



Worton and Marston Village Hall

Registered with Charity Commission as Library Hall

Annual Report and Accounts for the year ended 31 March 2018

Charity Number 248792

Worton & Marston Village Hall
Trustees' Annual Report & Accounts 2017 - 2018

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**Worton & Marston Village Hall
Trustees' Annual Report
Apr 2017 – Mar 2018**

Charity Name: Worton & Marston Village Hall
Also known as: Library Hall
Charity Reg. No. 248792
Address: Church Lane, Worton, Devizes, SN10 5RU

Structure, Governance and Management

For information the Trustees of Worton & Marston Village Hall are currently:

- Veronica Franklin – Chair
- Pauline Crisp – Treasurer
- Jo Banks – Secretary
- Jeff Stocks – Trustee (responsible for H&S and Maintenance)
- Jane Loveys - Trustee
- Suzanne Bonfield – Trustee (resigned Jan 2018)

With regret, Suzanne Bonfield resigned from her position as Trustee during the year due to other commitments. Her contribution during her time in office was greatly appreciated by the Committee.

The remainder of the Trustees will step down from office at the end of the AGM. Election or re-elections will take place in the general meeting immediately following the AGM. There is provision for 6 elected members in the governing document.

Objectives

1) The objects of the Charity shall be the provision and maintenance of a village hall for the use of the inhabitants of the Parishes of Marston and Worton (hereinafter called “the area of benefit”) without distinction of political, religious or other opinions including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

2) The land with the building thereon specified in the said schedule shall be held upon trust for the purposes of a village hall as aforesaid.

Chairperson's Report

2017/2018 has been yet another successful year for improving our Village Hall and making it a place that all villagers can make use of and be proud of. Trustees have worked hard to undertake regular maintenance both on the inside and outside of the Hall, but the biggest achievement was the completion of the refurbishment of the toilets. This was a major renovation in which the old toilets were demolished and two new toilets, suitable for users with disabilities and with baby changing facilities, were installed. We have had several positive comments on the outcome from villagers, and we hope most people who use the Hall like the improved facilities. We would not have been able to undertake this work in such a timely fashion had we not been supported by Worton Parish Council who gave us a generous loan of £4000 to complete our fund raising. I am pleased to say that we were able to re-pay this in full, three months earlier than our agreement required.

2017/18 sees the end of our last two-year business plan and I am pleased to announce that Trustees have achieved all the goals we set for this period. These were:

1. Refurbishing and redesigning the toilets to ensure that they are suitable for people with disabilities and to provide baby changing facilities;
2. Reconnecting the heating system in the front lobby;
3. Obtaining funding for 1 and 2 above;
4. Obtaining Hallmark 2;
5. Finding two trustees to complete our team.

A new business plan will be tabled at the AGM to cover the next five years as it is our plan to move to a rolling programme which may better equip us for achieving the outstanding improvements required.

I would want to take this opportunity to thank the Trustees who work tirelessly to ensure that the Hall is in a good state of repair and has good governance, as well as arranging and delivering events to raise money to undertake the work required and to raise the profile of the Hall. This year such events included: The annual Christmas Bazaar; the annual Jumble Sale; a summer Tea Party; and the 200 Club.

They are an amazing team of people and deserve to be named individually: Jo Banks, Secretary; Pauline Crisp, Treasurer; Jeff Stocks, Health and Safety and maintenance; Jane Loveys, who joined the Trustees this year. Also Councillor Mark Fisher and Douglas Crisp deserve a mention and sincere thanks as they regularly assist Jeff in the everyday maintenance tasks.

In addition I would like to thank all villagers who contribute in so many ways, for example, at fundraising events; with grass cutting and supporting the 200 Club. We simply could not function without this support from you.

We are always looking for new Trustees and/or people prepared to be co-opted to help us out so if you feel you can contribute in this way please do get in touch with any of the Trustees listed above.

