



Barton under Needwood Village Hall
CHARITY NUMBER 502046
TRUSTEE: BARTON UNDER NEEDWOOD PARISH
COUNCIL

Crowberry Lane
Barton under Needwood
Burton upon Trent
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Introduction

Barton under Needwood Village Hall is run by a charity and sits in the heart of the community. It provides 4 hiring rooms. Barton Parish Council is the Sole Trustee with no financial input. The Charity Commission advises that:

“The charity needs to be independent of the local authority in the sense that decisions about the administration and operation of the charity need to be taken solely in the interests of the charity, with a view to furthering its charitable purposes, and for no other purpose”.

All discussions by the Trustee are independent of Parish Council business and take place at quarterly meetings.

This report updates Trustees on the Hall since December 2023.

Financial Assessment

The audited accounts to the end of December 2023 are attached.

Key points are that hire fees were back close to pre pandemic figures and BVH Promotions generated good income, but costs have gone up massively.

January 2024 saw hire fees of £4562.44, quarterly interest of £568.50 was received from Epworth and monthly interest of £0.01 from Lloyds Bank. BVH Promotions brought in £561.99 from sales of tickets for Cinderella. Total Receipts were £5692.95 slightly up in January 2023. Total payments were £5890.23 up by nearly £400 on 2023 which was mostly the increased electricity costs leading to a small deficit of £197.29.

February 2024 saw hire fees of £2984.53 and monthly interest of £0.01 from Lloyds Bank. Total Receipts were £2984.54 up some £1300 on 2023. Total payments were £5,434.40 up by some £1200 on 2023 (taking into account the 2023 Rate Rebate of £1225.83) which was again an increase in electricity costs together with gas and wages as it was a five week month leading to a deficit of £2449.86.

Key Actions since Last Report

Business as Usual

At the suggestion of Siobhan, we have designed a new logo aimed at showing that the Hall is a warm, welcoming, inclusive venue.

A defibrillator that was donated to the Hall has been put up in the Foyer.

The sound system is being reviewed. The aim is to improve the facilities and make them more accessible to all. Grants will be sought to fund if we decide to proceed.

Solar panels are being considered. We are currently collecting usage data to help us get quotations.

We are working with the Parish Council on possible EV points in the car park that could provide some revenue to the Hall.

Building Maintenance

The lift has required some fairly costly maintenance.

Fans to improve the circulation of heat in the Main Hall and reduce electricity costs are being investigated.

Bookings

Bookings continue to go well. Since the 1st January we have only had 3 days without a booking.

Weight Watchers and Dreamcatchers Academy are now offering regular classes.

Other

Siobhan has resigned as Booking Clerk as of 24th March 2024 to pursue a new career opportunity. She has been the Village Hall Booking Clerk for 16 years and will be a big loss to the team. We are sure the Trustees will join the Committee in thanking Siobhan for all she has done for the Hall. Tamsyn Whitmore, currently one of the Building Managers, is taking the role on and will do both roles in the short term. We will also look at introducing an online booking system.

Barton Village Hall Promotions

Whilst the first performance of Cinderella on January 13th was a sell out, ticket sales for the second performance were disappointing and the production just about broke even. For 2025 only one performance will be offered of Jack and the Beanstalk.

There will be another Murder Mystery in June, A Study in Crimson, tickets are already selling well.

The Lichfield Garrick will be bringing a performance of Farm Boy by Michael Morpurgo to the Hall on 17th March.

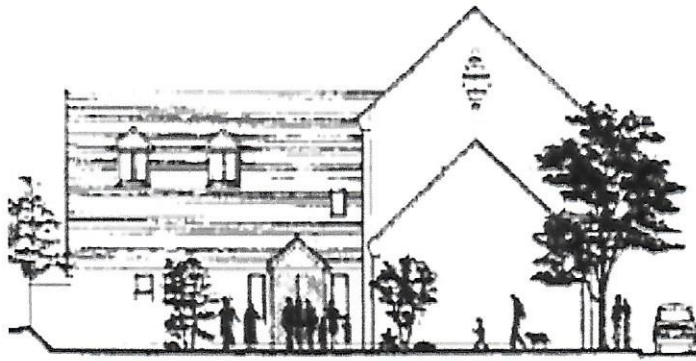
Conclusion

The Trustee needs to be mindful that two years ago the Hall needed to make circa £40K to break even. That figure is now nearer £60K so the Trustee and the Committee need to continue to work on initiatives to increase revenue, take advantage of grant opportunities and to reduce costs. If we do not get hit with any major bills, we have reserves that probably mean the Hall is secure for 8 to 10 years, but one leak in the roof and.....

