

# Hurworth Village Hall

Registered Charity No. 520830

## **Trustees' Annual Report**

1<sup>st</sup> August 2022 – 31<sup>st</sup> July 2023

### **Names of Trustees**

#### **Elected members**

**Mrs L Drumm** (Treasurer / Acting Chair)

**Mrs T Jacobs** (Secretary)

**Mr B Drumm** (Bookings Secretary)

**Mrs B Lawrence**

**Mr Peter Allan**

**Mr D Shafran**

#### **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)

**Mrs S Hogg** (Co-opted)

**Mrs M Frost** (Co-opted)

### **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.
- The Charity Commission

### **Governance**

Hurworth Village Hall was established as a charity by a Trust Deed dated 17<sup>th</sup> 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 Members
- Four Co-opted Members.

### **Meetings**

The Management Committee has met on four occasions over the last year and all meetings have been well attended, with 72% 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.

## **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.

## **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 £496.36 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 £276.00.
- TV License to enable live stream via the cinema system. Cost this period: £159.00.

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 had insurance with Allied Westminster (Insurance Services Ltd) to 31<sup>st</sup> July 2023 which had been funded from the previous accounting period.

The insurance for the Hall has been reviewed and due to rising costs with Allied Westminster is now insured with Zurich insurance. This is a specialist insurance – Zurich Select for Charities. The premium is £617.86.

The Hall is insured with respect to property damage (buildings insurance), contents, public liability, financial and administration liability, hirer's liability, trustees liability, personal accident and legal assistance.

The Hall building was last valued in August 2019 to ensure that the level of insurance was appropriate. Based on this, Zurich have insured the building at £680,833.00.

### **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 2022 – 2023 the following have been completed:

- General maintenance/ decoration.
- Replacement of flooring to the rear room.
- Replacement of radiators to the back room.
- Boiler servicing.
- Roof repairs.
- Drain clearing.
- Replacement of the front arched windows from the legacy left by John Gent.

The planned further refurbishment includes:

- Rendering to the rear external wall.

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

- Gas appliances and portable electrical appliances are tested by qualified personnel as required.
- 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, Chubb.
- Volunteers from the Committee carry out other regular maintenance checks.
- Darlington Borough Council Environmental Health Officers undertake inspection of the kitchen. The kitchen was one again awarded a five star rating on the Food Hygiene Rating Scheme completed 9<sup>th</sup> March 2023.

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**

The Hall has operated without interruption, during the reporting period and has been busy with both regular classes, private events and Trustee organised events.

Summary of Hall activities:

- The Hall is used every weekday with activities ranging from Indoor Bowls, Art, Pilates, Yoga, Flower Club, Latin Dance, Jolly Fit, Craft classes and Patchwork and Quilting.
- Film and Soup afternoons on the first Sunday of each month.
- Private functions including birthday parties, workshops and commercial events.
- The Hall is also available for local Charity events and meetings. The Hall has been used for the McMillan coffee mornings, Lions Club music afternoons, Hurworth Primary PTA events and by the Church and Allotments. For charitable events and meetings there is no charge for the Hall’s rental, with Trustees agreeing a policy of up to three events per a charity per annum.

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

- Quiz Nights - September 2022, December 2022, March 2023, June 2023
- Art Exhibition – 21<sup>st</sup> August 2022
- Good Vibes Jazz- 16<sup>th</sup> October 2022
- Skinner and Twitch – 19<sup>th</sup> November 2022
- Wreath making Workshop - 10<sup>th</sup> December 2022

- Hot Club du Nord – 18<sup>th</sup> December 2022
- Pudding Club – 19<sup>th</sup> February 2023
- Charlotte Potter at All Saints Church – 15<sup>th</sup> April 2023
- Kings Coronation at the Hall – 6<sup>th</sup> May 2023
- Armed Forces Day on the Village Green – 25<sup>th</sup> June 2023
- History of Hurworth Exhibition – 22<sup>nd</sup> July 2023

The Hall's use has continued to be significant and we are grateful for all those who have supported the Hall, booked private functions and attended either regular classes or events.

In summary:

- The footfall in this period has been approximately 5,904 people. This is comparative with previous years.
- The Hall utilisation is approximately 60% which is a decrease on the previous usage, when utilisation of the Hall had been, 66%.

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.

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 deficit of £5,259.28. This has primarily been due to the refurbishment work undertaken to the back room, the new windows which were partially funded through the John Gent Legacy and the new bowls mat purchased.

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 Hurworth All Saints Church 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 been the following grant for capital investment:

- |                                    |           |
|------------------------------------|-----------|
| • Banks Community Fund (Bowls mat) | £1,958.00 |
|------------------------------------|-----------|

Hurworth Parish Council has also financially supported the Armed Forces Day event.

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 user's has been reviewed in view of increasing utility costs. The fees for regular classes has remained at £10.00 per hour. The cost of private hire has increased from £12.00 to £15.00 per hour. This is considered to be competitive with similar venues.

Rent is paid by a neighbour for the garden to the rear of the building.

The Hall is also grateful for donations received.

HMRC for Gift Aid has been received on donations. This totalled £515.86.

### **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 1400 hours per annum in maintaining the Hall and organising/ running fund raising events.

