

# Tingewick Village Hall

## Tingewick Village Hall Annual Report



Main Street,  
Tingewick,  
Buckinghamshire.  
MK18 4NN

[www.tingewickvillagehall.org](http://www.tingewickvillagehall.org)

**Registered Charity No. 269466**

**1<sup>st</sup> January 2017 – 31<sup>st</sup> December 2017**

# 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  
Julie Hart – Lettings Officer

## **Committee Members:**

Zoe Moorhouse  
Carol Doherty  
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 22<sup>nd</sup> 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 eight 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 £430,000 cover. It is insured with the same company with respect to contents up to £1,778, 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

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

# Tingewick Village Hall

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 2017) has a combined reserve of £21,116 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.

## **2017**

Unfortunately 2017 saw the passing of the Management Committee's longest serving member, Carol Thurlby. Carol had been on the Committee for 38 years, the last 15 of which were as Lettings Officer. Carol's contribution will be greatly missed.

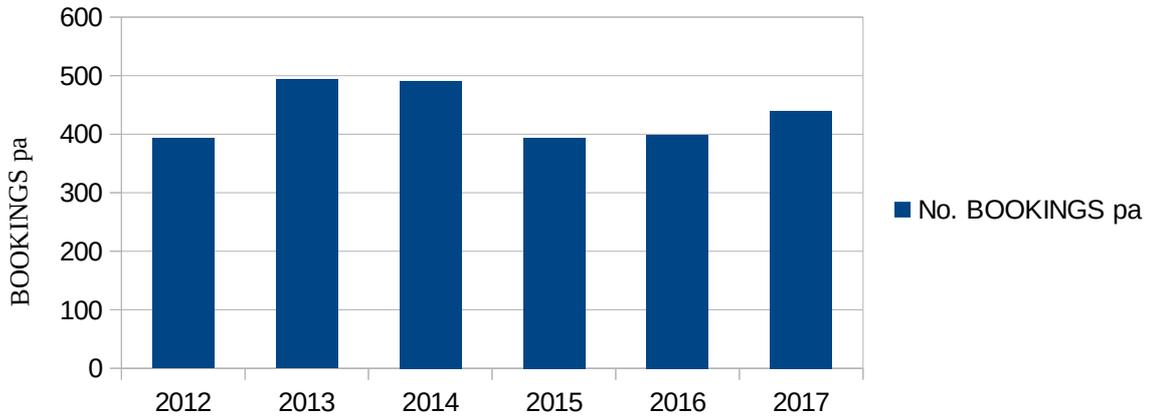
## **2017 ACHIEVEMENTS**

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.

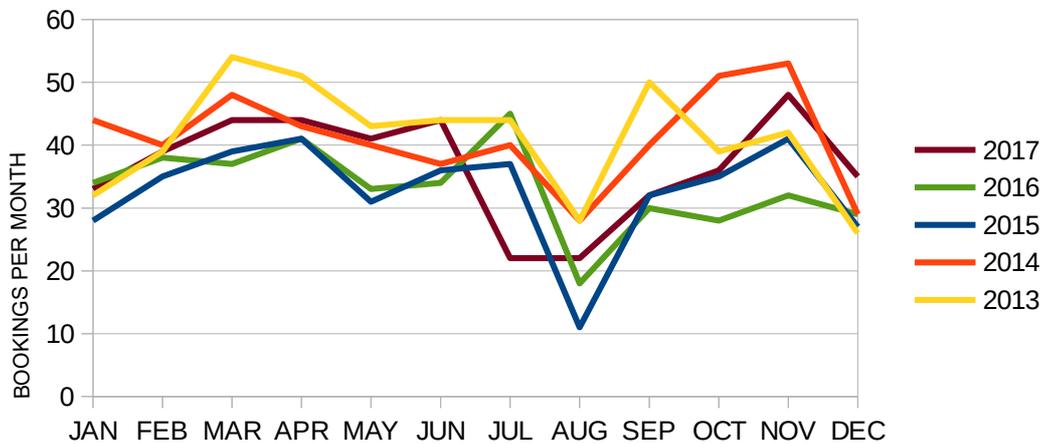
In analysing lettings activity over a period it is clear that we have a handful of regular societies and clubs who use the Hall. We work closely with them to ensure that the Hall continues to meet their needs and that we have an ongoing and positive relationship.

