

Youlgrave Village Hall

Annual Report 2017-18 (1st April 2017 - 31 March 2018)

Registered Charity: 520538

Registered Name: Youlgrave Village Hall

Registered Address: Holywell Lane, Youlgrave, DE45 1UT

Charitable Objects

The premises shall be used, for the benefit of the public, for the purposes of a village hall for use by the inhabitants of Youlgrave, Middleton - by - Youlgrave and Alport without distinction of political, religious or other opinions, including use for:

- (a) meetings, lectures and classes, and
 - (b) other forms of recreation and leisure-time occupation,
- with the object of improving the conditions of life for the inhabitants.

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Trustees 2017-18

	<u>Office / Group</u>	<u>Notes</u>
Mr Michael Baitup	Chair	Acting Treasurer
Mrs Carol Fletcher	Secretary	
Ms Sandra Harrop		
Mrs Kathryn Rhodes		
Mr Adrian Rhodes		
Mrs Judith Taylor	Pantomime Representative	
Mr Ralf Wilson	Parish Council Representative	

1. Object & Activities

Youlgrave Village Hall was registered as a charity in the 1930s to develop and maintain the village hall at Holywell Lane for the benefit of the communities of Youlgrave, Middleton and Alport. Since then its successive Management Councils have worked to promote the intellectual, social and physical welfare of the villagers, irrespective of their race, creed, colour or physical ability. As the current members of the Management Council, our principal activities are focused upon:

- improvements in the availability of the Village Hall, its grounds and range of associated facilities in a safe, serviceable and attractive condition for users;
- closer working with users, user groups and other hirers to host a wide variety of activities (including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation); and
- raising funds to supplement the income we receive from lettings.

Through these activities, we aim to improve the conditions of life within the community as a whole.

2. Public Benefit

As a registered charity, Youlgrave Village Hall must only undertake activities that are supportive of its object; and they must be of public benefit. Over the past year, decisions we have made in the Management Council have paid due regard to our charitable object and to the Charity Commission's guidance on determining the public benefit. For example, as part of our ongoing review of hire prices we decided to subsidise hire fees significantly for all activities to which the community is invited to participate, and to discount rates for villagers who hire the hall, while no longer giving any discount for private commercial activities. This directly supports and encourages use by people from the widest possible range of backgrounds and abilities within the community as a whole.

3. Governance and Management

The governance of the Youlgrave Village Hall charity is set out in a Deed of Trust, which allows for up to 12 Trustees to be appointed as a mixture of nominated and elected representatives. These Trustees together form the Management Council. The appointment of the Trustees is done at an open meeting each year - the Village Hall Annual General Meeting (AGM) - or may be co-opted between these meetings by a majority of Trustees at a Management Council meeting. We were appointed at the 2017 Village Hall AGM and each Trustee has committed to undertake at least 20 hours voluntary work for the village hall each year (beyond their duties as a Trustee); the purpose of this is to ensure they have hands on experience of the workings of the hall and so inform the decision making processes.

The Trustees, as members of the Management Council, have collective responsibility for management of Youlgrave Village Hall charity and decide together on all commitments. Decisions are made by Trustees at meetings of the Management Council which comprise the Trustees and any specific advisors, experts or other volunteers, as may be invited by the Trustees from time to time to assist the Trustees in the management of the Charity.

The Management Council has put in place a set of processes and procedures for operating and managing the village hall and its facilities, principally:

- Access Policy
- Child Safety Policy & Procedures
- Health & Safety Policy
- Finance Policy
- Reserves Policy
- Code of conduct
- Complaints policy
- Confidentiality policy
- Conflict of interest policy
- Equality and diversity policy
- Investment policy
- Risk Management policy
- Volunteer policy
- Vulnerable persons policy

4. Achievements and Performance

As a registered charity we rely solely on the income generated from hiring of the hall, fund-raising events or donations. Without the tireless efforts of the band of volunteers who help us, there would not be a village hall. So we would like to start this section of the report by sending a massive 'thank you' to each and every one who gave their time, effort and generous donations to help us in the last year.

These volunteers have helped us to generate income from our own events, such as: well-dressing teas, attic sales, Christmas fayre and, of course, the annual pantomime (which this year was 'Puss in Boots'). And this has allowed us to continue to subsidise the cost of hiring the hall by local people and clubs.

Use of the Village Hall

Usage of the village Hall has decreased from the previous year. The management council does not have sufficient resource, as it has in previous years, to promote the use of the hall outside the village to attract other users. Income from fundraising events has declined too – Well dressing income was down due mainly to inclement weather. Income from the pantomime was stable, though monies pledged to the village hall were still outstanding at the close of year accounting period.

Following a public tender exercise, the village hall was also pleased to be selected for the county wide framework contract for the provision of accommodation for local public sector organisations (Councils, Education, Police, Fire etc.). Some new bookings have been received through this contract during the year.