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

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

### **2022 - 2023 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 100% of Trustees.
- Maintained the financial viability of the Hall for the use by the community in line with the objectives of the charity.
- Ensured funding for the continued improvement of the Hall.
- Completed essential maintenance and improvements to the Hall during 2022/2023.
- Provided a varied programme of classes.
- Maintained links with other community providers and the Parish Council to ensure collaborative working and the co-ordinated provision of events across Hurworth.
- Arranged events which have been very well attended by the wider Hurworth community.

## **Reserves**

The village hall keeps a contingency fund with a balance of £12,833.96. This is an increase of 62% on the previous reporting period to reflect increases in the costs of repairs and trades.

This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement. This fund has not been accessed during the reporting period.

## **Future Plans**

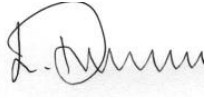
For the coming year (2023 – 2024) the Trustees will continue to work towards sustaining the usage of the Hall and maintaining it as a warm and welcoming environment that people wish to attend. For the coming year the following is planned:

- Trustees – To maintain a full complement of Trustees to the committee.
- Due Diligence – To review all formal documentation and registrations to manage risks.
- Building refurbishment – To complete the rendering to the rear external wall.
- Hall presentation – To maintain funding for the cleaner and general upkeep.
- Facilities – Exploring the purchase of two commercial grade gazebos for event use.
- Disability Access – Exploring the installation of automatic door openers for the internal door and access to the adapted toilet.
- Funding – To optimise the use of grants as available, further review hall rental charges in response to rising costs and ensure that services paid for are reasonable.
- Reserves – To review the strategy for reserves and the utilisation of high interest accounts.
- Safety/ risk management – There will be continuous review of current guidance and legislation to ensure the safety of all.
- Promoting the 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 - Collaboration with other activity and event providers in the local area to ensure a co-ordinated approach to Hurworth wide events in the village 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:

A handwritten signature in black ink, appearing to read 'L. Drumm', written over a light grey rectangular background.

**Mrs Lynne Drumm**

**Acting Chairperson, 17<sup>th</sup> November 2023**



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**

31<sup>st</sup> July 2023

**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 31<sup>st</sup> July 2023.

**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:**

5th November 2023

**Name:**

Julie Kirby

**Relevant professional  
qualification(s) or body  
(if any):**

FCCA

Address:

Middleton in Teesdale, Barnard Castle

Co Durham DL12

**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

**HURWORTH VILLAGE HALL**  
**Charity No. 520830**

**INCOME AND EXPENDITURE ACCOUNT 2022-2023**

INCOME		EXPENDITURE	
<b>LETTINGS</b>		<b>UTILITIES</b>	
Sewing	2,010.00	Gas	1,548.28
Indoor Bowls	1,072.00	Electric	635.06
Art Classes	1,160.00	Water Rates	533.87
Yoga	1,230.00	Chubb Fire	151.20
Flower Club	390.00	Insurance	-
Keep Fit	390.00	Rates	101.02
Line Dancing	276.00	<b>REPAIRS AND MAINTENANCE</b>	
Seq. Dancing	660.00	Caretaking	2,280.00
Pilates	870.00	Cleaning Materials / Windows	2,349.85
		Maintenance	730.00
		Back Floor	2,990.00
		Radiators	1,803.87
<b>FUND RAISING</b>			
Quiz nights	1,116.39		
Entertainment Nights	- 128.94		
Art Exhibition	24.93		
Pudding Club	102.45		
Hurworth in Photos	286.43	<b>MISCELLANEOUS</b>	
		Tees Valley	12.00
		Music Licence	772.36
		TV License	159.00
		Website	29.95
		BT Internet	503.28
<b>OTHERS</b>		New Windows	2,304.00
Donations	1,101.98	Bowls Mat	2,208.00
Hall Hire	1,811.00	Picture Frames	106.00
Bank Interest Rec'd / Loyalty Reward	0.51	Stationery	114.58
Rent	160.00	Armed Forces Day	316.00
Grants	2,773.86	Kitchen items and other Sundries	651.92
		Coronation Weekend Food	166.30
		Bank Charges	99.35
		Cash Account Sundry Diff	0.00
<b>TOTAL RECEIPTS</b>	<b>15,306.61</b>	<b>TOTAL PAYMENTS</b>	<b>20,565.89</b>
<b>DEFICIT FOR THE YEAR</b>	<b>5,259.28</b>		
	<b>20,565.89</b>		<b>20,565.89</b>

**BALANCE SHEET AS AT 31ST JULY 2023**

**As at end July 2022**

Bank 80502820	36,493.67
Community account 13818632	4,322.37
Cash in Hand	162.45
Acc 73014908	1.56
Music account 03474925	9,833.96
	<u>50,814.01</u>

**As at end July 2023**

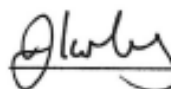
Bank 80502820	30,870.06	
Repairs account 13818632	1,628.53	Renamed repairs 12/2/23
Cash in Hand	220.62	
Acc 73014908	1.56	
Contingency account 03474925	12,833.96	Renamed contingency 12/2/23
	<u>45,554.73</u>	

**DEFICIT FOR THE YEAR**

**- 5,259.28**

I certify to the best of my knowledge and belief that the above Balance Sheet dated 31st July 2023, 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:

5th November 2023