

Hurworth Village Hall

Registered Charity No. 520830

Trustees' Annual Report

1st August 2020 – 31st July 2021

Names of Trustees

Elected members

Vacant (Chair)

Mrs G Johnston / Mrs K Liddle (Secretary)

(Mrs G Johnson resigned August 2020)

(Mrs K Liddle resigned July 2021)

Mrs L Drumm (Treasurer / Acting Chair)

Mr H Jackson

Mr B Drumm (Bookings Secretary)

Mrs B Lawrence

None Elected Members

Mr D Pinnegar (Parochial Church Council)

Mr D Crisp (Parish Council Observer)

Mr J Lawrence (Co-opted)

Mrs J Wheeler (Co-opted)

Co-opted - Vacant Position

Co-opted - Vacant Position

Sources of advice and support

- Bank: Barclays Bank, High Row, Darlington.
- Tees Valley Rural Community Council.
- Tees Valley Village Halls Network.
- Darlington Borough Council.
- Hurworth Parish Council.
- Charity Commission

Governance

Hurworth Village Hall was established as a charity by a Trust Deed dated 17th August 1966. The hall was originally a Temperance Hall together with Onward House. The Temperance Hall was built in the late 1860's.

The village hall management committee is responsible for keeping the building in good state of repair.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity.

The Management Committee consists of twelve members:

- Six elected Members
- Two Representative Member
- Four Co-opted Members.

Meetings

The Management Committee has met on three occasions over the last year and all meetings have been well attended, with 80% attendance.

The meetings have also been attended by Lorraine Tostevin, Darlington Borough Council Councillor and her contribution, support and encouragement has been gratefully received.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following eight policy statements remain in place:

- Trustees Policy and Procedures
- Hall Booking Policy and Procedures
- Health and Safety Policy and Procedures
- Finance Policy and Procedures
- Child Protection and Vulnerable Adult Policy
- Equal Opportunities Policy
- Complaints Policy and Procedure.
- Privacy Policy.

The policies have continued to be implemented to ensure that the running of the Hall remains friendly and flexible and that the Hall is not overburdened and over governed by unnecessary bureaucracy. The policies are there for the guidance of users as well as for the Trustees. These are periodically reviewed.

During the Covid 19 pandemic, the guidance from Action with Communities in Rural England (ACRE) and Public Health England (PHE) have informed amendments to the policies on the Hire of Hurworth Village Hall and the running of Hurworth Village Hall to ensure this follows national guidance.

Hiring Agreement

Use of the 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 was updated in June 2020 to ensure adherence to Covid – 19 guidelines with the re-opening of the Hall on the 6th July 2020.

Licences

The Hall has:

- A Premises Licence (not including alcohol) and has The Music License (combining PRS and PPL licenses) for live and recorded music. The Music License represents an annual charge to the Hall, at £266.38 for the current year.
- A Motion Picture Licensing Umbrella License has been gained which has enabled films to be screened as long as a charge is not made. The annual fee for this was £216.11
- TV License to enable live stream via the cinema system. Cost this period: £157.50

No Temporary Events Notice's have been applied for during this period.

Risk Management

Insurance

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

The Hall has insurance with Allied Westminster (Insurance Services Ltd).

The village hall is insured with respect to property damage (buildings insurance). It is insured with the same company with respect to contents, public liability, employers' liability and legal assistance.

The Hall building was last valued in August 2019 to ensure that the level of insurance was appropriate. At this time it was valued at £371k.

Allied Westminster have also been a source of advice with the advent of the Covid 19 pandemic ensuring that insurance remains valid during periods of closure.

Building Issues

The Village Hall is an old building, which is well maintained through the caretaker, Mr David Crisp with the support of Jilly Lawrence. The Trustees are aware of the need for ongoing maintenance and repair / replacement to maintain modern facilities which are both in good working order and have consideration for the environment.

Within this financial year 2020 – 2021 the following have been completed:

- Decoration of the main Hall.
- Replacement of flooring to back room.
- Roof repairs.

The planned further refurbishment includes:

- Replacement of the arched windows to improve heat efficiency.

To ensure the safety of users the following has been undertaken:

- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is checked by a qualified engineer every 5 years.
- A Fire Safety Risk Assessment is updated annually by the Committee as required by law.
- Firefighting appliances are inspected annually under contract with the supplier.
- Volunteers from the Committee carry out other regular maintenance checks.
- Darlington Borough Council Environmental Health Officers undertake inspection of the kitchen. The kitchen has a five star rating.

The Trustees would like to thank all those responsible for their considerable work and effort in keeping the Hall in such good and attractive condition.

