

HOUGHTON VILLAGE HALL

Registered Charity Number 521432

MAIN ST, HOUGHTON-ON-THE-HILL, LEICS, LE7 9GE

ANNUAL REPORT for 2018

A copy of this Annual Report and Accounts is available to members of the public on request from the Secretary:

Extract from the objectives of the Village Hall Trust foundation document, 1920

"HOUGHTON VILLAGE HALL AND RECREATION GROUND

The object of the foundation is the provision and maintenance of a village hall and recreation ground for the use of the inhabitants of Houghton and the neighbourhood without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for the purpose of physical exercise and training and other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the inhabitants.

Provided always that no part of the Foundation's property shall be used for any purpose whatsoever which may be inimical to the welfare of the Church of England as by law established or contrary to the principles of the said Church."

Management Committee (Charity Trustees) 2018

There are up to 26 trustees of the Village Hall, comprising:

Seven elected members:

Chairman	Ian Hill
Vice-Chair	Wayne Smith
Secretary	Barbara Scase
Treasurer	Matthew Scase
Bookings Secretary	Fiona Evill
Publicity Officer	Vacant
Maintenance Officer	Anthony Evill

Up to 16 Representatives (one can be appointed by each of the following organisations, with four possible vacancies for new organisations):

Art Circle	Sally Vincent
Bowls Club	Steve Blackwell
Ducks Friends	Chloe Shipley
Friends of St Catharine's	Barbara Taylor
Gardeners Club	Saronne Ling
Houghton Parish Council	Rosemary Hamilton
Houghton Women's Register	vacant
Mothers Union	vacant
Parochial Church Council	vacant
Women's Institute	Ingrid Cochrane

No more than 3 co-opted members:

Co-opted 1	Pat Welsh
Co-opted 2	vacant
Co-opted 3	vacant

The Village Hall during 2018

Structure, Governance and Management

The committee composed of those officers elected at the AGM, and those appointed as representatives of village organisations in January 2018 has worked in a coordinated way with regular meetings on a bi-monthly basis. In the alternate months there is an “officers” meeting for all the elected officers, and any of the other trustees who wish to attend. These less formal meetings deal with minor on-going issues of the running on the hall and help to produce documents for discussion and decision by the trustees meetings. Agendas and minutes of both types of meetings are circulated to all trustees. As necessary, the trustees form working groups to examine particular issues, and report back to the main trustee meetings. In addition, a number of trustees take on roles in the management of the hall, including advisor to hirers using the hall on a one-off booking, liaison with the cleaning contractor, management of the hall’s insurance, service and maintenance contracts, and management of security issues.

The trustees have extensive links to other organisations in the village and are in regular communication with the Parish Council, and other village charities. The Village Hall has a regular item reporting current news in the monthly village magazine, the “Houghton News”. The Hall also has many pages of information on its own website.

At the previous AGM in 2018 I gave notice of my intention to stand down as Chair of Trustees. While I have also hugely enjoyed (most of) my time I feel it is healthy for any organisation to refresh its organisation over time, and I am happy, indeed eager, to stand down. In the interim I am prepared to hold the post of Chair on a caretaker basis. To date we have not managed to recruit a replacement. We are also still seeking a replacement Publicity Officer. It will be an important task for the new Management committee to fill these positions with new people and arrange a smooth transition as has worked so well for the change-over of officers in previous years.

Financial Review

Policy on Reserves

The trustees are aware of their duty to maintain adequate levels of financial reserves, to continue to provide a well-kept and up-to-date hall in the face of exceptional, unforeseen and uninsured circumstances. It is acceptance of this which informs the policy on reserves. We are also mindful of the difficulty in raising large sums of money at short notice, and the demands this would place on volunteers and the villager’s capacity to donate/participate. We have assessed the desirable level of reserves required at the end of the current financial period (31st December 2018) to be £14,000. This is unchanged from the previous year. This reserve sum includes a provision of £8,000 for periodic boiler replacement, provision for replacement of major kitchen and other equipment used by hirers, and provision to meet periodic peaks in demand for repairs and replacements. Current reserves stand at £12,000 after installing a new boiler in 2016. It is intended that the reserves should be increased by a target of £1000 per year until they recover to the desirable level. The reserves held will be reviewed early in each financial year and the figures determined will be used to inform the setting of the budget for that year.