# Tingewick Village Hall

## TINGEWICK VILLAGE HALL ACTIVITY

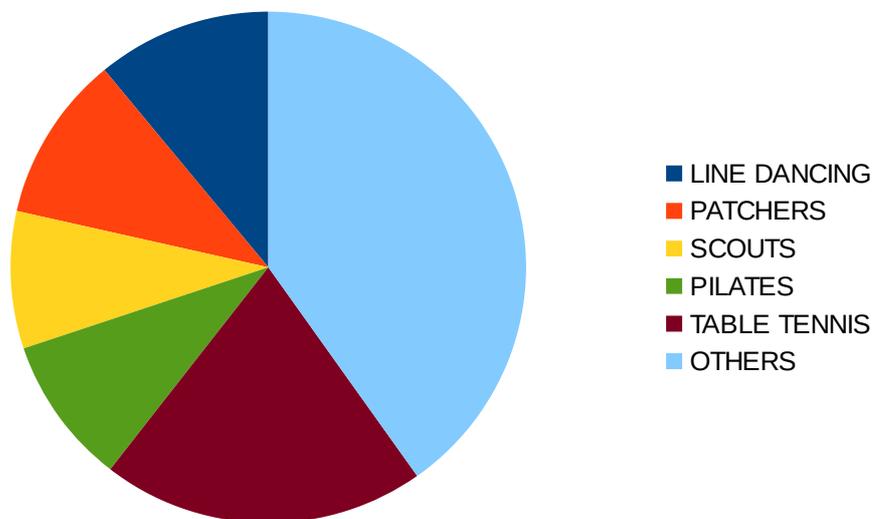


## TOTAL BOOKINGS PER MONTH



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

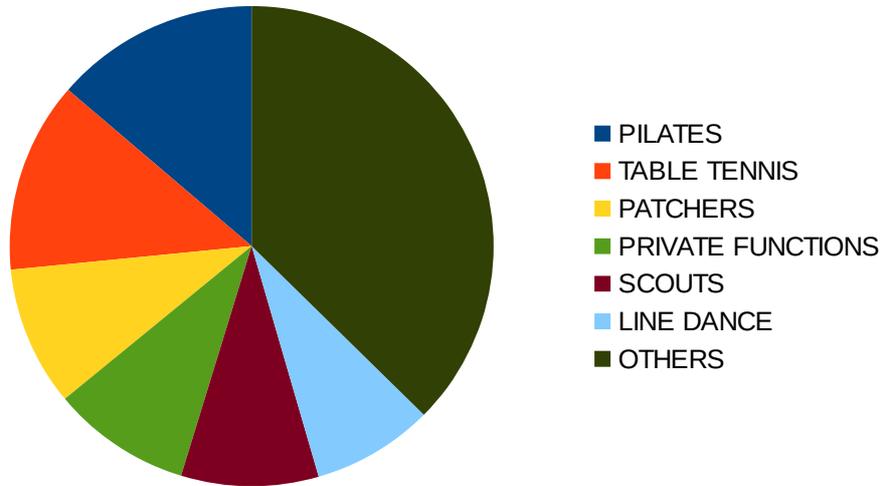
## HIRE FREQUENCY – TOP FIVE



The five most frequent hirers represent 60% of the total bookings over 2017

# Tingewick Village Hall

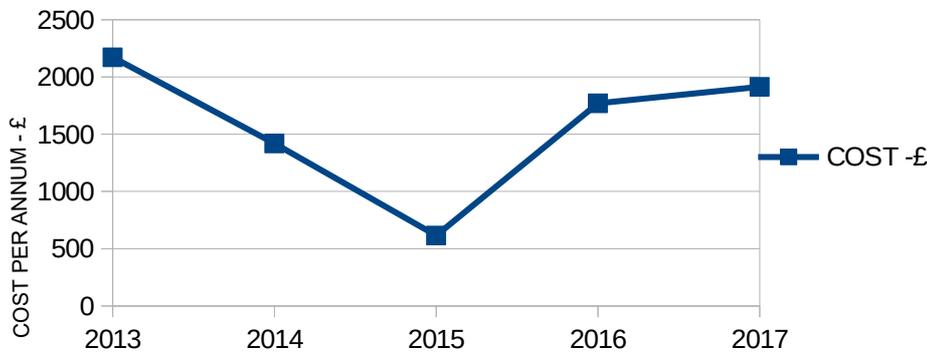
## HIRERS RENT CONTRIBUTION



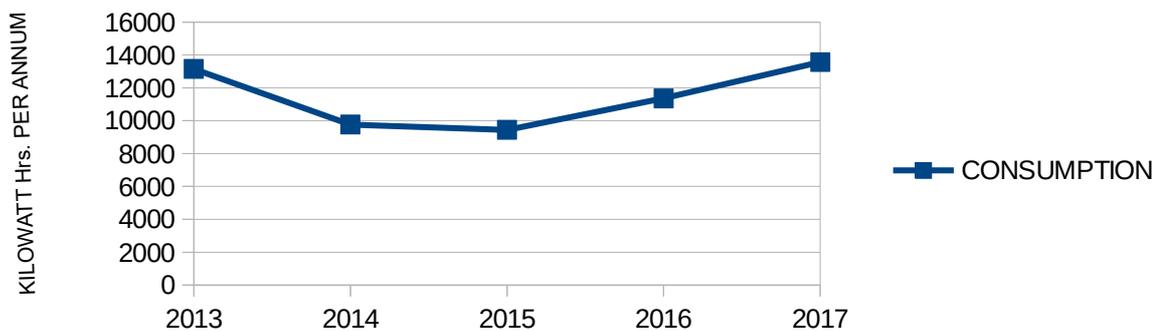