Veronica Franklin, Chair of Trustees

Review of Activity Undertaken in Relation to the Charitable Objects

Provision of a village hall for the use of the inhabitants of the parishes of Worton & Marston

The village hall is available to all members of the community to use for children's parties, weddings, wakes and social events. During the year it is the venue for the annual newcomer's party, the Church's village supper, the Link scheme's annual quiz night. It is the venue for Worton Parish Council's monthly meetings & is used as a polling station for all local & general elections. In addition, the equipment in the village hall is available to use by members of the community and is used for the School Fete every year.

Provision of a village hall for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants

The village hall is used on a regular basis for a number of leisure & learning activities including:

- Weekly Brownies & Rainbows groups
- Weekly toddlers group
- Weekly dog training
- Weekly pilates sessions
- Monthly gardening club
- Monthly WI meeting
- Monthly ladies group

Maintenance of a Village Hall

Since the last AGM (25th April 2017), the following has been undertaken by the maintenance team and others:

- Work by Gaiger Bros. was completed as planned on Friday 28th April 2017 after a four-week refurbishment of the toilets.
- Maintenance Day (29/04/2017), and for the month of May, where the following was completed. Gents/Disabled and Ladies/Disabled/Baby Change Toilets walls and ceilings were emulsioned. Pipework, skirting boards and doorframes were painted with (white) gloss paint. Doors stained and varnished. Mirrors, splashbacks, paper towel dispensers, etc. fitted. Baby Change stand built and put in Ladies/Disabled toilet. Inner Lobby: New walls emulsioned to match existing décor and similarly new skirting board painted with (white) gloss paint to match existing.
- The annual PAT (Portable Appliance Testing) was completed in June 2017 by APT Electrics Ltd. of Devizes with no issues.
- The six-monthly 'Emergency Lighting' checks were completed in July 2017 by Alarms & Electrical (Devizes) Ltd. with no issues. Batteries will be progressively replaced in 2018 / 2019.

- Maintenance Days (21-22/09/2017) by a team of volunteers from Intrinsic Financial Services where the following was completed. Main Hall: Ceiling emulsioned (white) and walls (two coats). Skirting board painted with (black) gloss paint. Radiators / pipework painted with (white) high-temperature paint. Kitchen: Walls emulsioned (two coats) and skirting board painted with (black) gloss paint. Inner Lobby: Radiator / pipework painted with (white) high-temperature paint.
- Mark Fisher manufactured and installed a new wooden compost bin for the grass cuttings and the old compost heap was cleared.
- All gutters were cleared of leaves and debris and as much of the flat roof at the back of the building was swept as could be safely reached from a step-ladder in December 2017.
- The six-monthly 'Emergency Lighting' checks were completed in December 2017 by Alarms & Electrical (Devizes) Ltd. with no issues.
- Re-attached, in January 2018, the pivoting wall-bars in both toilets with heavy-duty wall anchors as the existing fixings were shown to be inadequate.
- Annual fire extinguisher checks were undertaken by Devizes Fire Protection Ltd. in February 2018. One carbon dioxide extinguisher was routinely replaced in line with recommended guidelines.
 - A water leak under one sink in the kitchen was fixed.
 - All electrical socket 'child-proof' guards were removed from the hall since they are now not considered to be 'best-practice' by the electrical industry.

The leaking downspout by the Boiler Room has been investigated and is a 'work in progress' since the soak-away is ineffective and will need to be re-dug.

A maintenance day will be planned for later this year to undertake tasks mainly within the hall.

Additional Activity

All people involved in activities undertaken for and on behalf of the village hall are volunteers. The main contributions are:

Organising & helping at fundraising events

10 people regularly help at events giving around 5 hours of their time at each event. Over the year, this amounts to around 200 hours of volunteer effort.

Helping with the maintenance

3 people help with the regular maintenance programme and during this year each has given over 15 hours of their time. In addition, there are a further 5 or 6 people who help out on an ad hoc basis each giving around 2 or 3 hours of their time.

