

Trustees' Annual Report for the period

Period start date

Period end date

To

From

1st

January

2018

31st

December

Reference and administration details

Charity name NORTHALL VILLAGE TRUST

Other names charity is known by Northall Village Hall Management Committee

Registered charity number (if any) 1117673

Charity's principal address "Larums", Eaton Bray Road,

Northall,

Nr. Dunstable, Beds

Postcode

LU6 2EU

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 | Mr Alan Tipper | Chairman | | |
| 2 | Mr Kevin Cubbage | Treasurer | | |
| 3 | Dr. Richard Dorrance | Secretary | | |
| 4 | Mrs Lorna Cubbage | Bookings Secretary | | |
| 5 | Mr Anthony Cox | | | Northall Baptist Church |
| 6 | Mr. Richard Harpley | | | |
| 7 | Mrs Jackie Mathew | | | |
| 8 | Mr Meuryn Thomas | | | Age UK |

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

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| None | |

Names and addresses of advisers (Optional information)

| Type of advisor | Name | Address |
|-----------------|------|---------|
| None | | |

Name of chief executive or names of senior staff members (Optional information)

| |
|------|
| None |
|------|

Structure, governance and management

Description of the charity's trusts

| | |
|--------------------------------|--|
| Type of governing document | Trust Deed (dated 30 th June 1981) and as Amended (9.7.10) |
| How the charity is constituted | Trust |
| Trustee selection methods | Trustees are either nominated by their respective organisations or invited by the Management Committee to put their names forward and then elected at the AGM. |

Additional governance issues (Optional information)

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

| | |
|--|--|
| <ul style="list-style-type: none"> • Policies and procedures adopted for the induction and training of trustees. | <p>All new Trustees are provided with detailed Briefing Notes, which set out the Trust's Objectives, Financial & Achievements History, Key Issues and Future Plans, together with relevant Charity Commission publications.</p> |
| <ul style="list-style-type: none"> • The charity's organisational structure and any wider network with which the charity works. | N/A |
| <ul style="list-style-type: none"> • Relationship with any related parties. | N/A |
| <ul style="list-style-type: none"> • Trustees' consideration of major risks and the system and procedures to manage them. | <p>Risk Management Policy:</p> <ul style="list-style-type: none"> i) To broaden the hirer base to minimise exposure to losing one or more large regular hirers. ii) Reserves policy to ensure sufficient contingency funds to pay fixed costs should income be lower than expected. iii) Reserves policy to ensure sufficient funds to pay for large, emergency building repairs. iv) Buildings etc regularly valued and insured to cover full replacement v) The management committee meets 3 times a year and reviews the charity's exposure to risk at each meeting. If necessary, policy changes are made. vi) The management committee reviews the health and safety of the hall and grounds at regular intervals with regard to matters such as kitchen hygiene. Additionally for example trained volunteers check the playground equipment each week and keep a written record of concerns. Rospa are contracted to undertake an annual check. Other aspects of the hall and grounds are checked regularly but less frequently. |

Objectives and activities

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

The provision of a Village Hall for the use of the inhabitants of Northall, including use for meetings, lectures, classes and for other forms of recreation and leisure time occupation, with the objective of improving the conditions of life for the said inhabitants.

Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- Policy on grantmaking
- Policy programme related investment
- Contribution made by Volunteers

To provide Northall residents with a village hall (and grounds), that is suitable for community groups and family parties for up to 60 people, and which is amongst the best for cleanliness, décor, equipment, facilities, safety – and value for money.

N/A

N/A

The Committee also does a lot of voluntary work in maintaining and improving the Hall and facilities.

Achievements and performance

Summary of the main achievements of the charity during the year

1. Hall Usage & Hiring Income

As the main aim of the Northall Village Hall Management Committee is to maximise the usage of the Hall and grounds, it monitors the usage very carefully.

During 2018 there was a small increase in the total number of hours the Hall was used and hiring income increased by £760 in spite of the hall being closed during part of July and August for the construction of the extended and refurbished kitchen.

| User Category | Number of Hirers | | Hall Usage | | | Hiring Income | | |
|---------------|------------------|-----------|--------------|--------------|--------------------|---------------|---------------|--------------------|
| | 2017 | 2018 | 2017 Hours | 2018 | | 2017 £ | 2018 | |
| | | | | Hours | % Change over 2017 | | £ | % Change over 2017 |
| Regular | 13 | 13 | 1084 | 1,263 | +16.5% | 5,865 | 6,949 | +18.5% |
| Ad Hoc | 91 | 73 | 422 | 351 | -16.8% | 4,400 | 4,076 | -7.3% |
| No Charge | 3 | 1 | 9 | 3 | -66.6% | - | - | - |
| Total | 107 | 87 | 1,515 | 1,617 | +6.7% | 10,265 | 11,025 | +7.4% |

2. Hiring Fees

At the committee meeting on the 14th December it was decided to increase hiring fees from £12 to £14 per hour for out of area hirers, £7 to £8 per hour for local hirers and regular hirers from £5.50 to £6 per hour. These increases will take effect from the 1st May 2019. Fees were last increased in 2016.

