

# Trustees' Annual Report for the period

Period start date

To Period end date

From

1<sup>st</sup>

January

2022

31<sup>st</sup>

December

2022

## 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 Jacqueline Mathew			
8	Mr Meurn 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 election by members)	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:

<ul style="list-style-type: none"> <li>• Policies and procedures adopted for the induction and training of trustees.</li> </ul>	<p>All new Trustees are provided with detailed Briefing Notes, which set out the Trust's Objectives, Financial &amp; Achievements History, Key Issues and Future Plans, together with relevant Charity Commission publications.</p>
<ul style="list-style-type: none"> <li>• The charity's organisational structure and any wider network with which the charity works.</li> </ul>	N/A
<ul style="list-style-type: none"> <li>• Relationship with any related parties.</li> </ul>	N/A
<ul style="list-style-type: none"> <li>• Trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Risk Management Policy:</p> <ul style="list-style-type: none"> <li>i) To broaden the hirer base to minimise exposure to losing one or more large regular hirers.</li> <li>ii) Reserves policy to ensure sufficient contingency funds to pay fixed costs should income be lower than expected.</li> <li>iii) Reserves policy to ensure sufficient funds to pay for large, emergency building repairs.</li> <li>iv) The insured value of the Buildings and contents are indexed linked by our Insurer to cover full replacement.</li> <li>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.</li> <li>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.</li> </ul>

## 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

One volunteer maintains the flower bed and re-plants it twice per year. In 2022, another volunteer helped with the renovation of the disabled toilet. The Committee also does a lot of voluntary work in maintaining and improving the Hall facilities and grounds

## Achievements and performance

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

**1. Hall Usage & Hiring Income**

Hiring income increased to £11,056 following the ending of Covid restrictions and hall closures. This compares with the record year of 2019 when hiring income amounted to £12,550.

User Category	Number of Hirers		Hall Usage			Hiring Income		
	2021	2022	2021 Hours	2022		2021 £	2022	
				Hours	% Change over 2021		£	% Change over 2021
Regular	9	9	583	925	59%	3,181	5,550	74%
Ad Hoc	40	72	259	439	69%	2818	5,506	95%
No Charge	1	1	3	3	0%	-	-	-
<b>Total</b>	<b>50</b>	<b>82</b>	<b>845</b>	<b>1,367</b>	<b>62%</b>	<b>5,999</b>	<b>11,056</b>	<b>84%</b>

**2. Hiring Fees**

Hiring fees remained the same for out of area hirers at £14 per hour, £8 for local hirers and £6 for regular hirers.

**3. Village Hall Grounds**

The grounds include an extensive children's playground with apparatus for all ages from 1 to 16. This is subject to a comprehensive Weekly Check by committee members and a professional playground inspector undertakes a comprehensive check every year. It was decided to have the willow dome cut down as it had become overgrown and rather untidy.





#### 4. AGM

The AGM was held on the 12<sup>th</sup> May with six committee members and one resident of Northhall in attendance.

#### 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.

The booking system has been automated so that potential hirers can book the Hall and pay online

#### 6. Soft Play Equipment/Games Box

£285 was received for the hire of the Soft Play Equipment/Games Box during 2022 compared with £145 for 2021.

#### 7. Solar Panels

During 2022 £1663.66 was earned by the solar panel installation. This includes the December quarter for 2021 and compares with £994.64 for 2021. The panels continue to save the Hall money and are also contributing to the global policy to use more sustainable sources of energy for heating and lighting.



## 8. Financial Information

Total income was £15,903 made up £11,056 of hiring income, £1,664 of FITs from the solar panel installation, a Government COVID grant of £2,667, cash donations of £580, bank interest of £136 all offset by a nett £200 of refunded damage deposits received in prior years.

Total expenditure was £23,421. This was made up of normal operational expenditure of £8,791 and exceptional expenditure of £14,630 covering 3 major investment projects - Refurbishment of the Wheelchair Accessible Toilet; Audio Visual System and TV and an Outside Space Project.

This resulted in a deficit of £7,518 for the year but still leaving total reserves at a very healthy £35,189 at the year end.

## 9. Refurbishment of Wheelchair Accessible Toilet

Refurbishment of the WCA toilet was completed in early September by MJR Construction at a cost of £7,122. In spite of increased costs incurred the original quote given in June 2021 was maintained. The refurbishment now matches the refurbishment of the gents and ladies completed in 2020.



## 10. Installation of 75" 4K Ultra HD LED Smart TV-PA/Sound System

The purchase and installation of a large wall-mounted LED screen/TV to show power points, videos and pictures etc was completed together with a PA/Sound system to replace a pull-down screen and projector. The system was designed, specified and installed by Janes Electrical in Edlesborough at a cost of £5,355. The new equipment has met with a positive response from hall users who have enjoyed using this new facility.



## 11. Outside Space Project

To enable hall hirers to make more use of the outside space in the hall grounds, a Keter shed was purchased. Two Trustees built the foundations and installed the shed. This houses the trestle tables, trestle benches and parasols previously stored in the Storage Building and which were only used about once per year for village events organised by the Trustees. In addition, 12 garden chairs were also purchased making a total investment of £2,153.

The 'garden party furniture' is now easily accessible by hall hirers. Their response has been positive and generated £130 of hiring income as well as longer hire periods for the hall.







## 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 about £9,000, as a contingency against losing Regular Users, economic recession, fall in hiring income etc.
2. Building Reserves of £7,000 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 (£5,000).
4. Possible Hall improvement projects planned over the next few years (£14,000)

### 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

As at the 31<sup>st</sup> December 2022 the Northall Village Trust holds all of its Reserves in its CAF Current and Gold Accounts for minimum risk.



## 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>	11th January 2023	14th January 2023