Accounts to 31/12/2023

BARTON UNDER NEEDWOOD VILLAGE HALL - Receipts and payments for the year ending 31.12.23

	January £	February £	March £	April £	May £	June £	July £	August £	September £	October £	November £	December £	Total £	Prior Year £
RECEIPTS:														
Hire Fees	4,584.53	1,514.85	3,982.55	3,719.13	2,871.13	2,934.25	3,663.15	4,183.23	3,856.73	3,711.76	4,576.95	1,612.35	41,210.61	32,501
Other receipts:														
Bank Interest - Epworth/Lloyds	257.43			348.28	0.03		426.99	0.01	0.01	530.81	0.01	0.01	1,563.58	269
Other Sundry receipts		100.00				861.43					20.00		981.43	500
Omicron Hospitality and Leisure Grant													0.00	4,000
Additional Restrictions Grant													0.00	1,600
Insurance - Carpet Tiles											1760.00		1,760.00	0
Barton & Dunstall Key Trust - Grant													0.00	10,000
National Grid POW Grant												1897.00	1,897.00	
BVH - Promotions	916.55	68.08	27.00		1,296.00	487.45	126.00		1,134.00	597.00	2,549.00	993.00	8,194.08	4,654
Total other receipts	1,173.98	168.08	27.00	348.28	1,296.03	1,348.88	552.99	0.01	1,134.01	1,127.81	4,329.01	2,890.01	14,396.09	21,023
TOTAL RECEIPTS	5,758.51	1,682.93	4,009.55	4,067.41	4,167.16	4,283.13	4,216.14	4,183.24	4,990.74	4,839.57	8,905.96	4,502.36	55,606.70	53,524
PAYMENTS:														
General Overheads														
Insurance						480.60					2,326.05		2,806.65	2,464
Electricity	415.30	476.01	368.19	417.69	277.72	236.66	252.42	252.07	184.71	268.78	0.00	656.23	3,805.78	3,552
Gas	1,040.40	694.07	498.42	593.93	356.70	104.71	26.93	18.86	302.40	0.00	0.00	542.53	4,178.95	4,482
Wheellie Bin emptying - Rainbow	21.84	43.68	43.68	0.00	97.53	70.85	47.23	48.19	47.23	73.73	70.85	47.23	612.04	561
ESBC - Rates	0.00	(1,225.38)	0.00	174.80	174.00	174.00	174.00	174.00	(870.60)	0.00	0.00	0.00	(1,225.38)	884
SSW - Water Rates	0.00	295.38					0.00	233.24					528.62	693
Telephone rental/calls							102.00						102.00	136
Printing, Post/Stationery etc											87.74	10.50	98.24	25
Property Maint/Repairs	198.28	217.05	1,062.55	33.06	226.20	535.55	205.04	596.94	1,249.29	1,007.98	1,904.98	1,184.95	8,421.87	18,781
Salaries & Wages (see below)	1,239.08	1,352.49	1,720.37	1,290.90	1,242.77	1,434.25	1,328.74	1,619.35	1,288.06	1,195.80	1,579.75	1,646.75	16,938.31	17,191
Cleaning Contract	765.85	520.20	855.23	0.00	1,538.81	635.76	1,358.30	1,531.70	549.10	809.20	780.30	794.75	10,139.20	8,454
Cleaning Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	764
Capital and Equipment	0.00	0.00	0.00	0.00	5,976.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,976.00	12,447
BVH - Promotions	1,805.39	545.00			175.00	963.75	0.00	42.00	767.81	0.00	2,217.59	0.00	6,516.54	1,855
Professional Charges			300.00							0.00			300.00	1,020
Other payments	41.89	108.00	238.61	0.00	0.00	0.00	2.99	35.00	0.00		0.00	0.00	426.49	444
TOTAL PAYMENTS	5,528.03	3,026.50	5,087.05	2,510.38	10,064.73	4,636.13	3,497.65	4,551.35	3,517.80	3,355.49	8,967.26	4,882.94	59,625.31	73,752
Surplus/(Deficit)	230.48	(1,343.57)	(1,077.50)	1,557.03	(5,897.57)	(353.00)	718.49	(368.11)	1,472.94	1,484.08	(61.30)	(380.58)	(4,018.61)	(20,228)
Balance brought forward	52,271.53	52,502.01	51,158.44	50,080.94	51,637.97	45,740.40	45,387.40	46,105.89	45,737.78	47,210.72	48,694.80	48,633.50	52,271.53	
Surplus/(Deficit) - as above	230.48	(1,343.57)	(1,077.50)	1,557.03	(5,897.57)	(353.00)	718.49	(368.11)	1,472.94	1,484.08	(61.30)	(380.58)	(4,018.61)	
TOTAL FUNDS IN HAND	52,502.01	51,158.44	50,080.94	51,637.97	45,740.40	45,387.40	46,105.89	45,737.78	47,210.72	48,694.80	48,633.50	48,252.92	48,252.92	
Represented by: BANK BALANCES														
Lloyds- current account	10,297.57	8,954.00	7,876.50	9,085.25	3,187.65	2,834.65	3,126.15	2,758.03	4,230.96	5,184.23	5,122.92	4,742.33		10,325
Lloyds- deposit account	9.87	9.87	9.87	9.87	9.90	9.90	9.92	9.93	9.94	9.99	10.00	10.01		10
Epworth Cash Plus Fund for Charities	42,194.57	42,194.57	42,194.57	42,542.85	42,542.85	42,542.85	42,969.82	42,969.82	42,969.82	43,500.58	43,500.58	43,500.58		41,937
	52,502.01	51,158.44	50,080.94	51,637.97	45,740.40	45,387.40	46,105.89	45,737.78	47,210.72	48,694.80	48,633.50	48,252.92	0.00	52,272
Returnable deposits held	1,120.00	825.00	565.00	600.00	850.00	900.00	800.00	1,100.00	930.00	675.00	525.00	175.00		715



