

Upham New Millennium Village Hall

Trustees' Report and Financial Statements for

Year ended 30th April 2018

Chairman's Introduction

I would like to thank the committee members, who assisted me in my second year as chairman, who continue the tradition of committees before, in giving their time freely to ensure we have a wonderful facility for the parishioners of Upham and district.

The committee would like to thank all those who hired the hall during the year whether they were regular hirers or used the hall infrequently. We hope they will all continue to use the hall in the future. Perhaps it should be noted that the hall was hired, recently by BBC TV for a recording of their Sunday Politics programme and they were very pleased with what we were able to provide.

The committee undertook all its statutory duties and obtained all necessary licences, for example, The Performing Rights Society for the music and entertainment licences, Winchester CC for premises licence, the designated premises supervisor for sale of alcoholic drink as well as arranged suitable insurances.

We ensured that all items of equipment eg: mains electrical installation, boiler, fire alarm, fire extinguishers, roller shutter, burglar alarm, portable electrical appliances, were tested and any recommendations were carried out.

We arranged for the stage curtains to be cleaned and re-certified as fire retardant and replaced the high-level curtains in the main hall.

Various improvements were made by carpenters, plumbers and electricians throughout the year which have benefitted the hall.

The open ditches that were cut to relieve the ponding that occurs in the car park were piped and grassed over which improves the appearance without reducing the efficiency. We also pressured the County Highway's department into digging out the ditches that surround the site in the hope that this too will improve the site drainage.

Once again, we are indebted to Derek Pitter for the time and effort he puts into looking after all aspects of the outside of the building and grounds, especially working to keep the car park free of potholes which are a never-ending problem. We would be lost without him.

Kate Mabey took over from Kate Buckland as our booking agent at the start of the financial year and we are indebted to her for the work she did in organising the hirings for the hall and ensuring the income we receive keeps pace with the inevitable outgoings. The handover was very smooth and we were pleased by the way that Kate Mabey grew into the job as the year progressed.

We are also indebted to Jane Soul who undertook all the cleaning duties for us in the year.

Financially, the hall is on a sound footing. In the year to 30th April 2018 income of £29,544 from hiring the hall and bank interest was a decrease of £2,373 over the prior year but expenditure of £26,344 also decreased by £1,322 over the prior year. However, this is an achievement as the expenditure includes the one-off items of new curtains, fire-proofing stage curtains, drainage pipes to car park, consultant's report on the boiler and heating system and replacement flat roof, all of which totalled £8,712. Most of the items were planned expenditure but the flat roofing was totally unexpected and unplanned. We have been able to control rises in expenditure because we have initiated better contracts for heating oil, electricity, refuse collection and insurance. Overall, income exceeded expenditure by £3,200.

*Martin Danby,
Chairman*

August 2018

Report of the Trustees

1. Introduction

The legal requirement for the trustees' annual report is found in section 162 of the Charities Act 2011. The Act provides that the charity trustees must prepare in respect of each financial year of the charity an annual report containing such:

- (a) a report by the trustees on the activities of the charity during that year
- (b) other information relating to the charity or to its trustees or officers as may be prescribed by regulations made by the Secretary of State.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014.

2. Reference and Administrative Details of the Charity, its Trustees and Advisers

- (a) The name of the Trust is Upham New Millennium Village Hall.
- (b) The Trust is a registered charity, number 301976.
- (c) The address of the Trust is: Mortimers Lane, Lower Upham, Southampton, SO32 1HF.
- (d) The trustees over the period of this report were:

- Jane Gillen
- Jane Perrott
- Claire Parry
- Sheryl Stokes
- Thelma Weeks
- Martin Danby (Chairman)
- Roy Kimble
- Derek Pitter
- Justin Prince

Unless otherwise indicated the trustees served for the full year to 30th April 2018.

- (e) The Trust has no employees. It has engaged the services of Kate Mabey as its Bookings Agent since 1st April 2017.

- (f) Other relevant organisations:

Bankers: Charities Aid Foundation (CAF) BANK Ltd, Kings Hill, West Malling, Kent, ME19 4TA
Independent Examiner: Jason Foxwell, Independent–Examiner.Net, 4 Lauren Way, Totton, Southampton, SO40 2BG

3. Structure, Governance and Management

(a) The Trust's governing document is a Scheme ordered by the Charity Commissioners dated 9th March 2004. The Trust is an unincorporated association.

(b) The committee of management comprises four elected members and one appointed member of each of the local organisations which are regular users of the hall. Those organisations include: Funky Flute, Gardening Club, Pilates, Ringcraft, Sugarcraft, Upham Bandits Youth Club, Sue Merrett School of Dance, The Village Pre-school, Parish Council, and Upham Players. The members of the management committee are the trustees of the charity.

