

# Summary of Trustees' Annual Report for West Meon Village Hall for the period 1st January 2018 to 31<sup>st</sup> December 2018

Reference and administration details		
<b>Charity name</b>	West Meon Village Hall	
<b>Registered charity number</b>	274661	
Names of the charity trustees who managed the charity during the year		
Trustee name	Office (if any)	Notes
Mary Dawson	Vice-Chair	
Neil Falconer	Treasurer	
Rosemary Morrish		
Tallulah Silburn		Resigned 6 <sup>th</sup> November 2018
Ingrid Sparshott		
Hazel Town	Bookings Clerk	
Chris Town	Chair	
Sally Williams	Secretary	

Note

Description of the charity's trusts, governance and management
<p>The Charity was established by a Conveyance/Trust Deed in 1952.</p> <p>All Trustees are elected (for a 3 year term) at an AGM or are co-opted.</p>

Management policies and procedures
<p>All new Trustees are given guidance of their responsibilities through Charity Commission publications.</p> <p>The Trustees annually use a Legal Requirements / Management Checklist based on a model from the Action for Communities in Rural England Village Hall Information Service.</p> <p>Professional support and advice is taken from Action Hampshire and/or other experts where relevant.</p>

Summary of the objects of the charity set out in its governing document, and of the main activities undertaken for the public benefit in relation to these objects.
<p>We provide a venue to facilitate a range of social, recreational and educational activities, together with community functions and events for the residents of West Meon and surrounding villages.</p>
<p>The building contains a hall with stage, a small hall / meeting room with outside patio, a kitchen, multi-purpose corridor/useable space/storage area and toilets. These are all maintained in good condition suitable for various uses. Storage facilities are also provided for many of the groups which are frequent users.</p> <p>Tables, chairs, crockery and cutlery are also hired out to local organisations and individuals.</p>

## Financial Summary

Total ordinary income of £13,375 and total ordinary expenditure of £12,850 gave a net surplus of £525 for the year.

Capital expenditure of £22,879, primarily on the electrical distribution board replacement (£3,170) and the kitchen upgrade (£19,659), was offset by grants of £9,146 received from Hampshire County Council and West Meon Parish Council in 2018 (and £10,500 from the National Lottery and West Meon Parish Council in 2017, recorded in our 2017 accounts).

The principal source of income is from hiring fees. These are reviewed annually with a view to covering running costs from normal income whilst keeping them fair and competitive with other similar facilities. Without the regular income from the Pre-school which closed in summer 2018, it is difficult to see how the books will be balanced in 2019 without a hirer requiring equivalent use. The committee is looking at alternative uses for the small hall and is keen to invite community participation to achieve this. Without such a hirer it will be necessary to find ways to reduce operating costs to balance income and expenditure.

Monies not expected to be needed at short notice are held on deposit with CCLA.

Although not at the income threshold that requires independent examination of our accounts, they are nonetheless independently checked, for this year by John Claisse, a resident of the village not otherwise associated with the management of the charity.

The charity has decided to keep a minimum reserve of £15,000 to protect against income loss and to take advantage of new opportunities. Although equivalent to more than one full year of running costs, this acknowledges the age and construction of the building and potential problems associated with this.

## Activities and Achievements during the year and other information

The facilities have been well used again during the year, with high occupancy levels on a regular basis (mainly during school term times). Users/activities offered regularly include the School, Beavers, Scouts, Ballet and Tap Dancing, Adult Keep-Fit and Gentle Fit, Ladies' Choir, Musical Theatre Club, Drama lessons, Boxercise, Table Tennis, WI, the Garden Club and West Meon Theatre. There have also been one-off events and parties.

The Pre-school closed during the year due to a lack of children attending, a rather sad loss for the village as there had been some provision for this group in the hall for at least 30 years. The small hall has some occasional use but we are looking for other users for it. The large storeroom previously used by the pre-school now stores the table tennis tables, other tables and most of the chairs, which frees up space in the main corridor/foyer.

The kitchen was completely refitted during the year with new flooring, cupboards, worksurfaces and sinks etc. A large fridge/freezer is now provided, as is an industrial-style dishwasher which has a wash cycle of under 2 minutes, so is ideal for large events.

Among various other smaller projects and works, the night security lighting in the car park was changed from being on permanently during the dark to being on a movement sensor – helping to support the South Downs National Park International Dark Sky Reserve and cutting electricity usage.

This report is not a statutory document and is provided for information only.