

MESSING VILLAGE HALL

Registered Charity No.301367

Report of the Trustees for the year ended 30 April 2017

Address (Chair):

9 Lodge Road Messing CO5 9TU

Website:

www.messingvillagehall.org.uk

Messing Village Hall

Report of the Trustees for the year ended 30 April 2017

Governing Document and Objectives

Messing Village Hall's governing document is a Trust Deed contained within a Conveyance dated 27th June 1951. This Deed established the Village Hall as a charitable trust.

The objectives, as set out in the Trust Deed, are the provision of a village hall for the benefit of the inhabitants of the parish of Messing and its immediate vicinity without distinction of sex or political, religious or other opinions.

The Trustees consider that the main activities of Messing Village Hall are in accordance with the objectives and that they are of public benefit. The Trustees have had regard to the guidance issued by the Charities Commission on public benefit.

Trustees

Two new Trustees, Bob Suckling and Julia Scott, were appointed on 1st March 2017 to represent Messing-cum-Inworth Parish Council and Messing Parochial Church Council respectively.

With the Trustees now numbering seven, responsibilities will be reallocated after the forthcoming AGM. The Trustees, with their current and future responsibilities, are listed below:

	<u>Current</u>	<u>Future</u>
Patricia Craig	Chair	Treasurer
Mary Mann	Secretary	Chair
Steve Smith	Treasurer & Bookings Secretary	Bookings Secretary
Helen Longman		
Andrew Lucas		
Julia Scott		Secretary
Bob Suckling		

The Trust Deed sets out the manner of appointing the Trustees, who also constitute the Management Committee of the Village Hall. Trustees are elected each year at the Annual General Meeting. The Management Committee has the power to co-opt further Trustees.

Policies and Procedures

The Trustees carried out a major review of policies, systems and procedures during the year, not only to ensure compliance with the Charities Commission and statutory requirements, but also to support the day to day running of the Hall.

Messing Village Hall

Although this task is not complete, a good start has been made. In particular, the following policies were reviewed and revised:

- Health & Safety Policy
- Child and Vulnerable Adults Protection Policy
- Finance Policy
- Equal Opportunities Policy
- Environmental Policy
- Reserves Policy

Hall Activities

The Hall is in use most days of the week for a variety of regular activities, including:

- Art Club - Pilates - Yoga and Chair Yoga - Drama Club - Dog Training -
- Carpet Bowls - Book Club - Wine Club - Youth Group - Ballroom Dancing -
- Crafts Club - Martial Arts - Coffee Mornings - and Parish Council Meetings.

Many of these activities are run by Messing residents on a voluntary basis. The Committee is grateful for their commitment and enthusiasm.

During the year, the Committee initiated a new activity aimed at offering young Messing families an opportunity to meet on a regular basis. "Messing Mums" has been a great success, and the Committee's thanks go to Elaine Smith and Donna Rimovsky for their hard work in setting up and then running these events.

The Hall is popular as a venue for other occasional events and private functions, including children's parties, wedding receptions, funeral teas, village social functions, and occasional fund raising events.

Premises

The exterior woodwork of the Hall was repainted during the year.

Racks of shelving were installed in the store room, which created more storage space and order.

The Hall lighting system has needed attention on and off throughout the year as various components and fittings failed; but all is now working efficiently. A remaining task is to separate the lighting controls for the main hall and for the meeting room.

Brian Duffield retired as the Hall caretaker, and the Committee thank him for his conscientious and willing service over many years.

Village hall website

This has been revised and updated. More pages have been added to allow the insertion of photos showing the activities in the Hall, and to create a 'comments' page. Very positive feedback has been received on both changes. Once again, the Committee thanks Geoff Jackson for maintaining the web site on their behalf.

Messing Village Hall

Funding

The Committee manages the Hall on a self-financing basis, including retaining sufficient reserves to meet routine maintenance expenses. The contributions made by users of the Hall are set to achieve this.

Reserves

The Trustees have set a reserves policy which requires funds to be maintained at a level which ensures that the Hall's activities could continue during a period of unforeseen difficulty, and cover unforeseen expenditure on building maintenance or urgent equipment replacement.

The calculation of the required reserves is an integral part of the Committee's planning, budget and forecast cycle. The Committee transferred a further £1,200 during the year to the Hall Redecoration Fund.

The Charity had £31,292 in the bank as unrestricted reserves at the end of the year, of which £2,400 has been designated to the Hall Redecoration Fund.

There are no restricted funds in hand.

Plans

The Committee intends to make a detailed inventory of all Village Hall assets.

The Committee intends to carry out a review of all maintenance requirements, and prepare a detailed schedule with estimated costings.

The Committee intends to tidy up and improve the area at the back of the Hall to make it more attractive for summer events.

The Committee is considering the feasibility of offering indoor games sessions, for which it would provide two table tennis tables and a billiard table.

Declaration

The Trustees declare that they have approved the above report.

Signed on behalf of the Trustees by:

Patricia Craig (Chair)

Date:

Messing Village Hall

Receipts and payments account (Unrestricted funds) For the year ended 30 April 2017

	30 April 2017	30 April 2016
	£	£
Receipts		
Hall hire	12,763	10,530
Grants and donations	118	30
Electricity generation	1,885	1,681
Bank interest	6	8
Tea towel fundraising profits	130	373
Easy fundraising	81	89
Bat evening	<u>-</u>	<u>82</u>
	<u>14,983</u>	<u>12,793</u>
Payments		
Repairs and maintenance	3,211	2,066
Broadband & website	-	10
Lighting and heating	1,225	1,274
Rates and water	295	375
Subscriptions and licences	355	232
Insurance	1,040	1,040
Cleaning	2,656	2,700
Kitchen and toilet consumables	163	272
Shelving and storage boxes	402	-
Other sundry expenses	<u>39</u>	<u>147</u>
	<u>9,386</u>	<u>8,116</u>
Excess of receipts over payments	<u>5,597</u>	<u>4,677</u>

Messing Village Hall

Statement of assets and liabilities at 30 April 2017

	30 April 2017	30 April 2016
	£	£
Current assets		
Cash at bank:		
Bank current account	11,170	5,580
Bank premium account	<u>20,122</u>	<u>20,115</u>
	<u>31,292</u>	<u>25,695</u>
Represented by:		
General Fund	28,892	24,495
Hall Redecoration Fund	<u>2,400</u>	<u>1,200</u>
	<u>31,292</u>	<u>25,695</u>

Statement of movement in funds

	General Fund £	Hall Redecoration Fund £	Total Funds £
Balances brought forward	24,495	1,200	25,695
Excess of receipts over payments	5,597	-	5,597
Transfer to Hall Redecoration Fund	<u>(1,200)</u>	<u>1,200</u>	<u>-</u>
Balances carried forward	<u>28,892</u>	<u>2,400</u>	<u>31,292</u>

Notes to the accounts:

1. The accounts have been prepared on the Receipts & Payments Basis.
2. The Village Hall is recognised as an asset, but is not valued in the accounts. In previous years, the Hall was valued at a nominal £10,000. Title to the property is vested with the Official Custodian for Charities.
3. Fixtures and fittings and equipment are also recognised as assets, but not valued in the accounts.
4. There were no liabilities at the year end.
5. All funds are Unrestricted. The Hall Redecoration Fund is a Designated Fund.