3. Village Hall Grounds

The grounds include an extensive children’s playground with apparatus for all ages from 1 to 16. This is subject to a comprehensive Weekly Check by trained volunteers and is available during daylight hours to Northall residents, hirers of the Hall and members of the public, all of whom have been extremely appreciative of the facilities over the last 12 months.



4.AGM

The AGM was held on Friday the 29th June and was attended by the local residents of Northall.

5. Website Marketing

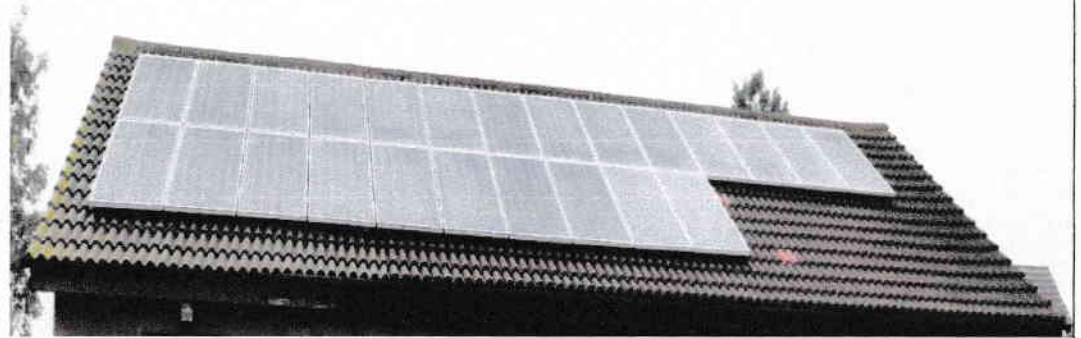
All the Committee's publicity material and booking forms etc continue to be available on Edlesborough Parish Council's website www.edlesborough-pc.gov.uk/nvh This has increased people's awareness of the Hall, and substantially eased the administrative burden on the Bookings' Secretary by enabling potential Hirers to easily access all the information on the Hall and to download booking forms etc. Hirers continue to welcome such a comprehensive and rapid response to their enquiries.

6. Soft Play Equipment/Games Box

The Soft Play Equipment which was purchased in 2014 has continued to be popular and contributed the sum of £330 in respect of hiring fees towards the halls income, a decrease of 15% on 2017.

7. Solar Panels

During 2018 £1,234.83 was earned by the solar panel installation. This is a small increase on 2017 when income earned amounted to £1,103.07.



8. Financial Information

Hall Lettings income attributable to 2018 increased to £11,025 including £1,617.26 prepayments received in 2017. During part of July and August the hall was closed for the completion of the new kitchen extension and there was no hall income during this period. There was an exceptional payment of £28,642 towards the cost of the new kitchen. This resulted in an operating deficit of £16,879.74 in 2018 excluding prepayments for 2019 of £859.28 and this brought the accumulative operating surplus to £21,574.

The final project cost for the new kitchen was £64,212 and this was by funded by grants from : WREN £35,816 AVDC £13,343 AVDC Section 106 £5,088 NVHMC £8865 and cash donations amounting to £1,100.

Along with £859.28 of pre-payments for hiring the hall in 2019, the Trust's total financial assets as at 31.12.18 were £21,574.

9. Kitchen Extension and Refurbishment

Work commenced in mid February on the extension and refurbishment of the new kitchen and was completed at the end of August. To celebrate the completion of the new kitchen an open day was held on the 29th September to which villagers were invited. Refreshments were provided and villagers were given the opportunity to inspect the new facilities on offer such as commercial dishwasher, warming cupboard, new cooker, hob etc. The new kitchen is a great improvement on the old kitchen and will add greatly to the hall's attractiveness to hall hirers.



Financial review

Brief statement of the charity's policy on reserves

The Management Committee aims to build-up and retain Reserves to cover the following:

1. Operating Reserves, equivalent to 12 months minimum expenditure (currently £5,000), as a contingency against losing Regular Users, economic recession, fall in hiring income etc.
2. Building Reserves of £4,000 to carry out emergency repairs, emergency replacement of essential equipment etc.
3. A sinking fund for the on-going improvement of the fabric, décor and facilities of the Hall (£3,000).
4. Possible Hall improvement projects planned over the next few years (£9,000)

Details of any funds materially in deficit

Not applicable

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.

The Management Committee's principal source of income is derived from fees from hiring out the Hall. In addition a contribution of £1,152.90 towards running costs was paid direct by Edlesborough Parish Council who are able to recover the VAT.

As reported above.

As at the 31st December 2018 the Northall Village Trust holds all of its Reserves in a NatWest Current and CAF Current and Reserve Accounts for minimum risk and some interest.

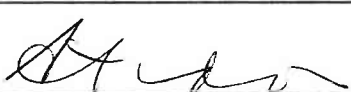
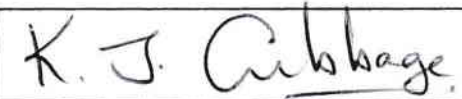
Other optional information

None

Declaration

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

Signed on behalf of the charity's trustees:

| | | |
|--------------|---|---|
| Signature(s) |  |  |
| Full name(s) | Mr Alan Tipper | Mr Kevin Cubbage |
| Position | Chairman | Treasurer |
| Date | 5-3-19 | 5 th March 2019 |