

Glaphorn Village Hall Management Committee

16th January 2019

Charity Commission Requirements

The Charity Commission requires:

- Annual confirmation that Trustee details etc are up to date
- Annual accounts are prepared (a proforma is supplied and requires appropriate signatures – to be done after Audit and AGM)
- Annual return is made online – essentially requiring financial information (to be completed after Audit and AGM)
- Annual report is available (not to be submitted but to be available to CC if requested).

The requirements are not too onerous for a small charity with income below £25,000 per annum.

The Charity Commission's requirement is that the annual report must include:

- *your charity's name, registration number, address and trustee names*
- *its structure and details of how it is managed, including how it recruits trustees*
- *its activities and objectives in the year*
- *its achievements and performance, including reporting on its public benefit*
- *a financial review including any debts and details of your reserves policy (if applicable)*
- *details of any funds held as a custodian trustee*

An annual report containing all the required information is attached. This was approved by the Village Hall Management Committee and will be submitted to the AGM on 17th April 2019.

Annual Report for year ended 31st December 2018

Charity Name	Glaphorn Village Hall
Charity Number	304195
Charity Contact Details	c/o Orchard House, Main Street, Glaphorn PE8 5BE Tel 03330062730 eabarnish@hotmail.com
Trustees Nick Knowles (Chairman) Jeff Knowles Shindo Bettley Roger Bettley Jo Hood Alan Barnish (Treasurer)	(full year unless shown below) Resigned December 2018 Appointed February 2018

The purpose of the Charity is to *“provide and maintain a village hall for the benefit of Glaphorn villagers and members of the nearby communities. As managing trustees we also run social events and entertainments for the local community.”*

The Charity is governed by a trust deed; the Village Hall is held in Trust by the Charity Commission and Trustees are appointed to manage the Hall and keep it in good repair.

Up to 6 Trustees are appointed annually at an AGM at which all residents of the Parish are able to attend and vote. In addition, 5 village organisations named in the trust deed are able to nominate one trustee each but only two of these organisations are currently active. 2 trustees can be appointed by co-option. The trustees together form a Management Committee which has the authority to manage the hall and its finances as they consider necessary and in accordance with the Trust Deed.

In 2018, 6 of the Trustees were appointed at the AGM and 1 was co-opted. Subsequently 1 of these Trustees was appointed as the representative of the Parish Council and the co-opted Trustee was then appointed to that vacancy.

Both of the 2 organisations named in the Trust Deeds and remaining in operation were invited to nominate a representative to act as a Trustee and one declined. The places available for co-optees were advertised in the village newsletter.

The AGM is held in April each year and the 2019 meeting will be advertised in the village newsletter, Parish Council web-site and village notice board with an explanation of the methods of appointing Trustees and inviting nominations.

The objectives of the Village Hall Management Committee are:

1. To maximise use of the Hall for social, community and recreational purposes to residents of the Parish and adjacent areas. The Hall was well used and rental income exceeded routine spending thus enabling investment in refurbishment and improvements. Users included the Parish Council (and associated activities) plus regular groups for sewing, upholstery, pilates and other keep-fit activities. Weekly use by the Royal Oak Club for a social gathering has become a major feature of the community life of the Village.

And

2. To maintain and repair the fabric of the Hall and where appropriate improve and develop facilities. In 2016, a defibrillator was provided. In 2017, the major improvement programme was the refurbishment of the kitchen which was substantially achieved from grant and contributions. Also in 2017, a projector and wifi were added to enhance facilities, this was in conjunction with the Glapthorn Parish Council. In 2018, significant sums were expended on redecoration of the Hall, plumbing repairs and installation of a screen for the projector..

In 2018 the Village Hall Management Committee furthered its charitable objectives by providing the Hall free of charge for the annual Macmillan fund raising quiz and by hosting a Christmas lights event on 1st December for the community.

The financial objective of maintaining a revenue reserve at approximately £4,000 was achieved. A summary financial statement is attached.

No reserves are held other than the revenue reserve.

The Village Hall acted as “banker” in the year for the Glapthorn Best Village Group which raised £686 and expended £611 leaving £75 held by the Village Hall on behalf of the Group at 31st December 2018.

A final installment of a loan (to provide solar panels to reduce net electricity costs) was repaid in 2017.

The accounts are produced on a receipts and payments basis.

	2018	2017
	£	£
Opening bank current account 1 st Jan.	4377.27	1217.05
Reserve account at 1 st January	0	2894.59
Unpresented cheque	-127.63	
Revenue reserves 1st January	4249.64	4111.64
Receipts – routine income	8324.90	7089.60
Payments – routine spending	7668.50	5413.94
Net routine income in year	656.40	1675.66
Extraordinary net expenses 2017 - kitchen refurbishment - fire doors insurance claim - defibrillator		537.66
Loan Repayment	0	1000.00
Net surplus in year	656.40	138.00
Revenue reserves at year end - opening balance at 1 st January - add surplus in year Total revenue reserves at 31st Dec	4249.64 656.40 4906.04	4111.64 138.00 4249.64
Represented by - cash in current account - less unpresented cheque - less cash held for Best Village Group Total cash available 31st Dec.	4980.86 74.82 4906.04	4377.27 -127.63 4249.64