

Original signed version
2024

Trustees' Annual Report for the period

Period start date

To

Period end date

From

1st

January

2024

31st

December

2024

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 Cubbage	Treasurer		
3	Dr. Richard Dorrance	Secretary		
4	Mrs Lorna Cubbage	Bookings Secretary		
5	Mr Anthony Cox			Northall Baptist Church
6	Mr. Richard Harpley			
7	Mrs Jacqueline Mathew	Deputy Bookings Secretary		
8	Mr Meuryn 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

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust Deed (dated 30 th 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) The insured value of the buildings and contents are indexed linked by our Insurer 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, trained volunteers check the playground equipment each week and keep a written record of concerns. Accredited Playground inspection companies 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

One volunteer maintains the flower bed and re-plants it twice per year. Another volunteer helps with the Hall Bookings when the Bookings Secretary and Deputy are unavailable. 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 £13,558 compared with £10,916 for the year 2023. This compares with the record year of 2019 when hiring income amounted to £13,455 but in real terms, fell slightly short because of the increase of hiring fees in January 2024.

User Category	Number of Hirers		Hall Usage			Hiring Income		
	2023	2024	2023 Hours	2024		2023 £	2024	
				Hours	% Change over 2023		£	% Change over 2022
Regular	8	10	1046	1096	5%	6,310	7,017	11%
Ad Hoc	81	88	409	568	39%	4,606	6,541	42%
No Charge	1	2	3	5	-	-	-	-
Total	90	100	1,458	1.669	%	10,916	13,558	24%

2. Hiring Fees

Hiring fees increased in January 2024 for out of area hirers to £15 per hour, £8.50 for local hirers and £6.40 for regular hirers. These were the first increases since 1st May 2019.

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. The willow dome was cut down as it had become overgrown and rather untidy and was replaced by a seesaw at a cost of £4,262.40 supplied and installed by Online Playgrounds. It has proved to be a popular piece of playground equipment.





4. AGM

The AGM was held on the 17th May with six committee members and one resident of Northall 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. 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

£345 was received for the hire of the Soft Play Equipment/Games Box during 2024 compared with £185 for 2023.

7. Garden Party Furniture

£120 (net of significant bad weather refunds) was received for the hire of Garden Party Furniture compared with £80 in 2023.

8. Solar Panels

The 'record' FIT solar panel income of £1,890.90 benefitted from Q3 & Q4 incomes for 2023 being paid very late by OVO in March 2024

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.



9. Wine Glasses

Following an enquiry from a hall hirer regarding the possibility of hiring wine glasses it was discovered that quite a lot of village halls offer wine glasses for hire and the committee felt it would enhance the hall's portfolio of offers. Eighty glasses have been purchased (60 for hire; 20 spares) at a cost of £50.00 and eight plastic storage baskets to accommodate the taller glasses at a cost of £64.00. The total cost was £132.00 including three extra keys costing £18.00. The cost of hire is £5.00 and breakages or damage are charged at £3.00 per glass.

10. Financial Information

Total income was £16,266 made up £13,551 of hiring income, £1,891 of FITs from the solar panel installation, Book Swop cash donation of £7, bank interest of £977.

Total expenditure was £11,827 and this resulted in a surplus for the year of £4,399.

This has resulted in the total reserves increasing to £45,002 and provides the Trust with some significant financial security for the immediate future.

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 £11,000, as a contingency against losing Regular Users, economic recession, fall in hiring income etc.
2. Building Reserves of £8,000 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 (£6,000).
4. Possible Hall improvement projects planned over the next few years (£20,000)

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 31st December 2024 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:

Signature(s)	REDACTED	REDACTED
Full name(s)	Mr Alan Tipper	Mr Kevin Cubbage
Position	Chairman	Treasurer
Date	19 TH FEBRUARY 2025	19 th February 2025