Six groups account for 63% of the income raised from hire charges.

As in previous years the monthly direct debit to E-ON has seen the premium vary markedly - £128 to £149 to £170 and January 2018 commences with a payment of £135/month.

## COST of ELECTRICITY

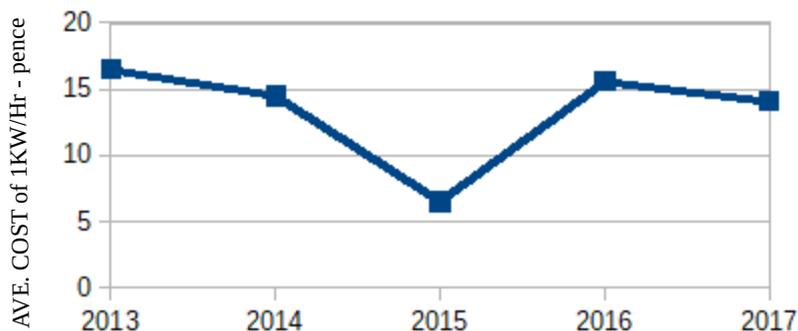


## CONSUMPTION of ELECTRICITY



# Tingewick Village Hall

## AVERAGE COST for 1KW/Hr.



Over the years a variety of plans and tariffs have been in place for the payment of electricity. Since 2010 the average cost of 1 KW/Hr. Is 13.1 pence.

