

HOXNE VILLAGE HALL
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 29 FEBRUARY 2016

Registered charity number 304770

Trustees' Annual Report for the period

	Period start date		Period end date
From	1 March 2015	To	29 February 2016

Section A Reference and administration details

Charity name Hoxne Village Hall

Other names charity is known by St Edmund's Hall

Registered charity number (if any) 304770

Charity's principal address St Edmund's Hall

Goldbrook

Hoxne, Eye

Postcode

IP21 5AN

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Carole Smith			Playing Fields
2	Cathy McGregor			Mothers Union
3	Clive Baxter		From 27 August 2015	Hoxne AFC, Parish Council
4	Jane Langley	Bookings Clerk		
5	John Langley	Chair		
6	Mary O'Herlihy Nixon			
7	Michael Knights			Parish Council
8	Richard Jenkins	Treasurer		
9	Stephen Nixon	Vice Chairman		
10	Vivienne Bradford		From 25 June 2015	Phoenix Ladies Group
11				
12				
13				
14				
15				
16				
17				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Hoxne Parish Council	Custodian Trustee
----------------------	-------------------

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Assignment dated 29 August 1962
How the charity is constituted	Trust
Trustee selection methods	Trustees appointed by local organisations, together with up to five members of the public elected at the annual general meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

New trustees receive a pack that includes a copy of the conveyance/ constitution, mission statement, AGM chairman's report, a copy of the previous financial year's accounts

The Hall bar is only open during certain public and private events. The Committee has responsibility for the supply of alcohol on the premises and is responsible for the purchase and maintenance of equipment. Day-to-day operation of the bar is the responsibility of the independently constituted Bar Committee, whose profits are donated to the charity.

Summary of the objects of the charity set out in its governing document

St Edmund's Hall Management Committee aims to provide facilities for the community to support a wide range of local functions. Within this our main objective is to improve the conditions of life for all the inhabitants of the local area without discrimination.

Our goals are to;

- 1) Provide a first class venue accessible to local groups, organisations and individuals for educational, leisure and recreational activities.
- 2) To manage and maintain the facility to a high standard.
- 3) To ensure the sound financial viability of the organisation and to manage resources effectively.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**Regular users**

Our regular users are the base of the Hall's support of the local community. Since the departure of Pre-School, a number of new hirers have arrived, particularly exercise classes of various sorts. From May onwards, we will have 17 regular meetings, classes or other events on a weekly or monthly basis.

Events

Film nights continue on a monthly basis. As well as the opportunity to view a recent film at a modest price, you can chat to friends over a drink or an ice-cream both before the performance and during an interval. The Hall also held a New Year Party for the first time in many years; we hope that this will become a regular event.

One-off events held in the Hall range from annual dinners to weddings. These bring a proportionately higher revenue to the Hall both in respect of hire fees and, indirectly, through bar takings.

Declaration

The trustees have had regard to the guidance issued by the Charity Commission on public benefit. In particular, events run by the Hoxne Village Hall are open to all and are priced at appropriate prices. It is our policy that regular users are charged rates lower than one-off events.

Summary of the main achievements of the charity during the year**Use of the Hall**

Over the year, the Hall was used on 379 occasions (2015: 347) ignoring Pre-School that left during the year. Regular users use was 330 (2015: 297). There were 49 one-off events (2015: 50) - wedding receptions, parties, plays, music, quizzes and other fund-raising events and funeral teas. Several new regular users started during last year and this year to date; we expect greatly increased use in the current year.

Fabric of the Hall

The Main Hall was refurbished during the year - it was repainted and wooden supports for the ceiling fans replaced with metal, all curtains replaced and the floor retreated. As well as improving the venue for hirers, fire prevention was improved. The Activity Room and Kitchen were also redecorated and chair storage moved from the stage.

The heating system, that has been an issue for some years, has been improved and a heat curtain fitted above the entrance door.

In the current year, the oil tank will be replaced and car park potholes filled. During the year ahead, the Committee will be reviewing what further changes should be made to attract new users. This may give rise to significant projects; we will look for grants to help defray the cost.