The committee may fill a casual vacancy in the office of an elected member at an ordinary meeting of the committee and may co-opt up to two further members at a special meeting. All members serve until the next annual general meeting.

Under the Scheme,

- Elected members are appointed at the annual general meeting held in September by those inhabitants of the parish and surrounding neighbourhood over eighteen years of age, who attend.
- Appointed members are nominated by their organisation within two months of the annual general meeting and their appointment will be effective from the latter of the date of their notification to the committee and the annual general meeting
- Co-opted members will serve from the date of their appointment at a special committee meeting
- All committee members will serve until the next annual general meeting and may serve further terms

Within these prescriptions, the committee seeks to secure the nomination and election of trustees who will:

- Provide the wide range of skills needed to manage the hall; and
- Act diligently and conscientiously to fulfil the objects of the Trust; and
- Make for a good balance of ages and gender.

In the current year, in addition to the four elected members, there were two appointed members and two co-opted members of the committee.

The Bookings Agent (see (d) below) also attended or provided a full report for the meetings.

(c) New trustees are provided with all the information they need to serve. Induction is provided by participation in the activities of the committee.

(d) The committee appoints a chairman and a treasurer. It meets at least eight times a year and actively undertakes the management and administration of the hall. The committee engages the services of an agent to secure, co-ordinate and organise all the bookings. It also engages a cleaning contractor on a paid basis and other building and maintenance services as needed. Trustees are not paid for their services.

(e) The Trust has no connections with other charities. The relationship with related parties is set out above in the appointments procedure. The terms and conditions agreed with appointing organisations for their use of the hall are identical to those agreed with similar local bodies who do not appoint. All these parties and the committee have been scrupulous in ensuring that anyone with a close tie or interest absents him or herself from the consideration of the terms and conditions of any relevant contracts and the committee has satisfied itself that those contracts offer excellent value for money.

4. Objectives and Activities

(a) The object of the Trust is the provision and maintenance of a village hall for use by the inhabitants of the parish of Upham and surrounding neighbourhoods without distinction of political, religious or other opinions, including use for:

- Meetings, lectures and classes, and
- Other forms of recreation and leisure-time occupation,

with the object of improving the conditions of life for the inhabitants.

(b) The Trust seeks to fulfil its object:

- by maximising bookings from as wide a range of users as possible while prioritising local and regular hirers.
- by maintaining the attraction of the hall in a competitive market
- by preserving the security and cleanliness of the hall,
- by the good upkeep of the hall's decoration, plant and fittings.

5. 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.

6. Licences

The hall has a Premises Licence and is licensed by the Performing Rights Society for live and recorded music.

7. Insurance

The village hall is insured with a comprehensive policy by Ansvar Insurance in respect to

- buildings and accidental damage with a sum insured of £850,000
- contents (up to £20,000)
- public liability (£5,000,000)
- employers' liability (£10,000,000)
- business interruption up to 24 months (£48,250)
- trustees' indemnity (£100,000)
- property owners' liability (£5,000,000)
- personal accident (up to £10,000) and
- legal expenses (£100,000).

The management committee recognises that it is under a legal obligation to protect the building, its users, contractors and agents through adequate and appropriate insurance.

8. Building and External Works Issues

The committee carry out regular maintenance checks on the condition of the building and surrounding hard and soft landscapes and arrange for works to be undertaken, following quotation, by using local labour, wherever reasonable. We have specifically arranged for the following annual checks and tests to be undertaken:

- The oil fired boiler was tested by a qualified engineer
- Portable electrical appliances checked by a qualified electrician
- A Fire Safety Risk Assessment undertaken
- A Health and Safety Audit of the building and car park undertaken
- Fire-fighting appliances checked, parts replaced and tested
- Fire alarm installation checked and tested
- Fire shutter in the kitchen checked and tested
- Burglar alarm installation checked and tested

In addition

- The stage curtains were cleaned and re-fireproofed by a specialist cleaner and a certificate of compliance was obtained. New curtains were purchased for the hall and these were made of a fire-retardant material
- The drainage 'grips' or water channels draining the car park to the perimeter ditches were ducted with flexible 150mm pipes, surrounded in gravel and topped with topsoil and seeded
- During an inspection of the roof it was found that the flat roof section had deteriorated in the 17 years since installation and needed re-covering. This was undertaken and a 20 year insurance-backed warranty was obtained.
- An inspection of the boiler and heating system was undertaken by a consultant and a report was presented to the trustees for consideration.
- These 'one-off' items added £8712 to our expenditure for the year.

9. Achievement and Performance

Another year with a respectable surplus was encouraging for the long term sustainability of the hall. It will ensure that the committee is able to resolve the one outstanding requirement for major capital expenditure in the near term – the car park - without significantly depleting reserves. At the same time, it holds out the prospect of being able to regularly bolster reserves over the medium to long term.