- An application for S106 funding was successful with £76,000 being made available for the initial phase of the Village Hall extension project. A planning application was also successful. Quotations obtained from a number of possible contractors ranged from £45,344 to £97,200 and indicated that additional funding could be required to ensure the completion of the project. Nick Fordy was engaged to assist with the internal layout requirements of the extension and to produce final working drawings. These would be submitted to potential contractors to obtain comprehensive quotations to establish the additional funding needs. An asbestos survey of the site proved to be negative.
- With the Management Committee being down to 8 members it was established that this had resulted in a much more efficient and effective working environment. It was agreed, by the Trustees and all Committee members that the Village Hall Constitution be amended to reduce the potential 12 member committee down to 8. Village Hall Constitution, Rules and Terms & Conditions documentation has been revised/updated and will be introduced during 2018.
- Wi-Fi is now available in the Village Hall. First year running and installation costs were the responsibility of Tingewick Parish Council. After the first year discussions between the Parish Council and Management Committee are to be held to discuss future funding/ownership of the installation.
- Currently the condition of the wooden floor in the main Hall floor is not very satisfactory. This is due to the fact that sanding operations required to clean-up the surface of the wood surface are not possible as previous sanding/sealing operations have removed the maximum amount of material from the floor surface. This resulted in a floor that was retaining dirt and some liquids.  
As a number of adverse comments/complaints were received regarding the condition of the floor a revised cleaning procedure was introduced. This comprised additional hours and a once/month recovery operation on the floor. This has proved to be extremely successful but at an additional cost of ca £750 pa.
- Following the success of two Film Night fund-raisers more are planned for 2018. Donations made a considerable contribution to the finances of the Hall and thanks in particular go to Bernie Marsden for his Music Night and the Community Cafe.
-

# Tingewick Village Hall

- A re-valuation of the Hall for insurance purposes showed rebuilding costs had increased from £301,465 to £430,000 which increased the 2017/2018 premium by £285.24.

## **FUTURE PLANS**

Plans for the proposed extension should be available by early 2018. This will allow the Management Committee to approach various potential contractors to establish a cost for the complete project. With £76,000 available from the first tranche of S106 funding, the level of additional funding can be determined. It is planned that a second application will be made when the next tranche of S106 funding becomes available. 2018 should see the start of work on the extension. It is intended that this extension will provide:

- a) Increased and improved facilities.
- b) Double glazing and new doors to improve insulation and building security.
- c) Drainage around the Hall exterior to remove water run-off.

In addition to the above other plans for consideration include:

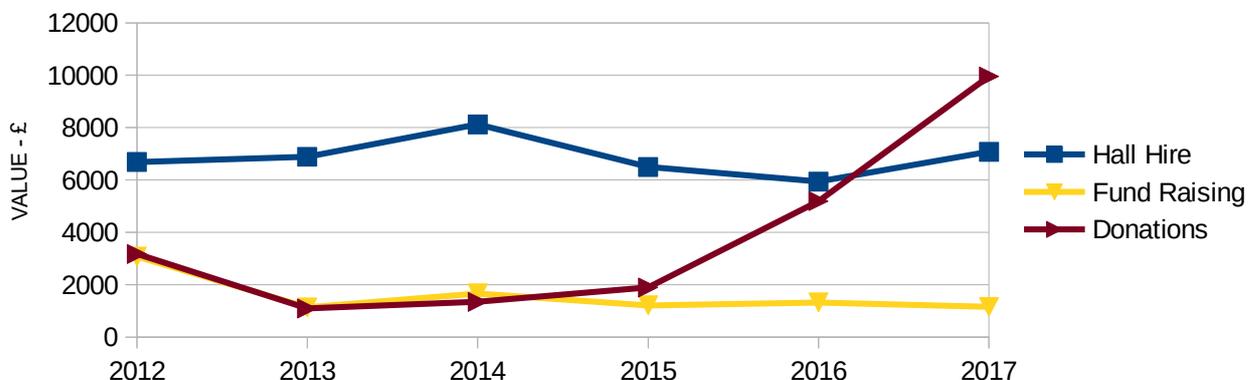
- Re-decorating Hall interior
- Refurbish path on east-side
- Insulate roof interior
- Refurbish main hall floor

## **FINANCIAL REPORT**

The end of year balance for 2017 was £21,116.76 which was £10,027.26 up on the 2016 balance.