**Barton under Needwood
Village Hall**

Trustee's Annual Report

and Receipts and Payments Accounts

for the Year ended 31st December 2023

Charity Number 502046

Barton under Needwood Village Hall

Charity Number 502046

The Charity's Governing Document is a Trust Deed dated 4th June 1991 as amended by a Schedule dated June 1998.

Barton under Needwood Parish Council is the Sole Trustee of Barton under Needwood Village Hall.

Village Hall Management Committee:

Sian Calder (Chair)

Lynn Bennett (Vice Chair)

Alison Jones

Joe Moody (Treasurer) (resigned 11th May 2023)

Cllr. Steve Naylor (appointed 11th May 2023)

Cllr. Ed Sharkey (appointed 11th May 2023)

Cllr. Jeannette Taylor

Susanne van Daesdonk

Office and Bankers:

Office: Village Hall, Crowberry Lane, Barton under Needwood, Staffs, DE13 8AF.

Bankers: Lloyds Bank plc. 16 High Street, Burton upon Trent Staffs, DE141AJ.

Epworth Cash Plus Fund for Charities, 9 Bonhill Street, London EC2A 4PE

Independent Examiner: Lifestyle Accounting, 58-60 Wetmore Road, Burton upon Trent, DE14 1SN

Barton under Needwood Village Hall

Trustee's Annual Report

For the Year ended 31st December 2023

Registered Charity

The Village Hall is a registered charity No.502046. The Parish Council of Barton under Needwood is the Sole Trustee. The Village Hall Management Committee is responsible for all aspects of the premises including the hiring out of the rooms and all general and specific maintenance. The Trustee may from time to time issue direct instructions to the committee on such matters as it thinks fit. Minutes of the Village Hall Management Committee are circulated to the Trustee on a regular basis and the Trustee meets quarterly.

Objects

The object of the Charity shall be the provision and maintenance of a Village Hall for the public benefit of the inhabitants of the Parish of Barton under Needwood and surrounds without distinction of political, religious or other opinions, including use of meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the condition of life for the said inhabitants.

Governance

The Trustee has adopted policies on Health and Safety, Risk Assessment, Safeguarding of Children and Adults, Lone Worker and Privacy and these are all reviewed periodically.

The Village Hall Management Committee manages the Village Hall on behalf of the Trustee. All are volunteers and give their time to actively run the Village Hall, a valuable asset to the village of Barton under Needwood.

Constitution

The Committee consists of ex officio Chair and Vice Chair of the Trustee and up to 10 committee members, of which 3 must be Parish Councillors.

Election of the Committee

Before the Annual Meeting of the Trustee, held in May, the Village Hall Management Committee will pass to the Trustee names of those interested in serving on the Committee for the following year. The Trustee will then appoint the Committee at the said Annual Meeting. If there are more nominees than places, a ballot will take place, with the Chair having the casting vote.

Chair's Annual Report

Improvements have continued during 2023, following the overhaul of the strategy of the Hall to secure future sustainability, which was carried out in 2022 and accepted by the Trustee in September 2022.

The following improvements and actions have been carried out in 2023.

