

# Trustees' Annual Report for the period

Period start date		Period end date	
From		To	
1 <sup>st</sup>	January	2017	31 <sup>st</sup> December

2017

## Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address "Larums", Eaton Bray Road,

Northall,

Nr. Dunstable, Beds

Postcode

LU6 2EU

### 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	Mr Alan Tipper	Chairman		
2	Mr Kevin Cabbage	Treasurer		
3	Dr. Richard Dorrance	Secretary		
4	Mrs Lorna Cabbage	Bookings Secretary		
5	Mr Anthony Cox			Northall Baptist Church
6	Mr. Richard Harpley		12 <sup>th</sup> May-31 <sup>st</sup> December	
7	Mrs Jackie Mathew		20 <sup>th</sup> January-31 <sup>st</sup> December	
8	Dr Mike Scott		1 <sup>st</sup> Jan-30 <sup>th</sup> June	
9	Mr Meurnyn Thomas			Age UK

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

### Names and addresses of advisers (Optional information)

Type of advisor	Name	Address
None		

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

None
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# Structure, governance and management

## Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Trust Deed (dated 30<sup>th</sup> June 1981) and as Amended (9.7.10)

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

Trustees are either nominated by their respective organisations or invited by the Management Committee to put their names forward and then elected at the AGM.

## 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.

All new Trustees are provided with detailed Briefing Notes, which set out the Trust's Objectives, Financial & Achievements History, Key Issues and Future Plans, together with relevant Charity Commission publications.

N/A

N/A

Risk Management Policy:

i) To broaden the hirer base to minimise exposure to losing one or more large regular hirers.

ii) Reserves policy to ensure sufficient contingency funds to pay fixed costs should income be lower than expected.

iii) Reserves policy to ensure sufficient funds to pay for large, emergency building repairs.

iv) Buildings etc regularly valued and insured to cover full replacement

v) The management committee meets 3 times a year and reviews the charity's exposure to risk at each meeting. If necessary, policy changes are made.

vi) The management committee reviews the health and safety of the hall and grounds at regular intervals with regard to matters such as kitchen hygiene. Additionally for example trained volunteers check the playground equipment each week and keep a written record of concerns. Rospa are contracted to undertake an annual check. Other aspects of the hall and grounds are checked regularly but less frequently.

## Objectives and activities

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

The provision of a Village Hall for the use of the inhabitants of Northall, including use for meetings, lectures, classes and for other forms of recreation and leisure time occupation, with the objective of improving the conditions of life for the said inhabitants.

### 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

To provide Northall residents with a village hall (and grounds), that is suitable for community groups and family parties for up to 60 people, and which is amongst the best for cleanliness, décor, equipment, facilities, safety – and value for money.

N/A

N/A

The Committee also does a lot of voluntary work in maintaining and improving the Hall and facilities.

## Achievements and performance

### Summary of the main achievements of the charity during the year

#### 1. Hall Usage & Hiring Income

As the main aim of the Northall Village Hall Management Committee is to maximise the usage of the Hall and grounds, it monitors the usage very carefully.

During 2017 there was a small overall increase of 0.6% in the total number of hours the Hall was used.

User Category	Number of Hirers		Hall Usage			Hiring Income		
	2016	2017	2016 Hours	2017		2016 £	2017	
				Hours	% Change over 2016		£	% Change over 2016
Regular	12	13	930	1084	+16.5%	5,223	5,865	+12.3%
Ad Hoc	105	91	543	422	-22.3%	4,359	4,400	+1%
No Charge	11	3	33	9	-72.7%	-	-	-
<b>Total</b>	<b>128</b>	<b>107</b>	<b>1,506</b>	<b>1,515</b>	<b>+0.6%</b>	<b>9,582</b>	<b>10,265</b>	<b>7.1%</b>

However, Hiring Income increased by 7.1 %.

