HOXNE VILLAGE HALL

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 28 FEBRUARY 2019

Registered charity number 304770

Trustees' Annual Report for the period

From	Period start date	To	Period end date
	1 March 2018		28 February 2019

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	Vivienne Bradford			Phoenix Ladies Group
2	John Coop	Vice Chairman		
3	Sally Dudley	Booking Clerk		
	Sarah Entwistle		From July 2018 to 24 January 2019	Parish council
4	Richard Jenkins	Treasurer		
5	Michael Knights			Bar Committee
6	Sharon Knights	Booking Clerk		
7	Cathy McGregor			Mothers Union, Friends of St Peter and St Paul
8	Stephen Nixon	Chairman		
9	Carole Smith			Playing Fields
14				
15				

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 and access to recent minutes.

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.

Section C Objectives and activities

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

Village clubs and hirers for ballroom dancing lessons, Tai-chi and Yoga remain significant users. A monthly Produce and Craft Market provides an opportunity for purchasing locally grown organic produce, locally made items and a wide range of other items for home and personal use. In the last 12 months, we have been a regular venue for stained glass workshops and have seen the establishment of a new badminton group.

Events

Film nights continue monthly. 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.

One-off events held in the Hall include annual dinners, christening and birthday parties, weddings, funeral teas and meetings. These bring a proportionately higher revenue to the Hall both in respect of hire fees and, indirectly, through bar takings. Fund-raising quiz nights have proved to be popular and have provided a good source of revenue for the hall in the last year.

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 that are lower than those for one-off events.

Section D Achievements and performance

Summary of the main achievements of the charity during the year

Use of the Hall

Over the year, the Hall was used on 353 occasions (2018, 471; 2017, 619; 2016, 379). Regular users use was 297 (2018, 413; 2017, 559; 2016, 330). There were 56 one-off events (2018, 58; 2017, 60; 2016, 49) - wedding receptions, parties, funeral teas, plays, music workshops, theatre rehearsals and productions, meetings, quizzes and other fund-raising events.

Fabric of the Hall

New oak notice boards for the hall were purchased and installed in January to replace those made by voluntary effort over 20 years ago that were cumbersome and showing signs of wear. The sound system in the hall that supports film nights and theatre productions was checked and repairs effected where necessary. The bar is an important source of income in the hall and supports many regular events (e.g. film nights) and all of the larger one-off hires such as weddings, birthday parties etc, and work continued this year to increase work and storage space and improve the working layout of the cellar. Internal roof timbers have been inspected by a timber specialist and been found to be in good condition. Roof tiles have been hydro-cleaned and treated to prevent moss build-up and asbestos guttering removed and replaced with new pvc gutters. The Hall was successful in obtaining a Section 106 (Developers) grant for the installation of new hand driers in the toilets, and more efficient LED lighting together with new light fittings for areas in the hall, and these were installed during the year.

Several major projects were reviewed during the year and are planned to be implemented in the coming year:

- Continue work on refurbishment of the bar area
- Continue improvement of the patio area behind hall
- Re-gravelling of the car park

Health and Safety

Our Health and Safety procedures remain under constant review.

There have been no recorded accidents during the year. The fire alarm system passed all its regular tests during the year and two fire extinguishers were re-charged and one serviced in June .

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

Our Health and Safety records are in good order and current records are held electronically with hard copy back up. The current accident book is however hard copy and accessible in the Hall. Over time the electronic records may become sufficiently developed for the purposes of day to day management. A new Safeguarding policy was formulated and agreed during the year and this has recently been further updated to protect users of the hall.

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 and subsequently this has been maintained at a constant level. There was a planned deficit in the last financial year due to high refurbishment costs although payment of the outstanding Section 106 grants will reduce this amount to an acceptable level. The costs of projects in the coming financial year are planned to fall within budget.

The Committee has determined that a minimum level of reserves of £30,000 should be maintained, which they feel appropriate to support the running of a large Victorian building such as the Village Hall.

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 enable us to make the improvements mentioned above.

Comparing this year with 2018

- Hire charges fell by £3080 due to lower revenues from both regular hirers and one-off events. Contribution from the bar fell slightly to £7,000, which reflecting the lower level of one-off events.
- The net contribution from Film Nights increased slightly from £195 to £281 reflecting a small increase in audience numbers.

Refurbishment and improvement costs of £12,235 relate to the purchase of new oak notice boards, bar refurbishment, cleaning and treatment of the roof, and replacement of asbestos guttering, installation of LED lighting and new hand driers in toilets (both supported by Section 106 grant).

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	S K Nixon	
Names	Stephen Nixon	Richard Jenkins
Positions	Chair	Treasurer
Date(s)	18 April 2019	18 April 2019

Independent Examiner's Report on the Accounts

Report to the trustees of	Hoxne Village Hall	
On accounts for the year ended	28 February 2019	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	John Musgrave	**Date**	10/4/19
Name	John Musgrave		
Relevant professional qualifications or body	Former Chartered Secretary (ACIS), now retired		
Address	41 Victoria Hill, Eye, Suffolk, IP23 7HJ		

[illegible] 10/4/18

Hoxne Village Hall
Charity Number 304770
Receipts and payment accounts for the period
From 1 March 2018 to 28 February 2019

Section A Receipts and payments

	Unrestricted funds to the nearest £	Last year to the nearest £
Receipts		
Hire charges	**8150**	11230
Donations, fundraising and recycling	**933**	653
Bar Committee	**7000**	7500
Film nights (gross)	**1576**	1617
Interest	**291**	228
Hirers deposits received	**1700**	1700
Total receipts	**19650**	22928
Payments		
Heating Oil	**2877**	2008
Insurance	**2193**	2118
Electricity	**1239**	1622
Cleaning wages	**2557**	2282
Water and sewerage	**497**	528
Telephones postage and stationery	**388**	458
Film night costs	**1295**	1422
Repairs and maintenance	**1861**	4848
Refurbishment and improvements	**12235**	1974
Return of deposits to hirers	**1000**	1486
Other costs	**1148**	938
Total payments	**27288**	19684
Net (deficit)/ surplus	**-7638**	3244
Cash funds last year end	**46672**	
Cash funds this year end	**39034**	

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

		£
Cash funds	Barclays current account	8013
	Virgin Money deposit account	31020
	Total cash funds	**39034**

Notes :

1. Creditors at the end of the financial year

Deposits held for one-off hirers	1700
Deposits held for regular hirers	1000
Sundry creditors	423
	3123

2. Debtors at the end of the financial year

MSDC Section 106 grant	4436
Sundry debtors	656
	5092

Signed on behalf of the charity's trustees

Signatures	S K Nixon	
Names	**Stephen Nixon**	**Richard Jenkins**