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

### ***MAIN SOURCES of INCOME***



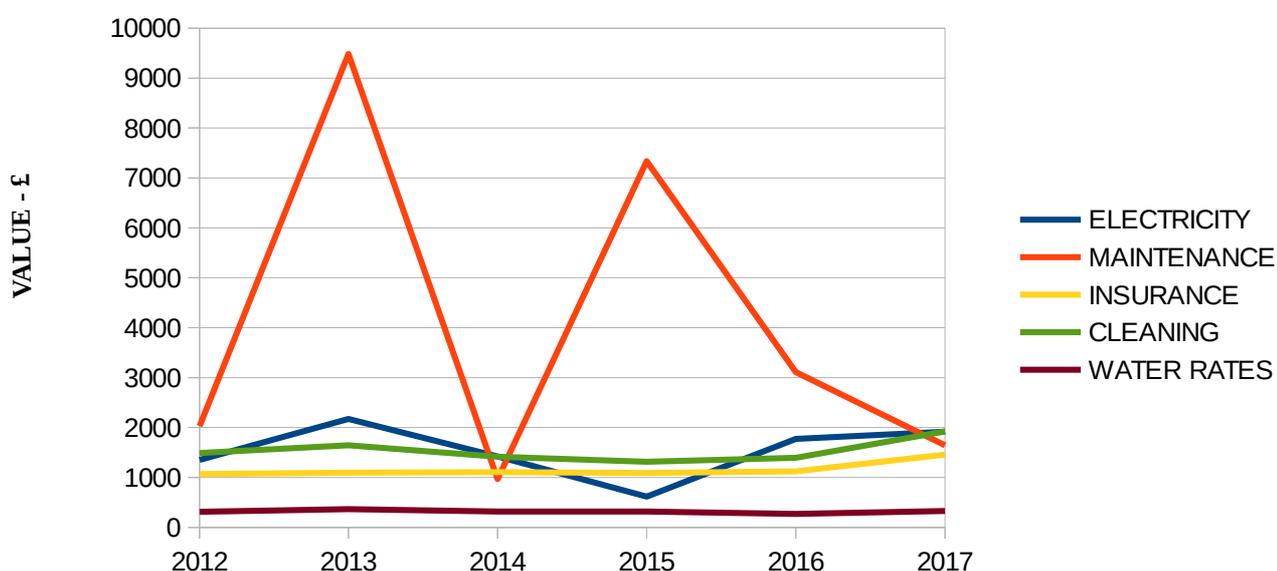
Income from hire charges and fund-raising have remained relatively constant. However, income due to donations showed a marked increase which is primarily attributable to those received from the Community Cafe and Bernie Marsden's Music Night.

# Tingewick Village Hall

The income generated during 2017 was £8,236.10. Monies donated to the Village Hall during 2017 totalled £9,956 which comprised:

Community Café	£6,176
Bernie Marsden's Music Evening	£3,570
Finmere F.C.	£145
whist Group	£50
Others	£15

## MAIN SOURCES of EXPENDITURE



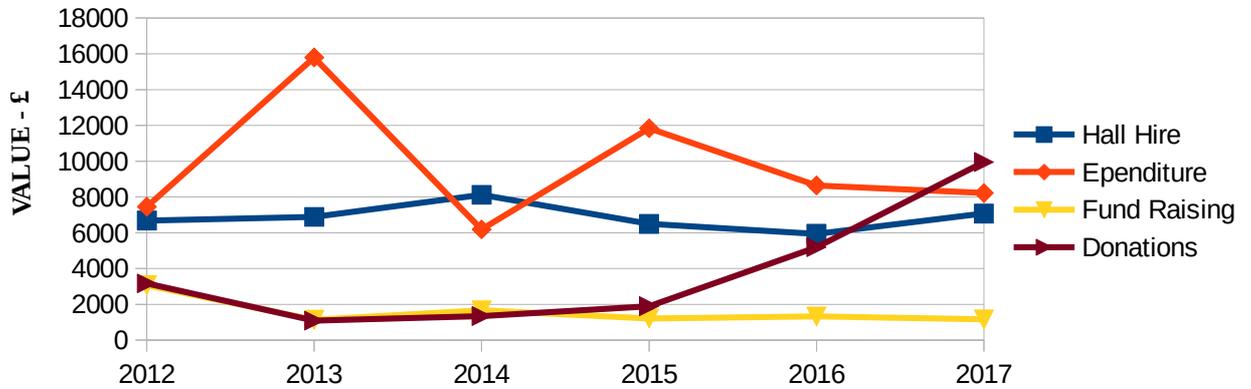
Expenditure on electricity, insurance, cleaning and water rates has shown a certain amount of stability recently. On the other hand, maintenance & repair shows wide fluctuations reflecting the requirements of the different projects undertaken.