Accounts for the year 2018

These are presented in detail by the Treasurer in the following section of this annual report including signed approved copies of the annual accounts. In the general context of the management of the hall the year has been one of steady achievement. The closer integration of the on-line booking system and the role of the treasurer, combined with the ability to easily accept BACS transactions both for receipt and payment has streamlined some aspects of our administration. Despite losing some of our regular hirings for a diverse variety of reasons, an increase in our one-off hirings, particularly for family parties, has partially compensated for this and produces a positive result on the balance sheet.

Public Benefit Statement

The charity trustees have complied with their duties to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties. We believe this is largely demonstrated by the following section.

Activities, and Achievements during 2018

The trustees, ably assisted by many other members of the village community, have worked through the year to achieve a number of goals:

- We continue to have a small band of volunteers who carry out regular maintenance as required on the premises such as cleaning exterior fascias, touching up paintwork, maintaining gutters and drains, and small repair jobs. Volunteer work is also undertaken on the adjacent Village Hall recreation field. The result of all this is that the hall and field continue to look smart and tidy throughout the year.
- Throughout the Spring period we had the main hall ceiling and walls cleaned and repainted by "Community Payback" work-parties. They came over the weekends when the hall was free of bookings and made a good job of making the hall bright and attractive, which we hope will last for many years. It would be true to say that the work, including the use of scaffolding platforms to reach the high ceiling, took longer than either we or they anticipated, the end result has been appreciated by many of our users.
- Over the Summer there was additional work by volunteers on the paved areas around the hall to improve both access and appearance, including planting of a small lawn area and herb bushes.
- During 2018 three separate housing development sites have begun building on the outskirts of the village, and over the coming years will deliver an additional 130 houses for the village. This will provide additional demand on community buildings, and this is recognised by the payment of S106 development funds by the builders to Harborough District Council (HDC). We have applied to HDC for £27,500 towards the building of a new entrance and porch onto the hall, which will complete the initial project for the extension of the hall for which we were granted planning permission in 2016. This application has been successful, also supported by a grant for the same purpose of £2000 from the Parish Council. We expect the building work to be carried out in spring and early summer, 2019.
- Resulting from the hard work of our two Bookings Secretaries and our Treasurer, the innovations of last year in terms of on-line banking in combination with our Hallmaster booking system and the information on our website has bedded down nicely and provides an efficient and effective bookings and financial system. We continue to work on making sure it is as user friendly as possible.
- We are delighted to gratefully acknowledge a number of villagers, not formal members of our committee, who have made donations to the Village Hall over the past year, some by cash donations and others in terms of time and skills. Their effort and enthusiasm directed to community activity supports both the physical activity and the morale of the hall committee.
- I would also like to acknowledge the huge amount of time and effort put into supporting the operation of the Village Hall by the committee members. We have a large committee but we also have a lot to do, and ambitions for the future. This year we are saying a grateful farewell to a number of them who have served the hall for a number of years. As with many organisations in this village and across the country we find difficulty in recruiting younger (below 70!) talent to replace them.

Activities in the Hall

The hall continues to be heavily used with currently 11 regular bookings including Ducks Friends, Exercise Class, Karate, Lunch Break, Mother's Union, Short-mat bowls, Singing Sally, Tea Dance, W.I, and Yoga. We also have annual events such as the Annual Parish Meeting, Annual Art Exhibition, the Craft Fair, Christmas Carol concerts and the LOROS charity walk. The popularity of the hall as a venue for children's parties and village social and fundraising events also continues. The Neighbourhood Plan was approved in the referendum vote held in the polling station in the Village Hall in March 2018. One effect of this has been the decrease in meetings in the hall related to the Neighbourhood Plan, and a consequent reduction in hire income.

From our Hallmaster booking software we have produced quantitative figures for the usage of the hall during 2018, which tell us we averaged about 3.5 hours per day of hiring of the hall over the 365 days, slightly down on 2017.

Yet again it has been another busy year, with heavy workloads for many committee members. Not only have they succeeded in their tasks, but we can all look back on a year of achievement with considerable satisfaction. It is important for the infusion of new ideas that we have a progressive turn-over of our trustees and I look forward to being able to hand over to a successor as Chair of trustees.

