

# Trustees' Annual Report for the period

Period start date

Period end date

To

From

1<sup>st</sup>

January

2019

31<sup>st</sup>

December

## Reference and administration details

Charity name NORTHALL VILLAGE TRUST

Other names charity is known by Northall Village Hall Management Committee

Registered charity number (if any) 1117673

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			
7	Mrs Jackie Mathew			
8	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

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## Description of the charity's trusts

Type of governing document <small>(eg trust deed, constitution)</small>	Trust Deed (dated 30 <sup>th</sup> June 1981) and as Amended (9.7.10)
How the charity is constituted <small>(eg trust, association, company)</small>	Trust
Trustee selection methods <small>(eg appointed by, elected by)</small>	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 2019 hiring income increased by £2,430 partly helped by the increase of fees in May but also the large increase in ad hoc users which attract a higher hiring fee. The extended and refurbished kitchen with its' commercial dishwasher contributed to the attractiveness of the hall to hirers.

User Category	Number of Hirers		Hall Usage			Hiring Income		
	2018	2019	2018 Hours	2019		2018 £	2019	
				Hours	% Change over 2018		£	% Change over 2018
Regular	13	11	1,269	1,364	7%	6,949	7,955	14%
Ad Hoc	73	105	351	508	45%	4,076	5,500	35%
No Charge	1	1	3	3	-	-	-	-
<b>Total</b>	<b>87</b>	<b>117</b>	<b>1,617</b>	<b>1,875</b>	<b>16%</b>	<b>11,025</b>	<b>13,455</b>	<b>22%</b>

**2. Hiring Fees**

On the the 1<sup>st</sup> May 2019 hiring fees were increased from £12 to £14 per hour for out of area hirers, £7 to £8 per hour for local hirers and £5.50 to £6.00 per hour for regular hirers.

**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, hirers of the Hall amd members of the public, all of whom have been extremely appreciative of the facilities over the last 12 months.



#### 4. AGM

The AGM was held on Friday the 19th July and was attended by the local residents of Northall.

#### 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.

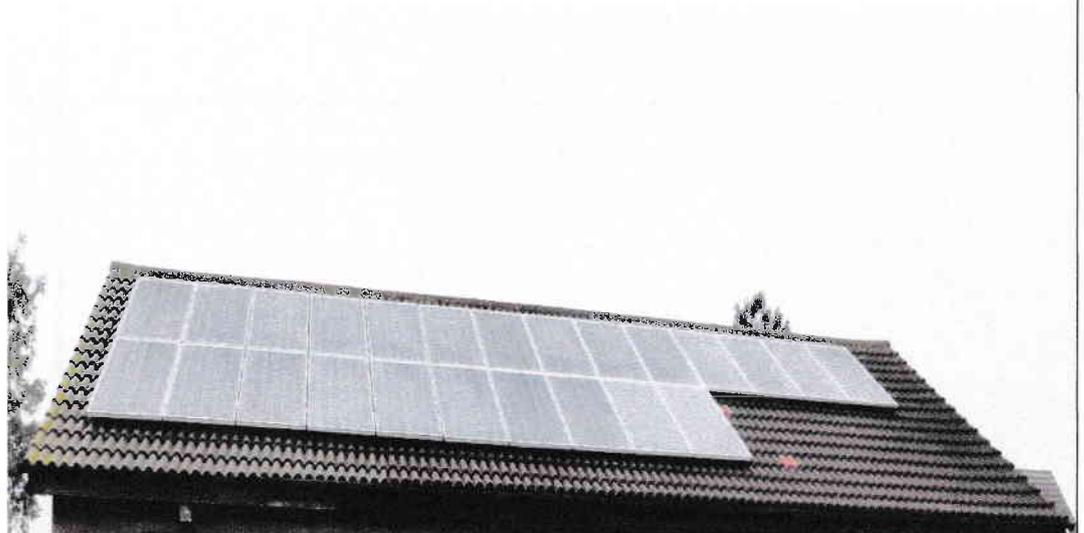
Online booking was introduced in September 2019. This has proved to be very popular and the majority of hirers now use this method to hire the hall. They continue to welcome such a comprehensive and rapid response to their enquiries.

#### 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 £225 in respect of hiring fees towards the halls income, a decrease of 22% on 2018.

#### 7. Solar Panels

During 2019 £1,248.76 was earned by the solar panel installation. This is a small increase on 2018 when income earned amounted to £1,234.83.



#### 8. Financial Information

Hall Lettings income attributable to 2019 increased to £12,604.80 and prepayments of £843.00 for 2020 increased the total hiring fees to £13,447.80 an increase of 31% over 2018.

The Trust's total financial assets as at 31.12.19 were £29,108.51.

## 9. Car Park Extension

Work was completed on the 12<sup>th</sup> November on the extension of the village hall car park. This provided an additional 9 places making a total of 30 spaces which are a minimum of 2.5m wide. Hall hirers have expressed their appreciation of the tremendous improvement in the hall's parking facilities. Edlesborough Parish Council contributed in total £22,373 towards the total contractor's costs of £22,946. The balance of £573 + VAT = £687.60 and additional costs for planning and lighting amounting to £351.32 were paid from village hall funds.



## 9. Toilets Refurbishment and Renovation

In September the committee agreed that the village hall toilets would benefit from refurbishment and a sub committee of four volunteered to work on ideas and suggestions for improvements. One quote for the work has already been obtained and it is proposed to obtain another two quotes for consideration by the committee. It is hoped that the work will be able to be carried out in August 2020.

## 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 £5,000 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 (£4,000).
4. Possible Hall improvement projects planned over the next few years (£15,000)

### 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. In addition a contribution of £22,373 towards the car park extension and running costs was paid direct by Edlesborough Parish Council who are able to recover the VAT.

As reported above.

As at the 31<sup>st</sup> December 2019 the Northall Village Trust holds all of its Reserves in CAF 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:

<b>Signature(s)</b>		
<b>Full name(s)</b>	Mr Alan Tipper	Mr Kevin Cabbage
<b>Position</b>	Chairman	Treasurer
<b>Date</b>	25. JANUARY 2020	31 <sup>st</sup> January 2020