

**Upham New Millennium Village Hall  
Trustees' Report and Financial Statements  
Year Ending 30 April 2019**

## Summary

The Trustees would like to thank all those who hired the hall during the year, whether regular users or those who used it for one off events.

The Trustees undertook their statutory duties and obtained all necessary licences including the premises licence from Winchester County Council and music licence from The Performing Rights Society and also arranged suitable insurance.

Equipment has been tested and any recommendations undertaken and the Trustees arranged for any repairs to be carried out by plumbers, electricians etc as necessary.

The Trustees are extremely grateful to Derek Pitter for his hard work in maintaining the building exterior and grounds; this is a constant job and takes a lot of time and organisation.

In September 2018, Claire Gregory took over from Kate Mabey as Booking Agent and we are indebted to her for managing the hall bookings and streamlining the inevitable admin that goes along with this role.

The Trustees would also like to thank Rachael Emery for undertaking the cleaning of the village hall until early in 2019 when she had to resign for personal reasons. Following a recruitment process, new cleaners started in April 2019 and the Trustees are very pleased with their work.

Financially, the village hall is on a sound financial footing and this year has seen an increase in income of £2,473 compared to 2018. This has helped to offset the increased expenditure this year which was due to having the hall decorated. Overall, income exceeded expenditure by £3,231.

## 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:

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

### 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 following Trustees served, unless otherwise indicated, for the full year to 30 April 2019:
  - Martin Danby (Chair)
  - Jane Gillen
  - Roy Kimble
  - Claire Parry
  - Jane Perrott (resigned September 2018)
  - Derek Pitter
  - Justin Prince (resigned September 2018)

- Sheryl Stokes (resigned September 2018)
- (e) The Trust has no employees but engages the services of a Bookings Agent. This role was fulfilled by Kate Mabey from 1 April 2017 to August 2018 and Claire Gregory from 1 September 2018.
- (f) Other relevant organisations are:
- 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 for England and Wales dated 9<sup>th</sup> March 2004. The Trust is an unincorporated association.
- (b) The management committee comprises five elected members and three appointed members of some of the local organisations which are regular users of the Hall. Those organisations include: Funky Flute, Upham & District Gardening Club, Ringcraft, Sugarcraft, Upham Bandits Youth Club, Sue Merrett School of Dance, The Village Pre-school, Parish Council, and Upham Players. The Trustees of the charity are made up of the majority of the management committee members.

The management committee may fill a casual vacancy in the office of an elected member at an ordinary meeting of the management 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 management committee and the annual general meeting.
- Co-opted members will serve from the date of their appointment at a special committee meeting.
- All management committee members will serve until the next annual general meeting and may serve further terms.

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

- provide the wide range of skills needed to manage the Hall;
- act diligently and conscientiously to fulfil the objects of the Trust; and
- make for a good balance of ages and gender.

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

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

- (d) The management 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 management 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 management 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 management committee has satisfied itself that those contracts offer excellent value for money.

#### **4. Objects 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 occupationwith the object of improving the conditions of life for the inhabitants.
- (b) The Trust seeks to fulfil its objectives:
  - 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. This has been amended where applicable in line with GDPR legislation which was introduced in May 2018.

#### **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 of:

- buildings and accidental damage with a sum insured of £880,000
- contents (up to £20,000)
- public liability (£5,000,000)
- employers' liability (£10,000,000)

- business interruption up to 24 months (£62,000)
- trustees' indemnity (£250,000)
- property owners' liability (£5,000,000)
- personal accident (up to £10,000)
- legal expenses (£250,000)

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

## **8. Building and External Works Issues**

The management committee carries out regular maintenance checks on the condition of the building and surrounding hard and soft landscapes and arranges for works to be undertaken, following quotation, by using local labour, wherever reasonable. They 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 checked and tested

In addition

- The hall was decorated throughout during August 2018
- The lawn at the rear of the hall was reseeded during the Easter holidays (April 2019)
- The floor in the main hall was sanded and resealed on Good Friday (19 April 2019)

## **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 management committee is able to seriously consider the one outstanding requirement for major capital expenditure in the near term, the car park, while continuing to regularly bolster reserves over the medium to long term.

In light of current guidelines, the management committee undertook a review of the village hall safeguarding policy and a copy of the updated document was circulated to all hirers. A review and update of the village hall hiring terms and conditions was also undertaken.

## **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 management committee aims to sustain this fund to finance, in the longer term, the major renovation and construction work on the Hall.

- Restricted Fund: This represents the capital receipts raised to meet the construction costs of the new Hall. The management 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 management committee aims year on year to achieve a modest surplus of income from hall hire 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 £3,231, a slight increase on the prior year surplus of £3,200. Income for the year of £32,017 is an increase on the prior year income of £29,544 due to an increase in hall hire income and a slightly better rate of interest on savings accounts. Expenditure of £28,786 is an increase of £2,442 compared to the prior year as a result of the hall decoration.

(c) Investment policy

The Trustees consider that they have a duty to minimise investment risk. Since we are exempt as a charity from corporation tax on our investment income there is an investment of £78,000 in a Shawbrook Bank one-year fixed rate saver and £35,000 in a Shawbrook 2-month notice account whilst the balance of our cash is retained in a current account and a savings account with the Charities Aid Foundation (CAF).

## 11. Future Plans

The Committee commissioned a report from a consultant on the heating installation and quotations have been sought to replace the boiler. At the same time, the committee was advised that the position of the oil tank should be reviewed to comply with current regulations. Quotations have been sought for both items of work.

There is still a need to resolve the state of the car park on a permanent basis and a working group has been set up to consider various options to improve the car park surfacing, with a view to obtaining quotations and completing the work later in 2019 if possible.

The village hall's current website is part of the Upham Village website and there are plans for this to be reviewed and updated. The Committee will liaise with the Parish Council and other members of the Upham Village website during the process.

## 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.

They 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.