However, the overall daytime occupancy rate still remains relatively low, particularly in the smaller meeting rooms. Youlgrave village has a surplus of both community and commercially available meeting / recreation space,

making it difficult to increase occupancy from solely local hirers. But the Trustees are committed to continue to improve the facilities to attract greater occupancy - and given the financial model we have adopted, that in turn will allow us to offer an even more competitive hire price to activities open to the community.

Highlights for the year, which also contributed directly to achieving our objectives, include:

- **Annual Pantomime – Puss in Boots:** The 56th pantomime was extremely well received during January / February 2018. Brought up to date with modern music, dance and a professionally written script, audience figures were significantly increased over recent years (reversing a long term decline in audience numbers). Financially, income was similar to 2017, which was still above that achieved in recent years. A totally amateur production, it brings together a cast and crew of around 70 and, pleasingly, more of our cast came from the local community than has been the case in recent years. We are one of the few amateur productions that includes young children from 8+, and have a large group of volunteer licensed chaperones in place to ensure their safety.
- **Monday Club:** The day centre, which opens all day every Monday, to provide companionship, social activities and a nutritious home cooked meal, for the over 60's in the community
- **Exercise & Dance Classes:** From acting for young children to Zumba for adults, Pilates, Badminton, and fitness boot-camps for largely younger adults, the village hall has continued to be a popular venue for exercise.
- **Entertainment:** We hosted 2 evenings of live music, Matlock Musical Theatre group, and the cinema club presented a season of 9 films during the year.
- **Community Fundraising Events:** We hosted a number of community events including two attic sales, run our third Christmas Fair, which proved very popular. We also provided refreshments with an exhibition & film show for visitors to the village well dressings. We also hosted a

number of events for other local charities such as the Women's Institute.

- **Local Groups & Clubs:** The Women's Institute, Art Group, Peak Wind Orchestra, Parish Council, to name a few, all use Youlgrave Village Hall for their meetings and activities.
- **Private Parties:** The number of private parties held by local people in the community celebrating family events, has continued to be popular for village residents.

We are absolutely thrilled that local people ranging from toddlers to great grannies have enjoyed using the hall this year. Many of the older people have returned to the hall for special events throughout their lives, and we hope that the younger users will do the same, sustaining the hall into the long term future.

5. Financial Review

Financial Performance

- **Income £19,714.77**
- **Costs £10,964.28**
- **Surplus £8,750.49**

For the fourth consecutive year the hall has generated a surplus. With recent years' deficits (cumulative deficit y/e 2012 to 2014 of £12,461) behind us, we now have enough reserves to consider major refurbishment projects from within our own resources.

Prices for the hire of the Main Hall are still unchanged from 2014-15, with significant decrease in hire costs for both the Community & Social Rooms for the majority of community hirers – the cost of meeting rooms is now £1 per hour for community activities.

Overall income for the last financial year has decreased by £7585 compared with the previous year. Income is split roughly equally between the hire of the hall and receipts of income from fund-raising activity, the annual pantomime being a significant proportion of this fundraising income (and the costs of fundraising). Income from commercial (business) hiring - not our primary purpose - has dropped again.

Income from overnight 'weekender' (commercial) activity has dropped for a fourth year running – dropping from 12 groups reported in 2012-13 annual report to only 2 groups using the hall overnight this year. These commercial bookings were financially lucrative, but changing the focus towards community based events instead helps support our public benefit work and community engagement.

Overall costs have decreased by £3507, compared with the previous year. Fixed costs have remain at around one third of the total costs (down from

around 50% in 2015) by moving to more flexible contracts (e.g. cleaning which can be varied with usage). The remainder of the costs (two thirds approximately) are driven by usage of the hall, although the favorable fixed price contracts on gas & electricity negotiated by the Trustees, have meant that despite higher usage, the costs have remained fairly static.

At a headline level, we have generated an operational surplus of £8750 this year. The management capacity of the Board of Trustees has constrained the rate at which projects can be conceived, researched, tendered and delivered. The Trustees will need to explore how projects can be delivered at a faster rate, while maintain the quality and cost control.

Reserves Policy

The Trustee's policy is to retain sufficient Reserves to fund necessary continuing maintenance to the premises and facilities and to provide a reasonable level of on-going cash to meet running expenditure in the event of circumstances giving rise to a drop in, or elimination of, income for a prolonged period of time. Analysis of the likely maintenance and renewal projects requiring expenditure within the 3-7 year time horizon is estimated at £55,000:

- Youlgrave Village Hall's building has an aging infrastructure, which is likely to require significant renewal in forthcoming years. Using historic expenditure as a guidance, the Trustees propose to hold £55,000 reserves to fund unexpected or short-term maintenance needs;
- Youlgrave Village Hall is dependant upon a small number of events and hirers for a significant proportion of its income. Given that the current level of demand to hire the facilities, finding replacement events or hirers to fill the funding gap would be challenging in the short term. Therefore, the Trustees propose to also maintain additional reserves which are at least equivalent to around six months operational expenditure. For the 2018/19 financial year this will be £13,700.

