

WINSTON VILLAGE HALL



Registered charity number 520916

Trustees' Annual Report

1 January 2018– 31 December 2018

Website at: www.winstonvillagehall.org.uk

Secretary to the Trustees: Annie Dolphin OBE

Meadowbrook House, Front St, Winston, Darlington DL2 3RH

Tel: 01325 730912/E-mail: annie@thedolphin.me.uk



Names of Trustees

Christopher (Chris) Walshaw	Chair/elected to 12 March 2018
Helen Pattison	Chair/elected from 12 March 2018
Geoff Freeman	Vice Chair from 12 March 2018/elected
Gill Woodhouse	Treasurer/elected/Lunch Club
Ann (Annie) Dolphin	Secretary/elected
Claire Boyes	Young Farmers
Christopher (Chris) Clark	Parish Council from 12 March 2018
Susan Clarke	St Andrews Church
Stephen (Steve) Henry Jones	Playing Field Association
Eric Reed	Elected member
John Thornborrow	Elected member to 12 March 2018
Caroline Thornborrow	Elected member from 12 March 2018

Sources of advice and support

Bank: NatWest	Winston Parish Council
The Village Halls Consortium (TVHC)	County Durham Community Foundation
'Localgiving', in partnership with Postcode Community Trust	

WINSTON VILLAGE HALL

Governance

Winston Village Hall was established as a charity by means of a Trust Deed and conveyance dated 21 August 1954. The building was purpose built as a Memorial Hall with funds raised from the original Trustees. The Village Hall was registered with the Charity Commission on 4 June 1964 and the title of land was transferred to the Official Custodian for Charities in trust for the charity on 19 June 2002.

The original trust deed has been amended on several occasions since 2011 to bring it up to date with current requirements, make it easier to read and more relevant to life today. The objectives of the charity are now as follows:

The object of the charity is the provision and maintenance of a village hall for the use of the inhabitants of the area of benefit 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.

The committee are assured that with these amendments our governing document is up to date and accurately reflects our responsibilities as trustees.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity. All trustees whether elected or appointed by organisations entitled to a representative, retire at the end of the Annual General Meeting held each March and are either re-elected, reappointed or replaced. The trustees form the Management Committee of the Village Hall which has the power to co-opt a maximum of 5 additional trustees during the year.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to contractors, volunteers, hirers, and users of the hall the following policy statements have been adopted:

- Health & Safety
- Child and Vulnerable Adults Protection
- Finance Policy
- Hiring Policy
- Equality and Diversity Policy
- Environment and Energy Efficiency Policy
- Data Protection Policy

During the year we also added our privacy notice that explains our responsibilities in respect of the General Data Protection Regulations.

WINSTON VILLAGE HALL

Hiring Agreements

The function and purpose of the village hall is first and foremost to provide a local, safe, appropriate and attractive facility for the use and enjoyment of people in the village and surrounding area. We use paper and electronic booking forms which set out the conditions of hire and identify the respective responsibilities of each party to the agreement. For our regular hirers we have 'umbrella' booking agreements that we review once a year at the committee meeting following the AGM to ensure that they are in line with current policy.

Licences

The hall has a Premises Licence that permits the performance of plays and live music; the playing of recorded music; and the provision of facilities for making music and for dancing. Users are required to apply to Durham County Council for a Temporary Event Notice (TEN) licence for events involving the sale of alcohol, having first received permission to do so from the committee. We also hold small society lottery registration for our 150 club and our combined Performing Right Society (PRS) and Public Performance (PPL) licence permits the performance of live and recorded music.

Risk Management and compliance with regulatory obligations

Insurance

As a Management Committee we recognise our responsibilities and legal obligations to protect the building, its users and contractors through adequate and appropriate insurance, risk assessment and maintenance.

The village hall is insured by Allied Westminster in respect of buildings cover, contents, public liability, employers liability, hirers liability and legal expenses. We receive discounts against the cost of insurance from a 3 year contract to April 2021, TVHC membership and in recognition of achieving the Hallmark level 3 standard. We review the adequacy of this insurance annually.

Regulatory obligations

- The gas boiler and gas bottles are checked and certified annually by qualified personnel.
- Portable electrical appliances are professionally tested annually and the mains electrical installation is checked and certified by a qualified engineer every 4 years.
- Emergency lighting, fire exits and first aid supplies are checked monthly.
- Health and safety and fire risk assessments are carried out and action plans are updated annually.
- Firefighting appliances are inspected and certified annually.

Our achievement of the Hallmark One, Two and Three standards in 2013 have validated our compliance with our regulatory obligations which we continue to maintain and review at each quarterly committee meeting.

WINSTON VILLAGE HALL

Principal activities in pursuit of our objectives

The hall is in use on a regular basis by a number of user groups that cover a wide cross section of the population and community organisations. Regular users of the hall in 2018 were: St Andrew's Church; Staindrop and District Young Farmers; Older People's Luncheon Club; Gentle Exercise; Complete Fitness and Pilates classes, Art classes, the Vintage Pipers; Tea & Chat group; Winston Parish Council; the Playing Field Association; Morris Dancers and guitar/bagpipe practice sessions.

The hall was used for a variety of private functions during the year and we again saw a marked increase in bookings for children's and private parties. Regular bookings were maintained and we had a new regular booking from October for a monthly men's Beer and Banter group that is proving popular.

Funding strategy and reserves policy

Our strategy is to maintain the revenue budget on a self-financing basis i.e. lettings and other operational income covers overheads and general expenses, with restricted funds secured for future major remedial work on the building which is now over 65 years old. With the help of grant funding for one off expenditure, e.g. electrical equipment renewal, together with the 150 club lottery income, we are able to maintain this strategy. Our income and expenditure budget for 2019 was approved in December 2018 forecasting a surplus of approximately £2300. Funds in our higher interest investment account are set aside to cover projected costs of future major renovation and other work and we are commissioning a survey to provide assurance to our trustees that our reserves are adequate. In addition, we have a designated account that contains funding for immediate and unexpected needs that we keep at a level of approximately 6 month's expenditure. Management Committee approval is needed for any expenditure from the restricted and designated accounts. On line banking and our direct payment process via the BACS facility to hirers is now well established and most payments are received electronically. We also use BACS to pay invoices where possible. This has speeded up our processes and allows us to monitor our financial position in real time.

Volunteer contribution

Management costs are minimised through the time spent and commitment of committee members and other volunteers. They cover day to day hall maintenance, monthly cleaning, bookings management, hall administration and a host of other tasks to ensure that the hall is available and welcoming. We are very grateful for the time and effort that all volunteers put in to ensure that the hall is fit for purpose and used for the benefit of the community. There are no paid employees, although contractors are used for specialised work where appropriate.

WINSTON VILLAGE HALL

Achievements in 2018

The hall has continued to be used on a regular basis by our user groups listed above. We were also pleased to continue the availability of gentle and more demanding exercise classes for our community with Complete Fitness seeing a trend for increasing numbers throughout the year. We had secured a grant from Local Giving for PA equipment and shortfall in instructor fees for 2018 and now have secured another grant for instructor fees that will ensure viability of all our classes throughout 2019. Our facilities and competitive hiring rates are appreciated by families and groups from outside our immediate community and this has led to additional private hiring income and an operating surplus of ~£3800 for the year.

During 2018 we have maintained our high management standards; the committee review our ongoing requirements and commitments at each quarterly meeting and our management policies are reviewed on a cyclical basis. A major piece of work this year has been to ensure our compliance with the General Data Compliance Regulations (GDPR). We now have an amended Data Protection Policy, and a Privacy Notice that is on our website.

We had a number of unexpected expenses in 2018. Our 4 yearly electrical system inspection in January 2018 recommended replacement of our electrical control panel that was out of date and the water heater in the kitchen had to be replaced, We were able to secure funding for half of the control panel expenditure from TVHC. In addition we successfully applied for funding for New Age Kurling equipment from County Durham Community Foundation for the new Beer and Banter group. This equipment is available for wider use in the community.

We have now managed to build up a healthy reserve account, following the major refurbishment programme seven years ago. We are grateful to our past sponsors for helping us to achieve this healthy position and their details are still available to view on our website and on our 'Winston Village Hall Sponsors' board prominently displayed inside the Village Hall with details of the sponsors' businesses and their contact details.

We ran a very successful Pie and Peas Band Night event in November 2018 that was focused on getting the community together rather than fundraising. This event raised additional funds of £1200 and we were very grateful to everyone who contributed to making this a success; it was a truly community event.

At the Annual General Meeting on 12 March 2018 Chris Walshaw stood down as Chair, after 11 years. Chris navigated the management committee through many changes, bringing the constitution and policies up to date and ensuring that everything operated as it should. He ensured that the processes that we use are fit for purpose and that trustees can be assured that the charity is run effectively and in accordance with requirements. We were sorry to lose John Thornborrow from the committee but very pleased that his wife Caroline replaced him. With some reorganisation of responsibilities Geoff Freeman was appointed as Vice Chair to support our new chair, Helen Pattison.