Health and Safety

Our Health and Safety procedures remain under constant review. Minor changes to the accident book were made last year: there have been no recorded accidents during the year. The fire alarm system failed its weekly test on two occasions and a fire point was replaced.

Broadly the approach is that Committee members carry out health and safety reviews and monitor any accidents. We use our terms and conditions of use to convey health and safety issues to hirers and endeavour to reinforce that with direct personal contact when possible. We use external inspections to ensure the continuing compliance and maintenance of our fire, electrical and heating systems. This past year included the wiring tests required every 5th year.

Our records are in good order. We have overcome storage issues so that the hard copy material is likely to be stored on site during the coming year. Some of our records are held electronically with hard copy back up. Over time the electronic records may become sufficiently developed for the purposes of day to day management.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity's reserves had been built up since the last major refurbishment and extension. In the last year, there was a significant deficit due to the loss of Pre-School income and high refurbishment costs. Repairs and maintenance costs will be substantial in the current year and further projects may be identified to improve the attraction to new users: a deficit is budgeted. For these reasons, the Committee believes that the level of reserves is appropriate.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Financial results

The Hall is run for the benefit of the village and surroundings. Over the last few years funds have been built up that will enable us to make the improvements mentioned above.

Comparing this year with 2015

- Hire charges fell by £2,451. The main reason was Pre-School leaving. Regular user income was up marginally and one-offs slightly down.
- Film Nights and the new New Year Party contributed £1,685 net of costs (2015: £361) with the audience choice of future films helping numbers.

Refurbishment costs of £15,131 relate to redecoration of the Main Hall, Activity Room and Kitchen, new curtains and stage curtains in the Main Hall, re-treating the Main Hall floor and the heat curtain above the front door.

Section F

Other optional information - None

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signatures		
Full names	John Langley	Richard Jenkins
Position	Chair	Treasurer
Date	11 May 2016	

Independent Examiner's Report on the Accounts

Report to the trustees of	Hoxne Village Hall	
On accounts for the year ended	29 February 2016	Charity number 304770
Set out on pages	7 and 8	

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 Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes 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 statement below.

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:
 - a. To keep accounting records in accordance with section 130 of the 2011 Act, and
 - b. To prepare accounts which accord with the accounting records and comply with the accounting 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

Signed		Date	11 May 2016
Name	John Musgrave		
Relevant professional qualifications or body	Former Chartered Secretary (ACIS), now retired		
Address	41 Victoria Hill, Eye, Suffolk, IP23 7HJ		

Hoxne Village Hall
Charity Number 304770

Receipts and payments accounts for the period

From 1 March 2015 To 29 February 2016

Section A Receipts and payments

	Unrestricted funds to the nearest £	Last year to the nearest £
Receipts		
Hire charges	10,013	12,464
Donations, legacies and Grants	400	277
Bar Committee	4,000	4,000
Film nights and New Year Party	3,684	2,545
Recycling proceeds	575	512
Other fundraising	863	626
Interest	440	1,329
Hirers deposits received	2,500	2,800
Total receipts	22,475	24,533
Payments		
Heating Oil	1,676	1,465
Insurance	1,923	1,992
Electricity	1,092	1,280
Cleaning wages	1,200	1,318
Water and sewerage	405	487
Telephone postage and stationery	765	639
Film nights and New Year Party costs	1,999	1,679
Repairs and maintenance	7,776	6,461
Refurbishment and improvements	15,131	4,333
Return of deposits to hirers	1,500	2,750
Other costs	730	867
Total payments	34,197	23,271
Net (deficit)/surplus	(11,722)	1,282
Cash funds last year end	57,816	
Cash funds this year end	46,094	

Section B Statement of assets and liabilities at the end of the period

Cash funds	Barclays Bank current account	6,511
	Less: outstanding cheques	(816)
	Add: outstanding lodgement	100
	Virgin Money deposit account	40,299
	Total cash funds	46,094

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	John Langley	Richard Jenkins