Objectives of the Charity

The primary object of the charity is defined below:

‘The Object of the Foundation shall be the provision and maintenance of the Hall for the use of the inhabitants of the Parish of Hurworth and the neighbourhood (in this Scheme called the ‘area of benefit’) without distinction of sex or political, religious or other opinions, and in particular for the use of meetings, lectures and classes and for other forms of education, recreation and leisure-time occupation, with the objectives of improving the conditions of life for the said inhabitants’.

Principal Activities in pursuit of Objectives

With the government restrictions due to the Covid 19 pandemic, the Hall was closed to classes and groups from Thursday 5th November 2020 until 17th May 2021. Following the easing of lockdown restrictions in May 2021 all classes and groups that previously used the Hall have gradually returned.

Summary of Hall activities whilst open:

- The Hall is used every weekday with activities ranging from Indoor Bowls, Art, Pilates, Yoga, Flower Club, Latin Dance, Line Dance, Jolly Fit and Patchwork and Quilting.
- Film afternoons on the first Sunday of each month.
- Private functions including birthday parties and commercial events.
- The Hall is also available for local Charity events and meetings. For instance the local Lion’s Club meetings. For charitable events and meetings there is no charge for the Hall’s rental.

Additional fund raising events have also been held. These include:

- Quiz - September 2020
- Armed Forces Day on the Village Green – 27th June 2021
- Music in the Park – 17th July 2021

The Hall additionally participated in the Hurworth Christmas Advent Cullender event which was a village wide event, Christmas 2020. This was an outside event with the Hall being decorated externally.

It is clear that the Hall’s use in this period has been significantly affected by the Government’s lockdown restrictions:

- The footfall in this period has been approximately 975 people which has been a significant reduction on the footfall for the year 2018 – 2019 (Pre Covid) of 5,700 people.

- The Hall utilisation when Hall opening has not been affected by the Covid 19 pandemic restrictions is approximately 66% which is a slight increase on the annual figures for 2019 / 2020 where utilisation was 59%.

The Hall, and its events, continues to be promoted in a number of ways including its own website, its own page on Facebook, Mailing list via Mailchimp, Parish magazines and other local media. A presentation was also completed at Hurworth Parish Assembly in July 2021.

Overall the use of the Hall and associated payments along with fund raising activities arranged by The Trustees covers the running costs of the Hall. There has been this year a surplus of £11,877.63

Everyone involved in the organisation and running of the events is thanked for their time and hard work.

The Hall is grateful for the support of The Parish Council and the close collaborative work with the Grange for events.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis together with regular fund raising events and the application for grants when available.

Within this reporting period there have not been any grants for capital investment.

The Hall has been awarded the following grants / allowance in respect of Covid 19 from Darlington Borough Council:

• Local Restrictions Support Grant 5/12/20	£1,334.00
• Tier 3 Grant 9/12/20	£667.00
• Tier 3 Grant 18/12/20	£667.00
• Lockdown Grant 25/1/21	£6,239.21
• Lockdown Grant 2/3/21	£2,096.00
• Retail and Hospitality Grant 13/4/21	£8,000.00

Hurworth Parish Council has also supported both the Armed Forces Day and Music Events.

Users of the Hall contribute to the financing of the Hall. The hire rate for the rooms in the Hall for both regular users and one off users has remained the same in this period. This is considered to be competitive with similar venues.

Rent is paid by a neighbour for the garden to the rear of the building. This is paid in full and following review it was agreed that this remain at the current rate.

The Hall is also grateful for donations received. The registration with HMRC for Gift Aid has been made but no claims were made during this period.

Volunteers' Effort

Management costs are kept to a minimum through the use of volunteers and friends in the organising and setting up / clearing away and running of events. In addition, Trustees attend meetings up to four times a year and together give approximately 1200 hours per annum in maintaining the Hall and organising / running fund raising events. It is appreciated that during this period these hours are reduced but there has been considerable effort required in managing the Covid 19 restrictions and the completion of maintenance tasks during this period.

Committee members have also given their time to attend virtual events organised by Tees Valley Rural Action which have been valuable in maintaining local links with other village halls in the area and ensuring the knowledge and practices are kept up to date.

Accountancy services have also been given to the Hall on a voluntary basis and the Hall is very grateful for this support.

All volunteers are fully appreciated and very gratefully thanked for their support, time and effort.

2020 - 2021 Achievements

The Trustees work hard to make the hall attractive to potential users and measure their success by the range of users, the variety of events organised and the hall occupancy.

