

## Hyde Heath Village Hall, Brays Lane, Hyde Heath

### Annual Report for Year to 30 June 2009

Hyde Heath Village Hall is registered with the Charity Commissioners (No 300283) and constituted by Deed of Trust dated the 22 March 1963. The village hall land is vested in the Official Custodian who is a member of the Charity Commissions staff and is appointed by the Charity Commissioners to hold land on behalf of charities. The Official Custodian does not take part in managing the land, which is the responsibility of the charity. A management committee set out below administers the charity and the members apart from the representatives of village groups are the Trustees of the charity.

### Committee members for 2008 – 2009

#### **Trustees:**

Marilyn Roseway	Chairman
David Coulton	Vice Chairman
Jayne Howlett	Secretary
Dave Bevan	Treasurer
Ron Flint	Village Hall Manager
Mary Collins	Committee Member
Linda Drummond	Committee Member
Ralph Bartlett	Committee Member
John Bickerton	Committee Member
Sarah Hortop	Committee Member

#### **Representatives (non trustees) :**

Gill Munrow	Bookings Secretary
Charlie Carrington	Cubs and Drama Group Representative
Di Coombes	WI Representative
Margaret Dunn	Shop Representative
Derek Faversham	Dance Representative

Jayne Howlett moved from the village at the end of July and her post of Secretary has been taken over by Ralph Bartlett.

The post of Vice Treasurer was vacant for the year and there was no representative from the Parish Council last year.

In addition to the above David Coulton leads a sub-committee for the organization of the annual village fete.

All the above members give their time and expertise voluntarily. The annual accounts are examined by Bill Newman who also carries this out on a voluntary basis. The Village Hall Management Committee employs a part-time cleaner who is

the only paid employee and we therefore depend upon the continuing help of local volunteers particularly for the larger events.

## **Report on activities 2008 – 2009**

We have carried out the following fund raising activities: -

- 200 club – funds to village hall
- Fête – funds to village hall apart from a donation to RAF Benevolent Fund in response to their providing the fly past
- Quiz night – funds to village hall
- Carol Concert – donations to Iain Rennie Hospice at Home

We also received a donation from the Old Time Music Hall which they have generously given each year after their annual show in November.

I would like to thank David Coulton for running an extremely successful fete again this year. The fete is our main source of funds for the Village Hall and more importantly is the event that brings the whole village together every year. We always need more volunteers to run stalls help organize and particularly to help set up and pack away the fete stalls on the day. Please contact David or any member of the Committee if you can help.

## **Proposed for the next year**

- 200 club
- Quiz night
- Carol Concert
- Fête
- Flapper Night

The main function of the management committee is to maintain the hall and the committee each year needs to raise funds to continually maintain and improve the hall facilities. The bulk of the necessary funds are produced by the fete but each event makes an important contribution and we are dependant on support from the villagers and their friends for these events. Any ideas for future events that you would like to see held in the village would be welcomed.

## **Village Shop**

We continue to lease premises to the Village Shop and this continues to work well with the hall and shop being the focus of village life.

## **Objectives and responsibilities of the Village Hall Management Committee**

The main objectives of the committee: -

- To provide first class hall facilities at an affordable cost to voluntary organisations serving the community
- To maintain and improve the facility.
- To make sure the facility is in good repair and safe for public use
- To manage the finances and keep good records
- Not to put the trustees at risk
- Raise funds for the improvement of the hall
- To ensure that all the appropriate licences are in place at all times for the hall to function.

We are contemplating further works to the Village Hall to refurbish and add committee room / changing room facilities at the back of the Hall where the existing space is in a poor state of repair and it is important that we now encourage more fund raising events to build up the Village Hall funds.

### **Licences**

We hold a premises licence issued by Chiltern District Council which allows us to hold events for up to 150 people in the Village Hall. Alcohol can be sold at 12 events per year under the temporary event notices procedure specified by the Licensing Act 2003. We are able to work within this limitation at the present time and we are not considering applying to become Licensed Premises due to the onerous conditions that this would involve and unreasonable responsibilities that would be imposed on the Trustees. The alternative of employing an outside Licensee to run the bar at our functions would dramatically reduce the level of funds raised at any event and would increase the cost of the evening to attendees. The committee is always mindful when organizing functions that the cost of the evening or event should be at a level that makes it affordable for all the residents of the village.

### **Village Hall hiring rates**

The Committee has reviewed the hiring rates which were raised last year and as we remain competitive with other similar halls in the area we have decided that these should remain unaltered for the next year.

## **Committee for 2009 – 2010**

The officers and committee members set out below are offering themselves for re-election. Ralph Bartlett a general committee member last year has subject to re-election taken over the post of Secretary from Jayne Howlett and therefore we would welcome any volunteers to join the committee as committee members. There is also still a vacant post of vice treasurer and if anyone with relevant experience would like to volunteer for this post please let us know. We are always keen to encourage more villagers to participate in the running of the hall. Many of the officers have served for some years now and the committee would welcome new members.

Chairman	Marilyn Roseway
Vice Chairman	David Coulton
Treasurer	Dave Bevan
Vice Treasurer	vacant
Secretary	Ralph Bartlett
Booking Secretary	Gill Munrow
Village Hall Manager	Ron Flint
Committee Member	Mary Collins
Committee Member	Linda Drummond
Committee Member	Sarah Hartop
Committee Member	John Bickerton

### Confirmation of the representatives

Cubs	Charlie Carrington
Drama Group	Charlie Carrington
WI	Di Coombes
Parish Council	vacant
Line Dance	Derek Faversham
Village Shop	Margaret Dunn

## **Acknowledgement**

I would like on behalf of those here to thank those who have served on the committee during the past year for the effort and time spent to maintain the upkeep of the village hall and I would also like to thank all the other volunteers who have contributed to the success of the various events held in support of the village hall during the year.

# Hyde Heath Village Hall



REGISTERED CHARITY No : 300283

*Management Committee*

## Report to Trustees Receipts and Payments Statements for the year ended 30<sup>th</sup> June 2009

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### Summary of Receipts, