

Welborne
VILLAGE HALL



Welborne Village Hall
Annual Report
and Financial Statements
for the year ended 31 December 2018

www.welborne.org.uk

Registered Charity No. 1086084
Reference and Administration Details

Charity Name	Welborne Village Hall
Charity Registration Number	1086084
Address	Welborne Village Hall c/o Mrs Sabrina Woods Frog's Hall Barn Welborne Norfolk NR20 3LF
Trustees	Andrew Maule (Chairman) Sally Bishop Ian Ferguson (from 19 March 2018) Sue Lishman Lesley Webb Dave Woods Sabrina Woods
Treasurer	Mike Webb
Independent Examiners	Hornbeam Accountancy Services Ltd
Bankers	HSBC and Shawbrook Bank

Structure, Governance and Management

The Old School Room, Welborne was established as a charity on 9 August 1999. The governing document was subsequently been amended with the agreement of the Charity Commission.

The objectives of the charity are 'the provision and maintenance of a village hall for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions for the advancement of education, the provision of recreation and leisure-time activities and for the religious and other charitable work of the Church of England with the object of improving the conditions of life for the inhabitants'.

There are now seven trustee positions holders of which are elected at the AGM of Welborne Village Hall by residents of Welborne:

- At least five will be residents of Welborne
- Two may come from outside the geographical boundaries of Welborne
- Trustees stand for an initial term of 4 years and may only be re-elected once
- Trustees will retire by rotation

The main activities of the charity are:

- the maintenance and development of the village hall itself
- planning and delivering a programme of events
- maximising use of the hall through lettings

The Trustees meet quarterly. The Trustees have one Sub Committee, which operates to its own Terms of Reference:

- The Events Committee (meets monthly)

Achievement and Performance

This (2018) has been another successful year in the running of Welborne Village Hall as a facility targeted at promoting community engagement. Its success reflects the commitment of the Trustees and volunteers to maintain and improve the Hall as a community resource.

In 2018, the Trustees comprised Sally Bishop, Sabrina Woods, David Woods, Lesley Webb, Ian Ferguson (Welborne residents) and Andy Maule (Chair), Sue Lishman (non-Welborne residents). The four-year term for Andy Maule as Trustee and Chair will be completed in 2019 and his position will be open for re-election at the AGM in March.

As Chairman, I would like to express my gratitude to all of the Trustees who give their time freely to this project.

In 2018, the events Committee have again run a successful programme of events. This is an ad hoc Committee with mostly unelected participants who have, over the years, achieved an almost unbroken record of events without financial loss. This is a tribute to their commitment and creativity and the Trust owes a debt of gratitude for their efforts and success in keeping our finances in good shape. The events included a series of film showings in the Hall, repeats of the ever popular Quiz nights, Christmas Fair and biennial Beer Festival.

As previously, the Trustees wish to extend thanks to the subgroups of volunteers who make the Hall a success: to Mike Webb for handling our accounts, to Peter Woods for his help with our Health and Safety audits, to Ian Ferguson for overseeing our insurance requirements and to Geoff Osborne for his help with the audiovisual equipment. In line with our ambition to increase the visibility of the Hall we also thank Nigel Shed for his time and expertise in maintaining and improving our website (www.welborne.org) that serves both the Hall and the community. Lesley Webb has also organised periodic work parties to improve the garden setting for the Hall.

At the end of 2017 we anticipated new arrangements for on-line bookings for the Hall by organisations and members of the community. The new system has been facilitated by Margaret Boulton acting as the primary monitor of the bookings process. Again a voluntary contribution, the Trustees extend their thanks for her help. The system is running smoothly; we have not included on-line payments as these are administratively difficult to follow. The fees for booking of the Hall have remained unchanged and offer exceptional value to users.

The Terms and Conditions for booking the Hall establish more clearly our legal responsibilities (including with respect to 'Safeguarding' young and vulnerable people), and what we expect in terms of responsibilities and behaviour from our users. In this connection also we are implementing 'dementia aware' modifications in the Hall and installing a hearing loop to assist the hard of hearing at broadcast events.

We have continued to make improvements to the physical structure and other facilities within the Hall. Improvements (dishwasher, better extraction) were made to the kitchen, and to the grounds with some tree surgery, landscaping and a new larger shed for equipment storage. We have also purchased and installed a picnic bench and seating as a memorial to Trevor Curson.

Even though we have made significant improvements to the structure and facilities at the Hall, and thanks to the successes of our ongoing events programme, our finances remain healthy. Further improvements and additional facilities, within our current finances, are planned for 2019. It is important that any surplus financial resources are not left idle and I hope that for 2019 we will develop a more extensive list of improvements for the Hall and its activities to the benefit of the Welborne and surrounding communities.