During this period the Hall has:

- Achieved a compliment of 85% of Trustees, losing two members in the reporting period. .
- Maintained the financial viability of the Hall for the use by the community in line with the objectives of the charity.
- Successfully applied for Covid 19 restriction grants from Darlington Borough Council.
- Ensured funding for the continued improvement of the Hall.
- Completed essential maintenance and improvements to the Hall during 2020 / 2021.
- Re-instated the varied programme of classes post Covid19 restrictions.
- Maintained links with other community providers and the Parish Council to ensure collaborative working and a co-ordinated provision of events across Hurworth.
- Successfully responded to Covid 19 and enabled the resumption of Hall activities when possible in line with government guidelines.

Reserves

The village hall keeps a Community Account as a contingency fund and this has £4067.04 balance. This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement. This fund was not accessed during the Covid 19 restrictions.

Future Plans

For the coming year the Trustees will continue to work towards increasing the usage of the Hall and maintaining it as a warm and welcoming environment that people wish to attend. For the coming year the following is planned:

- Trustees – To establish a full complement of Trustees to the committee.
- Building refurbishment – To further refurbish the Hall to increase heat efficiency and to maintain the Hall as a welcoming environment.
- Hall presentation – To commission a deep clean from a commercial cleaning agency twice per year.
- Safety / risk management – There will be continuous review of the Covid 19 guidance and legislation to ensure the safety of all and compliance as the pandemic progresses.
- Equipment – Provide continued supply of PPE to ensure the safety of all and compliance with Covid 19 guidelines.
- Promoting Hall use – Continued development of regular classes / groups and a varied programme of one-off activities to ensure the continued financial viability of the Hall.
- Collaborative working - The arrangements of a further music evening next summer with The Grange Community Association following the success of the previous ones. Collaboration with other activity and event providers in the local area to ensure a co-ordinated approach to facilitate income maximisation for all.
- TVVHN - Utilisation of the programme of information and events arranged through TVVHN.

The Trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:



Mrs Lynne Drumm

Acting Chairperson, 17th November 2021

HURWORTH VILLAGE HALL

Charity No. 520830

INCOME AND EXPENDITURE ACCOUNT 2020-2021

INCOME		EXPENDITURE	
LETTINGS		UTILITIES	
Badminton	-	Gas	404.73
Indoor Bowls	80.00	Electric	332.81
Art Classes	340.00	Rates & Water Rates	271.79
Yoga	530.00	Chubb Fire	55.01
Flower Club	-	Insurance	786.54
Keep Fit	305.00		
Line Dancing	-	REPAIRS AND MAINTENANCE	
Seq. Dancing	-	Caretaking	1,210.00
Pilates	600.00	Cleaning Materials / Windows	430.44
Dance Class	390.00	Roof Repairs - Flat Roof	1,020.00
		In House Works	2,615.20
FUND RAISING		Electrical	100.00
Quiz nights	-	Decorating - Main Hall	1,775.00
		Boiler	50.00
GRANTS - COVID-19		MISCELLANEOUS	
Darlington BC	19,003.21	Tees Valley	-
		Music Licence	482.49
GRANTS - Parish Council	800.00	TV Licence	157.50
		Christmas Decorations	14.95
OTHERS		IT / Internet	616.79
Donations	65.00	Toilet Hire	292.80
Hall Hire	394.00	Singer - Yvonne Slater	300.00
Bank Business Loyalty Rewards	0.13	Advent Costs	186.54
Key Deposits	100.00	Stationery	138.34
		Prizes	20.00
Net Income from Music Event 2020	-	Website	29.95
Net Income from Music Event 2021	648.00	Wreath - HPC	20.00
		Bank Commision Charges	66.83
TOTAL RECEIPTS	23,255.34	TOTAL PAYMENTS	11,377.71
		SURPLUS FOR THE YEAR	11,877.63
	23,255.34		23,255.34

BALANCE SHEET AS AT 31ST JULY 2021

As at end July 2020

Bank 80502820	17,486.97
Community account 13818632	4,093.74
Cash in Hand	87.25
Acc 73014908	1.56
Music account 03474925	9,606.62
	<u>31,276.14</u>

As at end July 2021

Bank 80502820	28,739.81
Community account 13818632	4,067.04
Cash in Hand	90.74
Acc 73014908	1.56
Music account 03474925	10,254.62
	<u>43,153.77</u>

SURPLUS FOR THE YEAR

11,877.63

I certify to the best of my knowledge and belief that the above Balance Sheet dated 31st July 2021, together with the Income and Expenditure Account as at that date are correct according to the books, vouchers and bank statements examined by me and the explanations received.

Signed:

Date of Signing:


11th November 2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Hurworth Village Hall

On accounts for the year
ended

31st July 2021

Charity no
(if any)

520830

Set out on pages

One

(Remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st July 2021.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 11TH November
2021

Name:

Julie Kirby

Relevant professional
qualification(s) or body

FCCA

(if any):

Address:

Middleton in Teesdale, Barnard Castle

Co Durham

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

None