This Annual Report is submitted for approval at the Annual General Meeting.

Ian Hill,

On behalf of Houghton Village Hall Trustees, February 2018

Houghton Village Hall a Registered Charity No. 521432

Treasurers report for the 12 months ending 31st December 2018

1 | S106 Grant

At the end of December 2018, we received the S106 money from Harborough District Council for the extension to the village hall, adding a door, porch and ramp to add access to the field and bowling green. This grant totalled £27,500 and will be spent in 2019. This does however skew the figures for 2018, as this has more than doubled our monetary assets, and will also affect the figures for 2019.

2 | Income

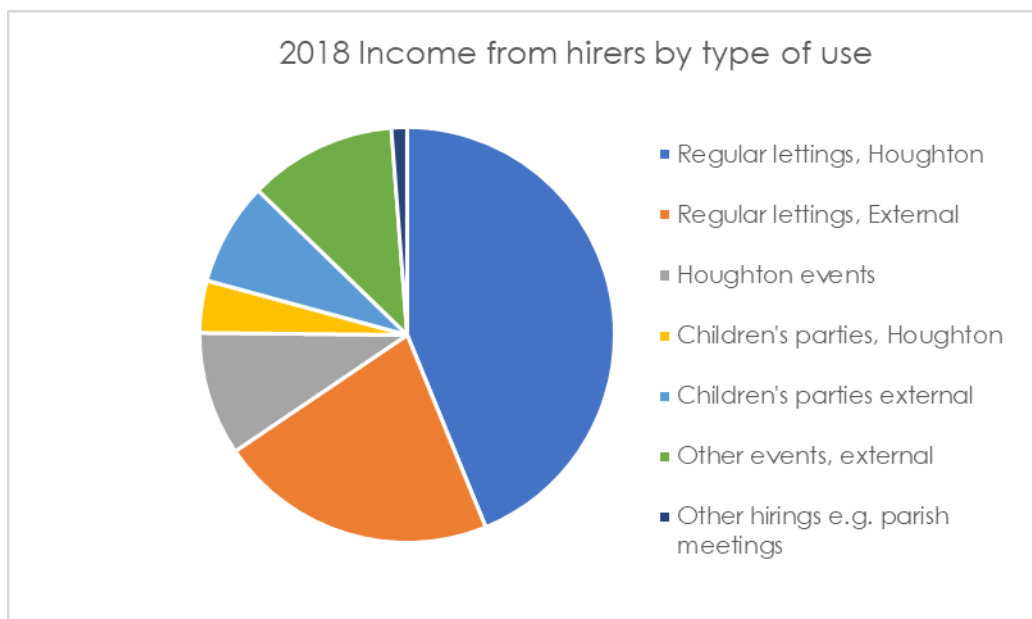
Income from hirers totalled £12,148 which is down £1,700 from 2017 [£13,848] but still up slightly on 2016 [£11,712]. It was stated at last year's AGM that our income from hirers was high, but several regular bookers stopped towards the end of 2017 meaning we were looking at less income if these slots were not filled.

For an example, a regular Houghton booker who hires the hall for 3 hours a week for 42 weeks a year would bring in £882 a year in hire fees. A one-off booking for a children's party or similar, brings in on average £50 meaning we would need roughly 17 one off bookings to cover the cost of losing just one regular booking.

In 2018 66% of hire income was from regular bookings compared with 72% in 2017. Although this does not appear to be a massive decrease, it represents a decrease of just under £2,000 from regular bookings.

59% of hire fees [62% in 2017] came from Houghton users, who continue to benefit from the Parish Councils grant which went directly to support local resident's hires.

The breakdown of income from hire fees by type of hire is shown in the chart below.



3 | Expenditure and Trading Surplus

Trading payments overall were slightly higher than in 2017. This was a net effect of spending on maintenance and repairs being higher, but our insurance cost was lower.

Maintenance spending depends on what work is required. Spending in 2018 amounted £1,917 which was much higher than 2017 [£509] but more on par with that was spent in 2016 [£1,626]. Maintenance work carried out in 2018 included, painting the inside of the hall, fixing a new tap to the disabled toilet and fitting new insurance approved padlocks to the outside stores.

