1092.82
FUND RAISING	650
HALL CLEANING & SUPPLIES	1314.74
MAINTENANCE & REPAIRS	7338.37
DONATIONS	50
SUNDRIES	182.5

TOTAL EXPENDITURE for 2015 11836.03 **-11836.03**

ACTUAL INCOME for 2015	-2238.39
BALANCE B/F from DECEMBER 2014	9516.25

BALANCE @ 31st DECEMBER 2015 **7277.86**

BALANCE of ACCOUNTS

BANK – CURRENT ACCOUNT @ 31/12/2015	2859.52
BANK – DEPOSIT ACCOUNT @ 31/12/2015	4018.59
CASH ACCOUNT @ 31/12/2015	399.75

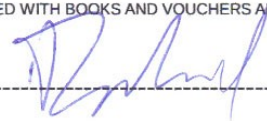
BALANCE @ 31st DECEMBER 2015 **7277.86**

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

In 2015 a major project was undertaken, namely the re-cladding of the exterior of the Village Hall. This was done with the aid of a grant from WREN Environmental. This grant, £14960, was paid, by WREN, directly into the account of the contractors – CJM.

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

Mr. A. CAMPBELL



DATE: 21/1/16

Tingewick Village Hall

TINGEWICK VILLAGE HALL FINANCIAL REPORT for 1st JANUARY 2015 to 31st DECEMBER 2015

ITEM	SOURCE - INCOME /EXPENDITURE	£	TOTAL	BALANCE
	BALANCE B/F from DECEMBER 2014			9516.25
	INCOME			
RENT	TOTAL HIRE CHARGES for the VILLAGE HALL	6495	6495	
DONATIONS	PREMIUM BOND WINS	50		
	D. PARTRIDGE	40		
	J. PERRY'S ESTATE	500		
	J. CARTWRIGHT	45		
	B. MARSDEN/ROYAL OAK MUSIC EVENINGS	282.71		
	COMMUNITY CAFÉ	751.26		
	ANONYMOUS	5		
	FINMERE FOOTBALL CLUB	220		
	<i>total donations</i>	1893.97	1893.97	
FUND RAISING	VILLAGE HALL IMPROVEMENT FUND SUBSCRIPTIONS	1110		
	FÊTE & BEER FESTIVAL - CROCKERY SMASH STALL	97		
	<i>total fund raising</i>	1207	1207	
DEPOSIT ACCOUNT	TOTAL INTEREST for 2015		1.67	
	TOTAL INCOME for 2015		9597.64	9597.64
	EXPENDITURE			
RATES & LICENCES	AVDC - BUSINESS RATES	33.9		
	AVDC - PREMISES LICENCE	70		
	ANGLIAN WATER - WATER RATES	315.46		
	PERFORMING RIGHT SOCIETY - PRS/PPL LICENCE	173.24		
	<i>total rates & licences</i>	592.6	592.6	
ELECTRICITY	E-ON PAYMENTS - TOTAL for 2015	615	615	
VILLAGE HALL INSURANCE	NORRIS FISHER/ANSVAR	1092.82	1092.82	
FUND RAISING	VILLAGE HALL IMPROVEMENT FUND DRAW PRIZES	650	650	
HALL CLEANING	GRATUITIES to CLEANER	1300		
	CLEANING SUPPLIES	14.74		
	<i>total cleaning & supplies</i>	1314.74	1314.74	
MAINTENANCE & REPAIR	CJM - NEW SHED & BASE	2652		
	C. WHITTON - SOLAR LIGHT for SHED	65.1		
	D. McAllister - WINDOW/GUTTER CLEANING	120		
	GENTS TOILET LIGHT SWITCH & CAR PARK LIGHT	216		
	M. HORNSEY - KITCHEN FLOOR - LOCALISED REPAIR	180		
	REPLACEMENT KETTLES	9.98		
	REPLACEMENT FIRST AID KIT	29.2		
	PLASTIC CHAIN for CAR PARK	29.92		
	SOLAR LIGHT for E/SIDE GATE	14.34		
	SHRUBS for BUS SHELTER	245.36		
	ABBOTFIRE - EXTINGUISHER/EMERGENCY LIGHT MAINTENANCE	327.08		
	ABBOTFIRE - REPLACEMENT EMERGENCY LIGHTS	157.01		
	M. HORNSEY - KITCHEN FLOOR - COMPLETE REPLACEMENT	1230		
	C. WHITTON - REPLACEMENT KITCHEN UNITS	204.18		
	CJM - RE-CLADDING PROJECT - DISPOSAL COSTS	250		
	FCC ENVIRONMENT- MATCH FUNDING for WREN GRANT - RE- CLADDING	1608.2		
	<i>total repair & maintenance</i>	7338.37	7338.37	
DONATIONS	TO COMMUNITY CAFÉ START-UP	50	50	
SUNDRIES	2014 AUDIT	10		
	COMMUNITY IMPACT BUCKS - SUBSCRIPTION	50		
	STATIONERY & WEBSITE	122.5		
	<i>total sundries</i>	182.5	182.5	
	TOTAL EXPENDITURE for 2015		11836.03	-11836.03
BALANCE @ 31st DECEMBER 2015				7277.86

Tingewick Village Hall

The Committee declare that they have approved the above Annual Report for 2015.

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

Signature(s)

Full name(s)

David Partridge

Position

Chairman

Date