- A review of hire fees was carried out and implemented
- The Hall's social media presence and general visibility has been improved supported by a social media policy
- Marketing material has been reviewed in order to encourage more people to use the Hall and attract new hirers to offer more varied activities and a number of new hirers with a wide variety of offerings have joined us
- Four theatrical events have been staged to bring a wider audience to the Hall to see the facilities and hopefully encourage them to use the Hall
- Improved cost control and energy efficiency usage together with internal systems procedures reviews are ongoing

The flooding in the Foyer after heavy rain, which was reported last year, has been resolved, hopefully for good, by introducing a regular regime of inspecting and clearing the drainpipes of debris from the roof.

An insurance claim was received for £1,760 to replace the carpet tiles in the Foyer, which were damaged due to the flooding.

As stated above the Committee organized four theatrical events under the heading of BVH-Promotions which generated additional income of £8,194. All four events were successful and well attended and more such events are planned for 2024. My thanks go to Gerry Taylor for facilitating these productions, together with Jeannette Taylor for selling tickets.

A life-saving defibrillator was gifted to the Hall towards the end of 2023 and will be installed in 2024. This valuable piece of equipment enhances the safety of all the people using the Hall.

Barton under Needwood Village Hall
Trustee's Annual Report

For the Year ended 31st December 2023 (continued)

I would like to thank the Committee for their commitment to the Village Hall, giving up much of their time to ensuring its future. Also, my thanks go to our employees, Siobhan, the Booking Clerk together with Steve and Tamsyn our Building Managers for their work in keeping the Hall running smoothly, which is also much appreciated by the hirers. Finally, I would like to thank Joe Moody who stepped down as Treasurer in May 2023 expecting to hand over to somebody else who unfortunately backed out at the last minute. The role of Treasurer was advertised for several months, but no interest was shown, so now it is a joint role with Joe providing his guidance, managing the Year End and liaising with third parties.

Treasurer's Annual Report

The hire fees of £41,211 are an improvement over 2022 fees of £32,501, (27%) however the Hall has still some way to go to get back to pre-pandemic hire fee income; especially with rising costs being incurred.

A National Grid POW (place of warmth) Grant was received amounting to £1,897, which contributes towards the running costs of the Hall enabling the POW to continue to be provided free of charge.

Interest rates improved during the year with interest for 2023 being £1,564 compared to £269 for 2022.

Property maintenance and repairs incurred during the year to keep the Hall up to standard and comply with regulations amounted to £7,852 (2022 £18,781). The major cost being £2,687 in respect of electrical maintenance.

Capital and equipment spend amounted to £5,976 (2022 £12,447) being the cost of a new distribution board.

The cost of gas amounted to £4,179 (2022 £4,482) and electricity £3,806 (2022 £3,552). The contract for the electricity expired on 31st October 2023 and a new contract was entered into with a different supplier at a higher cost due to the energy crisis. Steps have been put in place to mitigate the increase wherever possible.


Salaries and wages amounted to £16,755 (2022 £17,191)

The deficit for the year amounted to £4,019 (2022 deficit £20,228), which resulted in the bank balance at 31.12.23 being £48,253 (2022 £52,272)

Reserves

The influencing factor on the Village Hall's balances is one of property repairs and putting aside sufficient funds to cover the ongoing expense of a relatively large suite of premises which need to be kept in good condition. To date, the Committee has had the funds to do that and would wish such a situation to continue. To ensure that remains the case, at least £20k has been earmarked for those maintenance and renewal expenses.

Our premises remain in good shape, but the Committee is conscious of the fact that to maintain them at the standard that our hirers expect and to always meet statutory requirements is costly, hence the need for adequate reserves. For those reasons, the Management Committee considers the current level of reserves to be in line for the size of the charity but keeps this matter under annual review.

Signed: 
Mrs S. Calder

Chair: Barton under Needwood Village Hall

Accepted by the Trustee at its Annual Meeting on

Signed:
Councillor E Sharkey
Trustee: Chair

Independent Examiner's Report to the trustee of Barton under Needwood Village Hall

I report on the accounts for the year ended 31st December 2023 which are set out on the accompanying pages.

Respective responsibilities of the Trustee and Independent Examiner

The charity's trustee is responsible for the preparation of the accounts. The charity's trustee considers 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.

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 the 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 trustee 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 which gives me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

Signed: 

Date: 26th FEBRUARY 2024

David Robert Munro

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

MAAT – Membership Number 10176427.