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

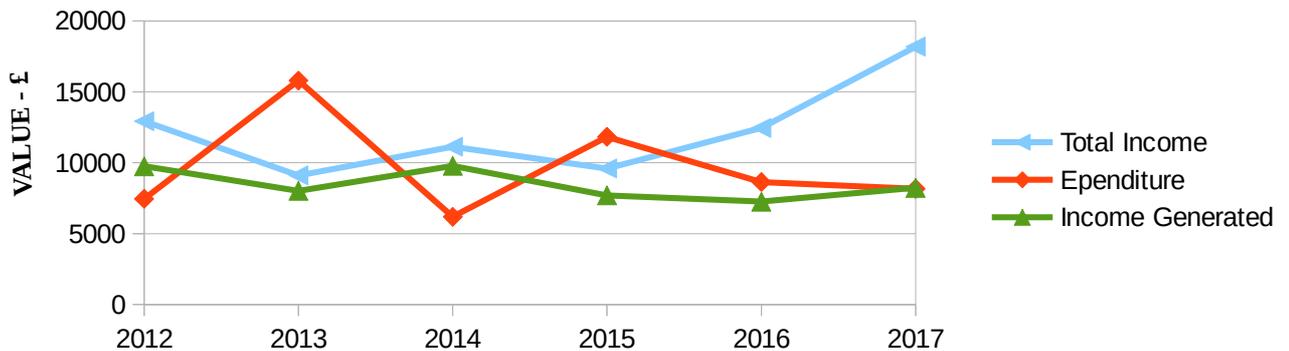
A situation that the Management Committee is aware of is that over the years the income generated from hire charges and fund-raising seldom exceeds that of the total expenditure. Hire charges and fund-raising are areas that the Management Committee can have a direct influence over. Recently due to the generosity of donors, particularly the Community Cafe and Bernie Marsden, an extremely healthy financial balance for 2017 was achieved.

# Tingewick Village Hall

## COMPARISON of EXPENDITURE with MAIN SOURCES of INCOME



## COMPARISON of INCOME TOTALS with EXPENDITURE



Combining donations with the income generated to produce the total income resulted in a significantly improved financial balance.

The Financial Report for 2017 was audited and signed off by Mr. A. Campbell.

# Tingewick Village Hall

TINGEWICK VILLAGE HALL FINANCIAL REPORT - 1<sup>ST</sup> JANUARY 2017 to 31<sup>ST</sup> DECEMBER 2017

## REPORT SUMMARY

### INCOME

HALL HIRE	7077
FUND RAISING	1157.08
DEPOSIT ACCOUNT INTEREST	2.02

**INCOME GENERATED in 2017** **8236.1**

DONATIONS RECEIVED in 2017 9956

TOTAL INCOME for 2017 18192.1

### EXPENDITURE

RATES & LICENCES	506.28
ELECTRICITY - E-ON	1914
HALL INSURANCE	1455.73
HALL CLEANING & SUPPLIES	1941.73
MAINTENANCE & REPAIRS	1643
DONATIONS MADE	250
AUDIT 2016	12.6
WEBSITE MAINTENANCE	51.5
EXTENSION PROJECT	390