In the Trustees' view, the reserves should provide the charity with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future. The reserves should be built up from the unrestricted (earned) income. This policy should be reviewed yearly and whenever there are significant changes in the income or expenditure of the Youlgrave Village Hall.

Investment Policy: The Trustees seek to produce the best financial return within an low level of risk. The land, building and fixed assets are to remain free of debt and not used to secure loans or raise revenue through any other financial vehicle. The cash on deposit is held for medium term project and emergency spending requirements (maintenance, asset replacement etc), so should be invested in low risk and with a good liquidity. No more than 30% of the reserves should be invested in long term securities, which may be subject to stock market volatility. Youlgrave Village Hall's cash balances should be deposited with institutions with a minimum rating of A-

6. Detailed Accounts, Assets & Liabilities

Trustees responsibilities in relation to the financial statements

The law applicable to the charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charities financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgments that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departure disclosed and explained in the financial statements; and
- prepare the financial statements on an ongoing-concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the Charity and which enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Report) Regulations and the Provisions of the Trust Deed. The Trustees are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The Charity prepares accounts on a receipts and payments basis.

Approved by the Trustees at their Annual General Meeting and signed on their behalf by:


Chair of the Management Committee

3rd October 2018

Independent Examiner's Report to the Trustees of Youlgrave Village Hall

I report on the accounts of the charity for the year ended 31 March 2018 which are set out on pages 14 to 15.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A.M.J. Ball BA FCA FCIE
Chartered Accountant
75 Banner Cross Road
Sheffield
S11 9HQ


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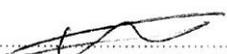
3rd October 2018

Statement of Financial Activities			
For the Year Ending 31st March 2018			
Receipts	Unrestricted Funds	Resrticted Funds	Total 31/3/17
A1: Hire of Hall	£ 8,017.50	0	£ 11,227.20
A1: Donations, legacies & grants	£ 724.50	0	£ 318.44
A1: Receipts from Fundraising Events	£ 10,965.18	0	£ 15,741.76
A1: Interest from Investments	£ 7.59	0	£ 11.97
A2: Receipts from Sale of Fixed Assets	0	0	£ -
	£ 19,714.77		£ 27,299.37
Payments			
A3: Governance Costs	£ 200.00	0	£ 200.00
A3: Licence Fees / Subscriptions	£ 553.66	0	£ 1,112.80
A3: Printing, postage, stationery and computer supplies	£ -	0	£ -
A3: Wages / salaries and national insurance	0		£ -
A3: Pension Costs	0		£ -
A3: Water and sewerage	£ 490.21	0	£ 477.01
A3: Light and heating	£ 2,863.82	0	£ 2,426.28
A3: Insurance	£ 1,739.16	0	£ 1,656.19
A3: Telephone, Internet	£ 286.56	0	£ 521.51
A3: Cost of fundraising events	£ 2,643.46		£ 3,957.55
A3: Repairs and maintenance	£ 124.66	0	£ 665.00
A3: Consumables, Materials & General Running Costs	£ 2,062.75		£ 2,472.99
A4: Purchase of Fixed Assets	0	0	£ 981.80
	£ 10,964.28		£ 14,471.13
Net Income / (Outgoing)	£ 8,750.49		£ 12,828.24
Fund Balances brought forward	£ 68,709.73		£ 55,881.49
Fund Balances carried Forward	£ 77,460.22		£ 68,709.73

Statement of Assets & Liabilities		2018	2017
For the Year Ending 31st March 2018			
Outstanding Lodgements		£ 8,430.65	£ 24.00
Cash Funds (Unrestricted)			
Cash in hand		£ -	£ -
Cash at Bank	RBS Current	£ 34,082.71	£ 33,746.46
	RBS Deposit	£ 12.48	£ 12.48
	Nat West Bonus Savr	£ 34,934.38	£ 34,926.79
	Nat West Current account	£ -	£ -
Total Unrestricted Funds		£ 77,460.22	£ 68,709.73
Restricted Funds		£ -	£ -
Total Funds		£ 77,460.22	£ 68,709.73

The charity owns the freehold on the land and buildings in Holywell Lane (Youlgrave Village Hall), along with the fixtures, fittings and other assets within the building. The Trustees choose not to value these items for the purpose of the accounts. The National Lottery Charities Board have a covenant on the property until 2083, restricting the use of, changes to and disposal of the property.

Approved by the Trustees at their Annual General Meeting and signed on their behalf by:


 Chair of the Management Committee

3rd October 2018