In line with the Charity Commission request (Charity Commission News - January 2019), I also include here a brief report on the Public Benefit of our activities:-

A summary of the aims of the Welborne Village Hall Charity is the maintenance and improvement of the Hall "for the advancement of education, (and) the provision of recreation (towards)..... improving the conditions of life for the inhabitants". In practice here, the term 'inhabitants' refers to members of the Welborne village and surrounding communities. The aims in 2018 have been achieved through making the Hall available for hire by individuals and community groups for a range of functions. The Hall is arguably the most inexpensive facility for groups of <50 in the area. The scope of the bookings is steadily increasing through an increase in the facilities included in the Hall. In addition, the Trust, through its Events Committee, has laid on a series of social events for the Community (films, Quiz nights, Christmas Fair, Beer Festival), which are nearly always fully booked, and has run a monthly series of 'Meet and Greet' events where residents can socialise and share life experiences. The success of our events means that we have the opportunity to continuously review the range of opportunities we have to assist further the use of the hall as a unique and valuable resource to our rural community.

Dr Andy Maule
Chairman

Financial Review of 2018

I know that the Chairman remains concerned about the charity accumulating money rather than on the 'provision and maintenance of a village hall' and has debated the issues with the other Trustees. However, there are a number of potential projects in the pipeline which will reduce the money held.

The Trustees have again reviewed their reserves policy and agreed to hold just one £7,500 specific reserve to meet major unanticipated outgoings.

During 2018 the Trustees have purchased and installed a dishwasher, purchased other kitchen equipment, two new tables, a storage shed, a gazebo and a laminator. In addition, a picnic bench was bought and dedicated to the memory of Trevor Curson.

However, we still finish 2018 with just over £17,000.

Mike Webb
Treasurer

The Events Committee

It has been a busy and financially successful year beginning with a different version of the New Year Quiz – Chilli & Quiz! It was decided to make use of our lovely village hall kitchen and cook our own food. The cooking was done by Sharon and Tracey and the quiz put together by Ian & Nigel. It was a successful evening; the food was appreciated, and the event made just under £300.

We then had two films, Dunkirk and Victoria and Abdul, both of which were well attended.

Early April saw our very first Easter Egg Trail. This was a 'free event' for children and was extremely well supported. Unfortunately, the weather prevented it from being an outside event, but we carried on and held the event inside the hall. Over 40 children and their parents/grandparents took part in activities, enjoyed refreshments and collected Easter eggs along the way. We had a cake stall and a Donation Bucket which were both generously supported meaning that the event cost in the region of £45.

Towards the end of April, Guy and Teresa hosted another of their popular Dining Out evenings. This was a very good evening, well attended and the food was great.

The Beer Festival was a big success, very well organised by a sub-committee chaired by Ian. It was a record profit this year of over £4000. Thanks goes to everyone involved in putting on the beer festival including all our very generous sponsors.

In September, the Late Summer Quiz & Supper Night had an Italian theme. Our 'resident Italian' Sabrina helped to give the evening a truly authentic Italian feel along with the menu of Lasagne and Italian lemon cake cooked by Sharon and Tracey. Ian and Nigel devised a fiendish quiz and the evening was enjoyed by all.

Two films, Chesil Beach and Journey's End rounded off the autumn season of events. Both were well attended. We finished the year with the Christmas Fair. Thanks must go to the 'team of ladies' who work so hard making and baking! This year both the Church and Nightingale Care Home had a stall. As usual, there was a lovely atmosphere in the hall and the fair made just under £900.

In addition to the usual events this year, 2018 saw Welborne Village Hall become a 'Dementia Friendly Venue' in association with Creative Arts East. This project was led by Sally Bishop who attended training and arranged a Dementia Awareness evening at the hall.

Chair	Sharon Ferguson
Hon Sec	Nigel Shed

Independent examiner's report to the trustees of Welborne Village Hall

I report on the accounts of the Welborne Village Hall for the year ended 31 December 2018 which are set out on pages 8 -11.

Respective responsibilities of members and examiner

The charity's members are responsible for the preparation of the accounts. The charity's members 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 report

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 you as members 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:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements 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.

