

WINSTON VILLAGE HALL



Registered charity number 520916

Trustees' Annual Report

1 January 2019– 31 December 2019

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

Helen Pattison	Chair/elected to 6 March 2019
Geoff Freeman	Vice Chair to 6 March 2019/Chair from 6 March 2019 elected
Gill Woodhouse	Treasurer/Lunch Club
Ann (Annie) Dolphin	Secretary/elected
Claire Boyes	Vice Chair from 6 March 2019/Young Farmers
Christopher (Chris) Clark	Parish Council
Susan Clarke	St Andrews Church
Stephen (Steve) Henry Jones	Playing Field Association to 11 September 2019
Eric Reed	Elected member
Steve Saddington	Elected member from 6 March 2019
Caroline Thornborrow	Elected member

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	

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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
- Privacy notice

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Hiring Arrangements

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. We review our hiring charges annually to ensure that we can cover rising costs and our facilities are offered free of charge for local community member funeral teas.

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) (now called *TheMusicLicence* 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, as a result of TVHC membership and in recognition of achieving the Hallmark level 3 standard. We review the adequacy of this insurance annually.

Regulatory obligations

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

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Our achievement of the Hallmark One, Two and Three standards have validated our compliance with our regulatory obligations which we continue to maintain. We maintain a spreadsheet of requirements that is updated and reviewed at each quarterly committee meeting to ensure that we meet all our obligations and statutory requirements.

Principal activities in pursuit of our objectives and public benefit

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 2019 were: Staindrop and District Young Farmers; Luncheon Club; Gentle Exercise, Complete Fitness, and Pilates classes; Art classes; the Vintage Pipers; Tea & Chat group; Winston Ladies Group; Beer and Banter; Winston Parish Council; the Playing Field Association; Morris Dancers; Cream Tees; and guitar/bagpipe practice sessions.

The hall was also used for a variety of private and 'one off' functions during the year that were for the benefit of the community.

Prompted by user feedback, and to encourage our often ageing residents to be more physically active, our 3 exercise classes are run by the management committee and the professional instructors are paid a fee. With some grant funding this ensures that the classes are sustainable for the benefit of the community and the classes sit within our object *b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.*

Statutory public benefit declaration:

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. Winston Village Hall trustees confirm that they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant. This is evidenced by the main activities outlined above that are all undertaken for the benefit of the residents of the village and surrounding area.

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 our exercise classes together with the 150 club lottery income, we are able to maintain this strategy. Our income and expenditure budget for 2020 was approved in December 2019 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 as roof replacement would be a major cost we commission a survey every 5 years 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

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designated accounts. On line banking and our direct payment process via the BACS facility ensures that we can monitor our position in real time.

Volunteer contributions

Management costs are minimised through the time spent and commitment of committee members and other volunteers. They cover day to day hall maintenance, bookings and financial 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 eg cleaning and maintenance.

Achievements in 2019

The hall has continued to be used on a regular basis by our user groups listed above and we now have regular bookings everyday during the week. Our facilities and competitive hiring rates are appreciated by families and groups from outside our immediate community and with additional private hiring and DCC election income we have ended the year with a surplus of £4572.

We were also pleased to continue the availability of gentle and more demanding exercise classes for our community with Complete Fitness continuing to be very popular throughout the year. We have secured grants from Local Giving to support the less popular classes for the past 3 years and expect that support to continue.

During 2019 we 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. Using some of our surplus we commissioned a deep clean of the hall in July and as hirings have increased we now have cleaning contractors who do a 2 weekly clean of the building. We also purchased a storage cupboard for items that get damp in the storeroom in winter - sited in unused space in the ladies WC.

We held another very successful Pie and Peas Band Night event in November 2019 that was focused on getting the community together rather than fundraising. This event raised additional funds of £938 and we were very grateful to everyone who contributed to making this a success; it was a truly community event.

We had a new chair and vice chair again this year and a new trustee was elected. The change in committee membership is welcome as it brings new perspectives and experience, whilst operational continuity is assured through the treasurer and secretary who have undertaken these roles for several years and have developed very efficient and effective procedures.

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

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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.

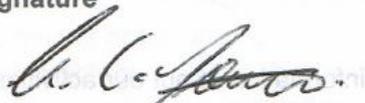
In June 2019 we received another £500 grant from 'Local giving', in partnership with Postcode Community Trust to encourage people of all ages in our local community to be more physically active. This means that our exercise classes are sustainable going into the new year and they provide opportunities 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 continue to promote the use of the hall for private events and other purposes and 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.

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

Signed on behalf of the charity's trustees

Signature



Full name **Geoff Freeman**

Position **Chair**

Date **4 March 2020**

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**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**

Winston Village Hall

**On accounts for the year
ended**

31 December 2019

Charity no

520916

Set out on pages

8 and 9

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2019.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

JH

Date:

20/2/2020

Name:

J K ARMSTRONG

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

ICAEW

Address:

5 HILLCLIFFE EDGE

WINSTON

0 DURHAM DL2 3RX

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Income and Expenditure Account

	31/12/2019		31/12/2018	
Operating income				
Lettings	4061		3478	
150 club subscriptions	1800		1800	
Gentle exercise	962		988	
Pilates	935		1265	
Keep Fit	2178		1488	
Total operating income	9935	9935	9019	9019
Operating expenditure				
Insurance	374		369	
Water, heat, light	1469		1269	
Licence fees	298		296	
Maintenance	714		1456	
Sundries	91		739	
150 club prizes	1000		1000	
Gentle exercise instructor fee	780		720	
Pilates instructor fee	1000		1090	
Keep Fit instructor fee	1363		1190	
Hall cleaning	120			
Total operating expenditure	7208	7208	8129	8129
Operating profit		2727		890
Other income				
Bank interest (designated fund)	4		2	
Bank interest (restricted fund)	343		283	
Donations	13		166	
Fundraising:				
Easy fundraising	47		112	
Band Night (net)	939		1269	
Grants:				
CDCF – Kurling equipment			396	
Local Giving - physical activity	500		500	
TVHC – electrical update			212	
Total other income	1846	1846	2940	2940
Total other expenditure	0		0	
Excess other income over other expenditure	1846	1846	2940	2940
Operating profit plus excess other income		4572		3830

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Statement of Assets and Liabilities at 31 December 2019

	31/12/2019		31/12/2018	
Current assets				
Debtors	300		0	
Bank current account	1802		2367	
Designated restricted fund	2225		2220	
Bank 150 Club	1600		1550	
Redwood Bank	29626		24783	
Total current assets	35553	35553	30921	30921
Current liabilities (creditors)	96	96	36	36
Assets less liabilities		35457		30885
Financed by accumulated fund				
Balance b/f	30885		27055	
Plus excess income over expenditure	4572		3830	
Balance c/f	35457	35457	30885	30885
Debtors: DCC election hire charge	300	300	0	0
Creditors:				
Opus energy	46		36	
150 club prizes	50		-	
Total creditors	96	96	36	36