This is in addition to the time given by each of the Trustees.

As noted in the Chairperson's report, the Trustees would like to thank all of those people who give up their time to help at events and with other activities relating to the village hall.

Fundraising & Marketing

Following three years of intensive fundraising for major renovation works, there has been less focus on fundraising during this year. However, the main annual fundraising events of the Christmas Bazaar and Jumble Sale were held. Details of monies raised can be found in the Treasurer's report.

During the year, a joint fundraising event was also held with Julia's House Children's Hospice. In addition to these, the online fundraising platform, Easyfundraising, brings in small amounts of funds raised from village hall supporters online shopping.

Private hirings of the hall continue at a similar level to previous years and the trustees will continue to focus on ways to improve hiring rates. To this end and to improve the public profile of the hall, a village hall facebook page has been set up to advertise events and activity at the hall and improve engagement with local residents.



Treasurer's Report for the year ended 31st March 2018

The highlight of this year was the installation of the new loos and refurbishment of the lobby area at the beginning of the year. Trustees and villagers put a lot of effort into raising funds and obtaining grants throughout the previous year and were pleased to see the project finally completed and a great success. The receipts and payments summary looks a little odd as most of the funds for the project were received in 2016/17, with the expenditure taking place in 2017/18. A summary of the whole project is presented separately for clarity.

It is perhaps not surprising that the hiring income is down a little (7%) on the previous year as the hall was closed for the entire month of April for the refurbishment work. However we have managed to keep costs down and the operating deficit is in fact less than it has been for the last few years at £223. We have lost some of our regular hire income this year as one of the Pilates classes has moved to Melksham, and Brownies has cut down to once a fortnight, but on the plus side, Gardening Club has been revived. It would be good to see more 'one-off' events in the hall, but the trustees struggle to find events that appeal to villagers and/or the wider local community, and further improvements to the interior are probably necessary to make the hall an attractive venue for private social events.

Fundraising is down by about 50% on last year. This is mainly because a couple of regular events have taken a rest this year, the Monster Trail and the Article 51 evening. It is hoped to revive both in the coming year. Also last year was particularly good on the fund-raising front because we were raising money for the loo project. The annual jumble sale continues to be one of the most effective ways to raise funds, raising over £600 again this year.

We have finished the year with assets at a similar level to previous years (except for last year when we had most of the funding for the loo project already in the bank) which is very satisfying after the improvements that continue to be made to the hall. We hope to have sufficient funds to make further small improvements to the interior of the hall during the coming year, whilst keeping enough in reserves to cover any unforeseen major repairs which might be required.