TOTAL EXPENDITURE for 2017 8164.84

### BALANCE for 2017

TOTAL INCOME for 2017	18192.1
TOTAL EXPENDITURE for 2017	-8164.84
BALANCE from DECEMBER 2016	11089.5

**BALANCE @ 31<sup>ST</sup> DECEMBER 2017** **21116.76**

### BALANCE of ACCOUNTS

BANK - CURRENT ACCOUNT @ 31/12/2017	15988.59
BANK - DEPOSIT ACCOUNT @ 31/12/2017	4022.54
CASH ACCOUNT - @ 31/12/2017	851.63
CREDIT SLIP No. 500137 to be cashed	254.00

BALANCE @ 31<sup>ST</sup> DECEMBER 2017 £21116.76

Additional Assets: Premium Bonds held on Behalf of the Village Hall £600 & Fixed Assets of £360

ACCOUNTS EXAMINED WITH BOOKS AND VOUCHERS AND FOUND TO BE CORRECT

Mr A. CAMPBELL



DATE: 14/3/18

# Tingewick Village Hall

## TINGEWICK VILLAGE HALL FINANCIAL REPORT - 1<sup>st</sup> JANUARY 2017 to 31<sup>st</sup> DECEMBER 2017

ITEM	SOURCE – INCOME/EXPENDITURE	TOTAL - £
	BALANCE B/F from DECEMBER 2016	11089.5
	<b>INCOME</b>	
RENT	TOTAL HIRE CHARGES for 2017	7077
FUND RAISING	VILLAGE HALL IMPROVEMENT FUND SUBSCRIPTIONS	1620
	FÊTE – CROCKERY SMASH STALL	150.4
	FILM NIGHTS X 2	237.6
DONATIONS	COMMUNITY CAFÉ	6176
	WHIST	50
	FINMERE F.C. (£145) OTHERS (£15)	160
	BERNIE MARSDEN'S MUSIC NIGHT	3570
DEPOSIT ACCOUNT	INTEREST for 2017	2.02
	<b>EXPENDITURE</b>	
RATES & LICENCES	AVDC – BUSINESS RATES	-32.94
	ANGLIAN WATER – WATER RATES	-327.36
	PRS/PPL LICENCE	-145.98
ELECTRICITY	E-ON – PAYMENTS	-1914
FUND RAISING	VILLAGE HALL IMPROVEMENT FUND PRIZES	-630
	FILM NIGHTS X 2	-120.92
HALL CLEANING	GRATUITIES to CLEANER	-1920
	CLEANING SUPPLIES	-21.73
DONATIONS MADE	R. CRADDOCK'S ESTATE – PLANNING APPLICATION DRAWINGS	-250
AUDIT	Mr. A. CAMPBELL	-12.6
WEBSITE	KWWD – DOMAIN NAME/SITE MAINTENANCE	-51.5
EXTENSION/S106	SALVUM – ASBESTOS REPORT	-390
MAINTENANCE & REPAIRS	C. WHITTON – NEW LOCK & KEYS (MAIN DOOR)	-75.78
	GREENSLEEVES – PRUNING TREES	-575
	C. WHITTON – NEW DOOR MAT	-87.59
	BAR WATER HEATER & TEA URN	-140.77
	D. McALISTER - WINDOW AND GUTTER CLEANING	-110
	E. MAXWELL - NEW EXTRACTOR FAN	-23.95
	T. LIGHYFOOT – REPLACEMENT KETTLE	-19.95
	AMP ELECTRICAL – DEPOSIT FOR NEW PARTS	-100
	ABBOT FIRE – FIRE EXTINGUISHER & EMERGENCY LIGHTS CHECK	-346.22
	E. MAXWELL – DISABLED PARKING SIGNS	-7.97
	ABBOT FIRE – REPLACEMENT FIRE EXTINGUISHERS	-155.77
VILLAGE HALL INSURANCE	NORRIS & FISHER – BROKERS	-1455.73
2018 FUND RAISER	PUMP ACTION – DEPOSIT for BARN DANCE – MARCH 2018	-100
	<b>BALANCE at 31<sup>st</sup> DECEMBER 2017</b>	<b>21116.76</b>

# 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