## 2. Hiring Fees

Fees were maintained at £5.50 per hour for Regular users, £7.00 per hour for Ad Hoc users and a higher booking fee of £12 per hour for people living outside the four villages of Edlesborough, Eaton Bray, Dagnall and Northall.

## 3. Village Hall Grounds

The grounds include an extensive children's playground with apparatus for all ages from 1 to16. This is subject to a comprehensive Weekly Check by trained volunteers and is available during daylight hours to Northall residents and hirers of the Hall who have been extremely appreciative of it during the last 12 months.



## 4. AGM

The AGM was held on Friday the 30<sup>th</sup> June and was attended by the local residents of Northall. As there was a possibility that building work would be in progress on the extension and renovation of the Village Hall kitchen it was decided not to combine the event with a BBQ picnic fun day.

## 5. Website Marketing

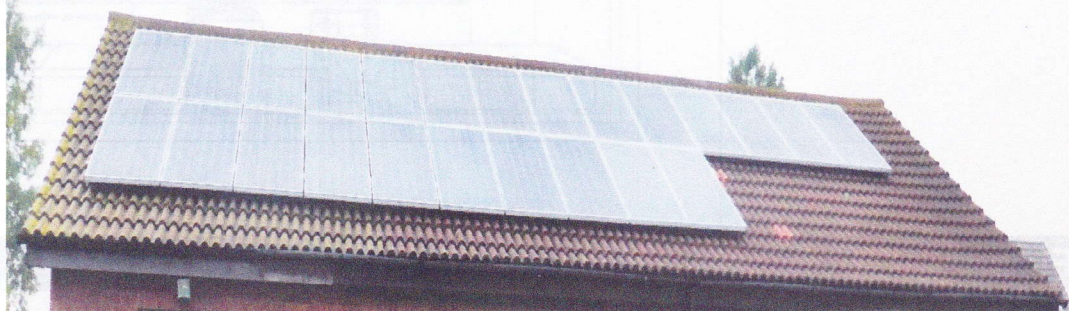
All the Committee's publicity material and booking forms etc continue to be available on Edlesborough Parish Council's website [www.edlesborough-pc.gov.uk/nvh](http://www.edlesborough-pc.gov.uk/nvh). This has increased people's awareness of the Hall, and substantially eased the administrative burden on the Bookings' Secretary by enabling potential Hirers to easily access all the information on the Hall and to download booking forms etc. Hirers continue to welcome such a comprehensive and rapid response to their enquiries.

## 6. Soft Play Equipment/Games Box

The Soft Play Equipment which was purchased in 2014 has continued to be popular and contributed the sum of £390 in respect of hiring fees towards the halls income, a decrease of 5% on 2016.

## 7. Solar Panels

During 2017 £1,103.07 was earned by the solar panel installation. This is a decrease on 2016 but the income for 2016 also included income for the last quarter of 2015.



## 8. Financial Information

With a record year for hall hiring income, solar panel FIT income of £1,103 and no exceptional expenditure, a record operating surplus of £6,165 was generated in 2017. This brought the accumulative operating surplus to £22,635, almost back to the level before the solar panels were purchased in 2016.

The Trustees were very pleased to have been awarded an AVDC/VAHT Community Chest Grant of £13,342 towards the £62,264 cost of extending and refurbishing the kitchen. This grant was paid into the Trust's bank account in December 2017.