PCC

22nd April 2018

| WORTON AND MARSTON VILLAGE HALL RECEIPTS AND PAYMENTS SUMMARY | | | | | |
|---|---------|---------|---------|---------|--|
| | 2017-18 | 2016-17 | 2015-16 | 2014-15 | |
| | £ | £ | £ | £ | |
| RECEIPTS | | | | | |
| Hirings | 3668 | 3,926 | 2,191 | 3,126 | |
| Operating income | 3,668 | 3,926 | 2,191 | 3,126 | |
| Donations / Grants | 4407 | 12,065 | 8,021 | 5,065 | |
| WPC loan | 4000 | | | | |
| 200 Club subscriptions | 216 | 324 | 312 | 80 | |
| 200 Club Advance Receipts | 984 | 1,188 | 1,104 | 744 | |
| Fund Raising (see next page for detail) | 1152 | 2,697 | 1,259 | 1,510 | |
| Sundry | 190 | | | | |
| Interest Income | 3 | 3 | 3 | 3 | |
| Total Receipts | 14,620 | 20,204 | 12,890 | 10,528 | |
| PAYMENTS | | | | | |
| Cleaning services | 890 | 1,070 | 830 | 960 | |
| Electricity and Water | 404 | 294 | 267 | 422 | |
| Oil | 537 | 269 | 345 | 449 | |
| Consumables | 129 | 114 | 89 | 123 | |
| Fire Protection | 126 | 212 | 128 | 147 | |
| Repairs, maintenance & equipment | 691 | 2,302 | 626 | 5,085 | |
| Insurance | 435 | 405 | 502 | 472 | |
| Performing Rights/Professional Fees | 680 | 149 | 187 | 2,271 | |
| Sundries | | 21 | 293 | 0 | |
| Operating Expenses | 3,891 | 4,836 | 3,267 | 9,929 | |
| Fund Raising | | 256 | | 71 | |
| WPC loan repayment | 4000 | | | | |
| 200 Club Prizes and expenses | 720 | 720 | 720 | 460 | |
| Lobby/loos refurbishment work | 18146 | 1,874 | 10,766 | | |
| Total Payments | 26,757 | 7,686 | 14,753 | 10,460 | |
| SURPLUS/DEFICIT | | | | | |
| Operating | -223 | -910 | -1,077 | -6,803 | |
| Donations/Grants | 4,407 | 12,065 | 8,021 | 5,065 | |
| Other Income/Expenses (lobby/loos grant rec'd prev yr) | -18,142 | -1,870 | -10,762 | 3 | |
| Fund Raising | 1,152 | 2,441 | 1,259 | 1,439 | |
| WPC loan | 0 | | | | |
| 200 Club | 480 | 792 | 696 | 364 | |
| Sundry | 190 | | | | |
| Overall surplus/-deficit | -12,137 | 12,518 | -1,863 | 68 | |
| | | | | | |
| | | | | | |
| (ASSETS AND LIABILITIES AND NOTES - SEE OVERLEAF) | | | | | |

| STATEMENT OF ASSETS AND LIABILITIES at 31st March 2018 | | | | |
|--|-------------|------------|-------------|--------|
| Funds: | | | | |
| Deposit Account | 6680 | 6,676 | 6,673 | 6,669 |
| Cheque Account | 7030 | 18,838 | 7,224 | 8,722 |
| unpresented cheques | -503 | -165 | -1,112 | -790 |
| Cheques not yet credited | | | 0 | 70 |
| Petty Cash | 25 | 19 | 65 | 41 |
| | 13,232 | 25,368 | 12,850 | 14,712 |
| represented by: | | | | |
| balances brought forward | 25368 | 12,850 | 14,712 | 14,644 |
| excess receipts over payments | -12137 | 12,518 | -1,863 | 68 |
| rounding error | 1 | | 1 | |
| | 13,232 | 25,368 | 12,850 | 14,712 |
| Liabilities | | | | |
| 200 Club prizes for 2018/2019 totalling | 720 | 720 | 720 | |
| WPC grant for April craft day still to pay out | 150 | 0 | 90 | |
| Assets - Payments receivable and prepayments | | | | |
| payments due for hall hire less deposits rec'd | 506 | 628 | 658 | |
| Total Assets less Liabilities | -364 | -92 | -152 | |
| NOTES: | | | | |
| Donations include the following: | | | | |
| Wilts Council Area Board | | 5,000 | 5,000 | |
| Community Foundation Grant | | 2,000 | 2,000 | |
| Marston Parish Council | | 1,000 | | |
| Worton Community Fund | | 1,500 | | |
| Worton Parish Council | 1000 | 2,000 | | |
| Bernard Sunley Foundation | 3000 | | | |
| Various small donations | 407 | 565 | 171 | |
| | 4,407 | 12,065 | 7,171 | |
| Repairs, maintenance and equipment includes | | | | |
| Lobby renovation | | 1,450 | | |
| Net fund raising was as follows: | | | | |
| Monster Trail | | 265 | 380 | |
| Christmas Bazaar | 360 | 496 | 407 | |
| Jumble Sale (prev year) | 15 | 140 | | |
| Jumble Sale (current year) | 614 | 636 | 473 | |
| Article 51 | | 617 | | |
| Tea Party | 139 | 82 | | |
| Fun Day/Loolympics | | 178 | | |
| Easy Fundraising | 23 | 27 | | |
| | 1,152 | 2,441 | 1,259 | |