The net outcome was a surplus of £3,388 [£5,285 in 2017]. Which despite the decrease from 2017 is still a healthy position for the hall.

4 | Fund raising and donations

Fundraising and donations generated just over £1,000. The main fundraising event was the 12th Night party at the start of 2018 which raised over £600. Also, throughout the year monthly Tea Dances take place and the money raised from them has been donated to the hall, in 2018 £400 was raised, and the generosity and support is much appreciated by all trustees.

5 | Development projects and grants

The main project for the hall will be the new door and extension onto the field. We received the S106 grant money at the end of 2018 and look forward to work being completed in 2019. Projects completed in 2018 included the painting of the inside of the hall and also paving work round the side of the hall.

6 | Unity Trust Bank

2018 was the first full year of using the Unity Trust Bank, alongside our Santander account. It has proven very successful as we are now able to easily process and refund security deposits for one off events. Although it may only seem a small thing, the increase in children's parties and other events meant far more security deposits. These days more and more people want to use BACS to make payments and therefore would pay the entire hire fee, including security deposit, by BACS. After an event, to refund a security deposit would require writing a cheque, having it counter signed, and positing it off. Our new online system greatly simplifies the process both for us and our hirers.

7 | Total funds

The total funds at 31st December 2018 were £54,625 compared with £23,225 at the end of 2017. Details are set out in the accounts. The substantial increase in funds is due to the S106 grant money received but not yet spent.

8 | Reserves

The trustees are aware of their duty to maintain adequate levels of financial reserves, so as to be able to minimise any closure time of the hall in the event of an emergency which might otherwise cause the hall to have to be closed. It is acceptance of this duty which informs the policy on reserves. This is set out in the annual report.

9 | Independent examination of the accounts.

My thanks go to Paul Nunan for his independent examination of the accounts.

The accompanying independently examined accounts are presented with this report

Matt Scase

Hon. Treasurer

Houghton Village Hall December 31st 2018

	2019	2018	2017	2016
Trading Receipts	Budget	Actual	Actual	Actual
Regular lettings, Houghton	£5,000.00	£5,388.60	£7,144.50	£5,340.15
Regular lettings, External	£2,600.00	£2,671.60	£2,867.35	£3,303.03
Houghton events	£1,000.00	£1,182.60	£666.75	£966.35
Children's parties, Houghton	£500.00	£500.00	£553.50	£671.95
Children's parties external	£800.00	£987.50	£1,008.50	£424.50
Other events, external	£1,200.00	£1,418.05	£1,394.45	£603.70
Other hirings e.g. parish meetings	£150.00	£150.00	£213.00	£402.40
Hire fees, total	£11,250.00	£12,298.35	£13,848.05	£11,712.08
Wayleaves	£13.07	£13.07	£13.07	£13.07
Parish Council Grant	£2,000.00	£2,000.00	£2,000.00	£2,000.00
Total	£13,263.07	£14,311.42	£15,861.12	£13,725.15
 Trading Payments				
Utilities	£2,800.00	£2,884.48	£2,696.63	£2,488.81
Insurances [net of charge out]	£2,500.00	£1,848.59 [a]	£2,753.34	£2,475.56
Boiler Service & Inspections	£250.00	£243.35	£236.26	£479.38
Gas & Electric Repairs	£250.00	£84.00	£392.28	£607.73
Prop Rep & Ext Maintenance	£300.00	£120.00	£344.32	£877.95
Renewals & Maint.	£1,500.00	£1,917.10	£509.13	£1,626.54
Contract Cleaning	£2,900.00	£3,010.00	£2,895.00	£2,865.00
Cleaning Materials	£200.00	£217.32	£116.61	£102.45
Printing, Stationery & Post	£50.00	£5.93	£91.41	£124.01
PRS, RCC, Hallmaster & Sundry Exes.	£500.00	£533.09	£520.60	£225.90
Misc. Items Trading	£50.00	£59.31	£20.00	£134.65
Total	£11,300.00	£10,923.17	£10,575.58	£12,007.98
 Trading receipts less payments	£1,963.07	£3,388.25	£5,285.54	£1,717.17
 Non-Trading Activities				
Donations		£5.05	£16.25	£934.23
Fund Raising		£1,008.92	£470.00	£1,459.46
VH Development Grants		£27,500.00	£3,157.49	£3,142.51
Total non-trading Receipts		£28,513.97	£3,643.74	£5,536.20
Non-Trading Misc		£0.00	£21.00	£7,742.80
VH Development Projects		£522.33	£3,071.08	£3,717.35
Total non-trading Payments		£522.33	£3,092.08	£11,460.15
 Non-trading Receipts less Payments		£27,991.64	£551.66	-£5,923.95
 Scottish Widows Account Interest		£16.38	£21.95	£82.02
Deposit Account Interest		£3.56	£4.20	£5.31
Total Interest		£19.94	£26.15	£87.33
 Total surplus / deficit in year incl. interest		£31,399.83	£5,863.35	-£4,119.45
 Accumulated fund at start of year		£23,225.12	£17,361.77	£21,481.22
 Funds in hand carried forwards		£54,624.95	£23,225.12	£17,361.77
 Represented By				
Scottish Widows CAF		£12,000.00	£11,000.00	£10,000.00
Santander Deposit Account		£1,073.90	£1,070.34	£1,066.14
Santander Current Account		£39,622.73 [b]	£10,711.32	£6,268.67
Unity Trust Bank		£1,893.69 [c]	£416.00	----
Cash in Hand		£34.63	£27.46	£26.96
Total Investment Assets		£54,624.95	£23,225.12	£17,361.77