Member of the Association of Accounting Technicians

Address: C/o Lifestyle Accounting Ltd., 58-60 Wetmore Road, Burton on Trent, Staffordshire, DE14 1SN

Barton under Needwood Village Hall

Receipts and Payments Account

For the year ended 31st December 2023

	Unrestricted 2023 £	Unrestricted 2022 £
Receipts		
Hire Fees	41,211	32,501
Other receipts:		
Bank Interest - Epworth/Lloyds	1,564	269
Insurance Reimbursement re claim	1,760	0
Other Sundry receipts	981	500
Omicron Hospitality and Leisure Grant	0	4,000
Additional Restrictions Grant	0	1,600
National Grid POW Grant	1,897	0
Barton & Dunstall Key Trust - Grant	0	10,000
BVH - Promotions	8,194	4,654
Total other receipts	14,396	21,023
Total Receipts	55,607	53,524
Payments		
Insurance	2,807	2,464
Electricity	3,806	3,552
Gas	4,179	4,482
Wheelie Bin emptying - Rainbow	612	561
ESBC - Business Rates	(1,225)	884
SSWC - Water Rates	529	693
Telephone rental/calls	102	136
Printing, Post and Stationery	98	25
Property Maintenance/Repairs	7,852	18,781
Salaries & Wages	16,755	17,191
Cleaning Contract	10,139	8,454
Consumables	570	764
Capital and Equipment	5,976	12,447
BVH - Promotions	6,517	1,855
Professional Charges	300	1,020
Other payments	610	444
Total payments	59,626	73,752
Net of (payments)/receipts	(4,019)	(20,228)
Cash funds as at 31st December 2022	52,272	72,500
Cash funds as at 31st December 2023	48,253	52,272

Barton under Needwood Village Hall
Statement of Assets and Liabilities
as at 31st December 2023

	2023	2022
Cash Funds	£	£
Lloyds Bank plc. - Current Account	4,742	10,325
Lloyds Bank plc. - Deposit Account	10	10
Epworth Cash Plus Fund for Charities	43,501	41,937
Total Cash Funds	<u><u>48,253</u></u>	<u><u>52,272</u></u>
Other monetary assets		
Lloyds Bank plc. - Lettings Account	175	715
	<u><u>175</u></u>	<u><u>715</u></u>

The deposits are refundable to the hirers following the hire, providing the terms and conditions of the hire are satisfactorily met.

Assets retained for the Charity's own use

The following assets are used by the charity but have not been professionally valued:

Furniture and equipment in the halls, meeting room and kitchen, acquired in the current year and prior years are written off in the year of purchase. Details of new equipment and assets acquired in the current year are detailed in the Trustee's Annual Report.

All assets are in good condition and are serviced regularly.

The Parish Council is the Trustee of the Village Hall building and the Village Hall car park but the Charity is responsible for insuring the premises and its contents.

	2023	2022
Brief insurance details, as at November 2023 are as follows:		
Buildings - (including outbuildings)	£2,513,955	£2,389,692
Contents	£65,371	£56,923
Employers' Liability	£10m	£10m
Public Liability	£10m	£10m
Loss of Revenue	£94,000	£94,000
Employee Dishonesty	£25,000	£25,000

These notes do not form part of the Accounts

Barton under Needwood Village Hall

Notes to the Accounts

For the year ended 31st December 2023

	2023	2022
	£	£
Other Sundry receipts		
East Staffordshire Borough Council re Places of Warmth	0	500
Sale of old stage	100	0
Sundry Donation	20	0
Charge to Barton Parish Council for Car park lighting	861	0
	<u>981</u>	<u>500</u>
Property Maintenance/Repairs		
Fire extinguisher service	126	89
Lift annual contract fee and repairs	287	263
Air Conditioning Units and associated work	0	300
Gas repair and maintenance costs	510	580
Electrical repairs and maintenance	2,687	1,622
Window cleaning	470	470
Pest control	185	0
General property renewals, repairs and maintenance	540	568
Access control/door repair	0	480
Decorating interior of the Hall	0	9,107
PHS	1,187	1,074
Roof repairs/ inspection	0	2,320
Drainage inspection	0	1,908
Insurance claim re Foyer carpet tiles	1,860	0
	<u>7,852</u>	<u>18,781</u>
Capital and Equipment		
Distribution board	5,976	0
Evacuation Chair	0	144
External notice board	0	586
Water boiler for kitchen	0	629
Pavement notice board	0	36
New stage	0	9,645
Stage lighting	0	504
Stage curtains	0	823
Sumup card reader	0	80
	<u>5,976</u>	<u>12,447</u>
Professional Charges		
Independent Examiner's fee	300	240
Fire Risk Assessment	0	780
	<u>300</u>	<u>1020</u>
Other payments		
DBS	0	35
Open day expenses	0	162
Advertising	233	0
PRS for Music - annual fee	239	146
Other sundry expenses	138	101
	<u>610</u>	<u>444</u>