Our website at www.winstonvillagehall.org.uk has up to date information about our activities, meetings, and policies.

WINSTON VILLAGE HALL

Future plans

Our healthy financial position and our engaged and active committee membership provide an excellent basis for the future and we will continue to manage and run the hall effectively, ensuring that we can meet the following priorities:

- The hall is properly and fully maintained
- Running costs continue to be met
- We build up appropriate reserves to cover future refurbishment and repairs
- We continue to have a strong and dedicated management committee that continuously reviews, updates and improves our management processes
- We continue to monitor and react to the needs of users and the wider population
- Promoting the hall for use by the local community.

We regularly review the demographic data for our community and this shows that the parish has a slightly older but generally wealthier population than the average in County Durham with lower numbers of 'dependent' elderly people and young children. The current use by Young Farmers, Lunch Club, Tea and Chat and Beer and Banter cater for young and older people and the 3 exercise classes cover all ages and abilities. In addition, the hall plays a vital role in providing a facility for the other organisations within the Parish, including the Parish Council, Church and Playing Field Association.

In November 2018 we received another £500 grant from 'Local giving', in partnership with Postcode Community Trust to encourage people of all ages in our local community to be more physically active. This means that our exercise classes are sustainable throughout 2019 and they provide opportunities for all in the community to participate..

We will continue to raise funds through our quarterly 150 club draw as this is an important way in which residents contribute to the running of the hall and feel a sense of ownership. We will also arrange and support events that bring people together to encourage community cohesion. These events are important community wide activities that are enjoyed by all residents and help to maintain and increase our sense of community identity. We will continue to promote the use of the hall for private events and other purposes.

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

Signed on behalf of the charity's trustees

Signature

Full name **Helen Pattison**

Position **Chair**

Date

WINSTON VILLAGE HALL

Independent examiner's report to the trustees of Winston Village Hall

I report on the accounts of the Trust for the year ended 31 December 2018 which are set out on pages 8 and 9.

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

to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act

to 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 next statement.

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.

Name: JK ARMSTRONG

Relevant professional qualification or body: ICAEW .

Address: 5 HIGHCLIFFE EDGE
WINSTON

Date: CO DURHAM DL2 3EX

10-2-19 ,

WINSTON VILLAGE HALL

Income and expenditure account		
1 January 2018 – 31 December 2018		
	31/12/2018	31/12/2017
Operating income		
Lettings	3478	3776
150 club subscriptions	1800	1800
Gentle exercise	988	1315
Pilates	1265	-
Keep Fit	1488	1453
Total operating income	9019	8344
Operating expenditure		
Insurance	369	353
Water, heat, light	1269	1124
Licence fees	296	202
Maintenance	1456	1254
Sundries	739	286
150 club prizes	1000	1000
Gentle exercise instructor fee	720	740
Pilates instructor fee	1090	-
Keep Fit instructor fee	1190	1060
Total operating expenditure	8129	6019
Operating profit	890	2325
Other income		
Bank interest (designated fund)	2	2
Bank interest (restricted fund)	283	-
Donations	166	22
Fundraising:		
<i>Easy fundraising</i>	111	72
<i>Band Night (net)</i>	1269	-
<i>Sponsorship</i>	-	210
Grants:		
<i>CDCF – Kurling equipment</i>	396	-
<i>Local Giving - physical activity</i>	500	500
<i>TVHC – electrical update</i>	212	-
Total other income	2939	812
Other expenditure	0	0
Total other expenditure	0	0
Excess other income over other expenditure	2939	812
Operating profit plus excess other income	3829	3137

WINSTON VILLAGE HALL

Statement of Assets and Liabilities at 31 December 2018		
	31/12/18	31/12/17
Current assets		
Debtors	0	0
Bank current account	2367	3320
Designated restricted fund	2220	2218
Bank 150 Club	1550	1625
Redwood Bank	24783	20000
Total current assets	30920	27163
Current liabilities (creditors)	36	108
Assets less liabilities	30884	27055
Financed by accumulated fund		
Balance b/f	27055	23918
Plus excess income over expenditure	3829	3137
Balance c/f	30884	27055
Total Debtors	0	0
Creditors:		
Opus energy	36	33
150 club prizes	-	75
Total creditors	36	108