Signed

Hon. Treasurer:

Date:

Independent Examiner:

Date:

Notes to the accounts

1	Hire Income	2018 Houghton Users	2018 External Users	
	Regular lettings	£5,388.60	£2,671.60	
	Children's parties	£500.00	£887.50 [c]	
	One-off Events	£1,132.60	£1,418.05	
	Other hirings e.g. Parish meetings	£150.00		
		-----	-----	
		£7,171.20	£4,977.15 [c]	
		59.03%	40.97%	
2	Fundraising Events	2018	2017	2016
	Tea Dances	£400.00	£100.00	£105.00
	Bridge Drive	----	£370.00	£531.00
	All4charities	----	----	£53.77
	Glitz Evening/12th Night	£608.92	----	£769.69
		-----	-----	-----
		£1,008.92	£470.00	£1,459.46
3	Grants Received	2018	2017	2016
	Houghton Parish Council			
	Fees support for local residents & groups	£2,000.00	£2,000.00	£2,000.00
	Ladies Toilets refurb	----	£857.49	£3,142.51
	Sound system and lighting	----	£2,000.00	----
	St Caths for sound system	----	£300.00	----
	HDC S106 money for side door & porch	£27,500.00 [d]	----	----
		-----	-----	-----
	Total Grants actually received in year	£29,500.00	£5,157.49	£5,142.51
4	Project Spends	2018	2017	2016
	Ladies & accessible toilets	----	----	£4,425.75
	Entrance ramp and associated works	----	----	-£1,093.40
	Proposed rear extension & ramp	----	----	£385.00
	Replacement heating boiler & system	----	----	£7,742.80
	New Sound System and Stage Wiring	£16.83	£3,071.08	----
	Paving	£505.50	----	----
		-----	-----	-----
		£522.33	£3,071.08	£11,460.15
5	Utilities Cost Breakdown	2018	2017	2016
	Gas	£1,529.95 [e]	£1,242.11	£1,239.17
	Electricity	£645.15	£692.03	£620.76
	Water	£709.38	£762.49	£628.88
		-----	-----	-----
		£2,884.48	£2,696.63	£2,488.81

Notes

[a] Our previous insurer ceased trading. New insurer is ecclesiastical, but level of cover slightly different and cost was lower.

[b] Santander balance is after adjustments for cheques received but not banked and for cheques issued but not presented.

[c] £150 of refundable security deposits held in Unity Trust Bank, for events in 2019.

[d] S106 money received at the end of 2018 for work to be carried out in 2019.

[e] Gas bill higher this year due to prolonged cold spell at the start of 2018, and due to pipes freezing the heating was kept on.