The committee met on eight occasions and as well as the usual list of topics that were discussed and actioned we requested a report on the condition of the boiler and heating system from a consulting engineer. We sought quotations for replacement landscaping to the garden area, new boiler and redecorations. We went out to seven insurance brokers to obtain quotations for the renewal of the buildings insurance and undertook a report which identified that the hall had been previously underinsured and negotiated a new policy with the chosen broker.

We investigated alternative investment ideas for the bank savings and as a result arranged for funds to be invested in Shawbrook Bank as is mentioned elsewhere. We set up internet banking with our main bank, Charity Aid Foundation Bank which required the trustees to register a working name with the Charity Commission to accord with the name of the bank account and this was achieved.

The Charity Commission required all charities to have a safeguarding policy, which in our case means keeping the premises safe for all users including children and vulnerable adults and this policy was commenced. The EEC directive on General Data Protection, the GDPR, was coming into law and the committee set up a group to formulate a policy for this.

We joined Action Hampshire who for almost 70 years, have been supporting not-for-profit organisations to deliver services to local people and communities. Within that organisation we have become members of the group who manage community buildings and we receive regular information from all members of the group. Resulting from this, the committee reviewed our conditions of hire and hire charges and undertook a 'management health-check' on the legal requirements and good practice for running village halls, using data received from this source. Much was achieved and no doubt more will be required in the year to come.

10. Financial Review

(a) Reserves

The Trust's policy on reserves is:

Endowment Fund: This expendable fund arose from the sale of land connected with the previous hall. Interest on the cash deposit it represents, is credited to the Unrestricted Fund. The committee aims to sustain this fund to finance the major renovation and construction work on the hall, in the longer term.

Restricted Fund: This represents the capital receipts raised to meet the construction costs of the new hall. The committee has agreed to depreciate these costs over the remaining estimated useful life of the hall and to charge that depreciation against the Fund.

Unrestricted Fund: This represents the balance on the current operating account of the hall. The committee aims year on year to achieve a modest surplus of income from hirings and interest over operational and management costs. The aim of this policy is to sustain the short to medium term capacity to keep the hall in good repair as the cost of so doing predictably accelerates.

(b) Financial Results.

The Statement of Receipts and Payments shows a surplus of £3200 compared to a surplus for the prior year of £4251. Income of £29544 compares to £31917 for the prior year whilst expenditure of £26344 is a decrease of £1322 compared to the prior year. The Statement of Assets and Liabilities shows combined bank balances increasing to £127676

(c) Investment Policy.

The trustees consider that we have a duty to minimise investment risk. Since we are exempt as a charity from corporation tax on our investment income, in January, we invested £90,000 in a Shawbrook Bank one-year fixed rate saver and £22,000 in a Shawbrook 60 day notice account whilst retaining the balance of our cash in a current and savings account with the Charities Aid Foundation (CAF).

11. Plans for Future Periods

The building remains in a good condition but there is a need to improve the decoration of most rooms as the high usage of the hall has its effect on the fabric of the building. It is proposed that decoration will take place from 13-30 August and subsequent autumn half-term school holiday. Quotations were obtained from three decorators and the most competitive was accepted.

We commissioned a report from a consultant on the heating installation and quotations have been sought to replace the boiler. These will be considered over the summer.

Quotations have also been received for replacing the door roller blinds in the hall and the hall floor is to be reviewed next Easter time for re-sanding and sealing.

Externally we need to keep the hard and soft landscaping in good order and with this in mind orders have been placed for top-soiling and seeding the garden area and replacing damaged and missing marker posts.

The boundary hedges are cut annually and we have managed to arrange for Hampshire Highways to clean out the perimeter ditches and cut the verges.

There is still a need to resolve the state of the car park on a permanent basis. Works undertaken, so far, on the car park areas, to improve the drainage, seem to have been a success, certainly, during the last two winters and a working group has been set-up to consider various options to improve the car park surfacing.

12. Public Benefit

The village hall is a community building for the pursuit of art, culture, recreation and sport, and a facility in which the community is able to hold events, celebrate personal milestones and allow clubs and societies to flourish, which benefit not only people in the village of Upham but also the wider community. Residents of Upham enjoy a discount on hire prices.

13. Trustees' Responsibilities in relation to Financial Statements and Accounting Records

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure the financial statements comply with the Charities Act.

We have a general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Trust and to prevent fraud and other irregularities.

The Trust's incoming and outgoing resources fall below the limit set in the Charities Act for requiring the financial statements to be audited, and the trustees have decided not to have them audited. They are examined by an Independent Examiner whose report is included.

The trustees have taken advantage of the exemption available to the charity in preparing accounts in the receipts and payments format.