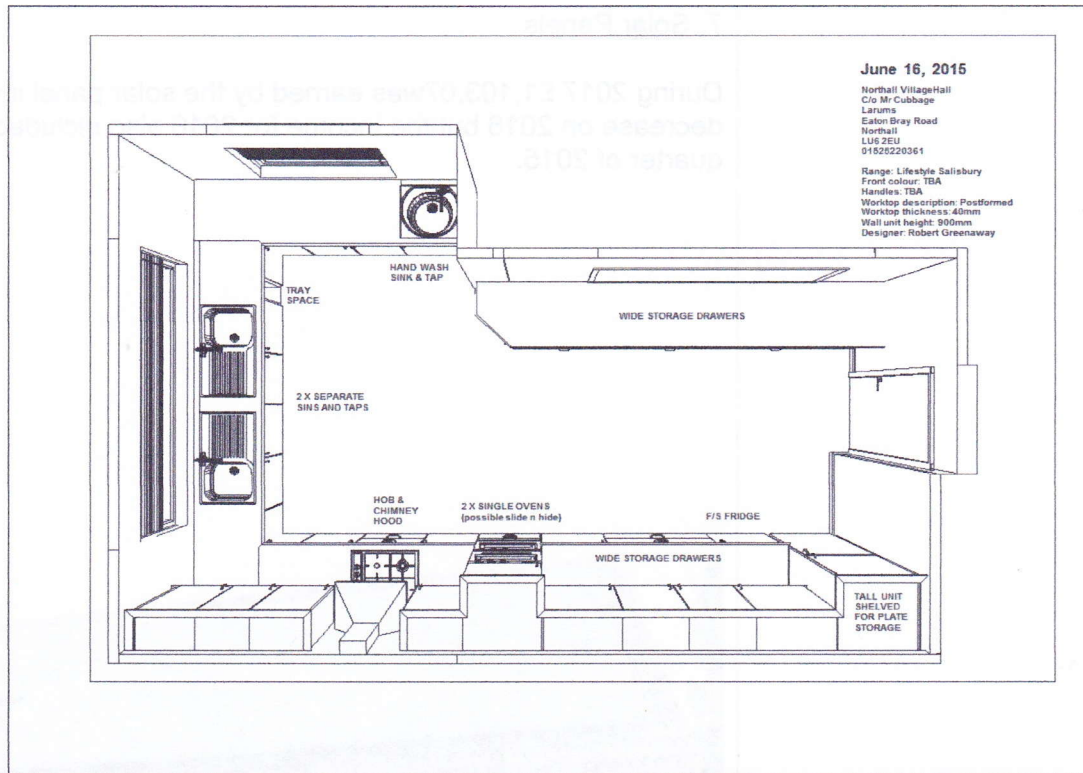
Along with £1,617 of Pre-payments for hiring the hall in 2018, the Trust's total financial assets as at 31.12.17 were £37,594.

## 9. Kitchen Extension and Refurbishment

Obtaining the balance of the necessary funding for this project remained a priority for the Trustees throughout 2017.

Accordingly, all our resources were devoted to making a re-application to WREN, following their rejection of our first application in 2016. The Trustees were therefore delighted to learn in December 2017 that WREN had agreed to make a grant of £35,816 towards the project.

With all the necessary funding in place, work will start on site in mid February and is due to be completed by the end of August 2018.



## Financial review

### Brief statement of the charity's policy on reserves

The Management Committee aims to build-up and retain Reserves to cover the following:

1. Operating Reserves, equivalent to 12 months minimum expenditure (currently £5,000), as a contingency against losing Regular Users, economic recession, fall in hiring income etc.
2. Building Reserves of £4,000 to carry out emergency repairs, emergency replacement of essential equipment etc.
3. A sinking fund for the on-going improvement of the fabric, décor and facilities of the Hall (£3,000).
4. Possible Hall improvement projects planned over the next few years (£7,000)

### Details of any funds materially in deficit

Not applicable

### 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 Management Committee's principal source of income is derived from fees from hiring out the Hall. The Management Committee also currently benefits from an annual donation of £1,500 from Edlesborough Parish Council. EPC also pays for some other bills amounting to some £1,300 per annum.

As reported above.

The Management Committee holds all of its Reserves in NatWest Current and Reserve Accounts for minimum risk and some interest.



## Other optional information

None

## Declaration

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

Signed on behalf of the charity's trustees:

Signature(s)		
Full name(s)	Mr Alan Tipper	Mr Kevin Cabbage
Position	Chairman	Treasurer
Date	13TH FEBRUARY 2018	14 <sup>th</sup> February 2018