| | | | | | | |
|--|------------------------------------|--------|--|--|--|--|
| LOO PROJECT - GRANTS, DONATIONS AND FUNDRAISING | | | | | | |
| | | | | | | |
| SPECIFICALLY FOR THE LOOS | | | | | | |
| Mch-16 | Jumble Sale (b/fwd from 15/16) | 473 | | | | |
| Feb-16 | Devizes Lions (b/fwd from 15/16) | 600 | | | | |
| Apr-16 | Late jumble sale proceeds | 140 | | | | |
| May-16 | Right Royal tea party | 82 | | | | |
| Jun-16 | Church donation re use of hall | 30 | | | | |
| | W&M Gardening club re plant sale | 30 | | | | |
| Jul-16 | Bill & Jerry re loo-lympics | 100 | | | | |
| Jul-16 | Loo-lympics proceeds | 178 | | | | |
| | 2016/17 200 club surplus | 700 | | | | |
| Dec-16 | Xmas bazaar | 500 | | | | |
| Oct-16 | Monster Trail | 265 | | | | |
| | G Cox donation | 250 | | | | |
| | WPC/Worton Community Fund | 1,500 | | | | |
| | MPC | 1,000 | | | | |
| Mar-17 | Article 51 | 617 | | | | |
| | Community Foundation | 2,000 | | | | |
| Mar-17 | Jumble sale | 651 | | | | |
| Apr-17 | Jumble sale | 15 | | | | |
| | Donation from Eric (?) | 18 | | | | |
| | Area Board | 5,000 | | | | |
| Jul-17 | Bernard Sunley | 3,000 | | | | |
| Jul-17 | Time for Tea | 139 | | | | |
| | | 17,288 | | | | |
| | | | | | | |
| OTHER GRANTS, DONATIONS, FUNDRAISING | | | | | | |
| Apr-16 | Individual donation | 10 | | | | |
| Jun-16 | WPC annual grant re 15/16 | 1,000 | | | | |
| Oct-16 | WPC annual grant re 16/17 | 1,000 | | | | |
| Aug-16 | Donation re tables/chairs borrowed | 30 | | | | |
| Aug-17 | Anonymous donation | 200 | | | | |
| | | 2,240 | | | | |
| | | | | | | |
| | Grand total | 19,528 | | | | |
| | | | | | | |
| COSTS | | | (original quote £13,810 - per wrong plans) | | | |
| | Gaigers | 15,061 | (initial revised quote was £17,766) | | | |
| | VAT | 3,012 | | | | |
| | | 18,073 | | | | |
| | Plumbing work in foyer | 1,450 | | | | |
| | Professional fees | 400 | | | | |
| | GRAND TOTAL | 19,923 | | | | |
| | | | | | | |
| | Shortfall | 395 | | | | |
| | | | | | | |

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/
members of

LIBRARY HALL
NORTON AND MARSTON VILLAGE HALL (WORKING NAME)

On accounts for the year
ended

31 MARCH 2018

Charity no
(if any)

248792

Set out on pages

TWO ATTACHED

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 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. ~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of {named body}]. Delete [] if not applicable.~~

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 general Directions given by the Charity Commission. An examination includes a 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 the 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**

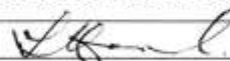
In connection with my examination, no material matters have come to my attention (~~other than that disclosed below~~*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

* Please delete the words in the brackets if they do not apply.

Signed:



Date:

20 APRIL 2013

Name:

Relevant professional
qualification(s) or body
(if any):

Address:

3 MILL HEDD
WORTON
DEVERES SN10 5ST

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).