Mr P Needham BA FCA
Hornbeam Accountancy Services Ltd
Chartered Accountants
Hornbeam House
Bidwell Road
Rackheath
Norfolk NR13 6PT

P Needham BA FCA

WELBORNE VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2018

		2018			2017
		Undesignated Funds	Designated Funds	Total Funds	Total Funds
INCOMING RESOURCES:	Note	£	£	£	£
Incoming Resources from generated funds					
Voluntary Income: Grants		-	-	-	-
Activities for Generating Funds: Fund Raising Events		12,746	-	12,746	6,554
Investment Income: Bank Interest Received		187	-	187	31
Incoming Resources from Charitable Activities					
Rentals and Hiring		608	-	608	1,282
Other Incoming Resources					
Miscellaneous Income		30	-	30	286
Donations		-	-	-	638
TOTAL INCOMING RESOURCES		13,571	-	13,571	8,791
RESOURCES EXPENDED:					
Cost of Generating Funds					
Costs of Voluntary Income : Events		6,054	-	6,054	3,168
Charitable Activities					
Donations		-	-	-	-
Governance costs					
Light, Heat and Water		229	-	229	641
Insurance		824	-	824	826
Repairs and Maintenance to Premises		1,704	-	1,704	617
Printing, Stationery and Office Supplies		284	-	284	368
Website and Advertising		107	-	107	112
Independent Examiners Fee		516	-	516	484
Sundry Expenses		12	-	12	152
Subscriptions		68	-	68	80
Bank Charges		-	-	-	3
Depreciation		1,924	-	1,924	902
TOTAL RESOURCES EXPENDED		11,722	-	11,722	7,353
NET INCOMING/(OUTGOING) RESOURCES					
		1,849	-	1,849	1,438
Gross Transfers between funds		(4,020)	4,020	-	-
NET MOVEMENT IN FUNDS		(2,171)	4,020	1,849	1,438
Total funds Brought Forward		17,282	78,651	95,933	94,495
TOTAL FUNDS CARRIED FORWARD		15,111	82,671	97,782	95,933

WELBORNE VILLAGE HALL

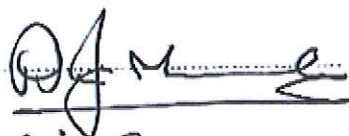
BALANCE SHEET

AT 31 DECEMBER 2018

	Note	2018		2017	
		£	£	£	£
FIXED ASSETS					
Tangible assets	2		80,923		76,352
CURRENT ASSETS					
Stocks		-		-	
Debtors		12		198	
Deposit Accounts		16,187		19,500	
Current Accounts		1,157		335	
Cash		100		100	
		<u>17,456</u>		<u>20,133</u>	
LESS: CURRENT LIABILITIES					
Amounts falling due within one year					
Creditors and Accrued Charges		597		552	
Bank Overdraft		-		-	
		<u>597</u>		<u>552</u>	
NET CURRENT ASSETS			<u>16,859</u>		<u>19,581</u>
CREDITORS					
Amounts falling due in more than one year			-		-
NET ASSETS	3		<u>97,782</u>		<u>95,933</u>
FUNDS					
Designated Income Funds	4		82,671		78,651
Undesignated Income Funds			15,111		17,282
			<u>97,782</u>		<u>95,933</u>
Total Funds			<u>97,782</u>		<u>95,933</u>

Dr. A. J. MAULE
(Chairman)

Approved by the Trustees on



11 March 2019

WELBORNE VILLAGE HALL

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2018

Note

1 Accounting Policies

These accounts are prepared in accordance with the Statement of Recommended Practise - Accounting by Charities (SORP 2015) and applicable accounting standards.

(a) Tangible fixed assets and depreciation

Provision for depreciation is made at the following rates:-

Office Equipment	25% reducing balance
Land and Buildings	No provision

(b) Taxation

As a charity Welborne Village Hall is not liable to corporation taxation.

2 Fixed Assets

	Furniture, Fixtures & Fittings	Land and Building	Total
Cost			
Balance at 1 January 2018	8,607	73,651	70,941
Additions	4,975	1,520	6,495
Disposals			
Balance at 31 December 2018	<u>13,582</u>	<u>75,171</u>	<u>88,754</u>
Depreciation			
Balance at 1 January 2018	5,906	0	5,906
Charge	1,924	0	1,924
Disposals			
Balance at 31 December 2018	<u>7,830</u>	<u>0</u>	<u>7,830</u>
Net Book Value			
Balance at 31 December 2018	<u>5,752</u>	<u>75,171</u>	<u>80,923</u>
Balance at 1 January 2018	2,701	73,651	76,352

WELBORNE VILLAGE HALL

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2018

3 Analysis of Net Assets by Funds

	Undesignated Funds	Designated Funds	Total
	£	£	£
Fixed Assets	5,752	75,171	80,923
Current Assets	9,956	7,500	17,456
Current Liabilities	(597)	-	(597)
	<u>15,111</u>	<u>82,671</u>	<u>97,782</u>

4 Analysis of Designated Funds

	<u>2018</u>	<u>2017</u>
Land and Buildings	75,171	73,651
Building Repairs and Maintenance	7,500	5,000
	<u>82,671</u>	<u>78,651</u>

The trustees have elected to designate £75,171 of the General Funds to cover the net book value of the hall and the hall extension.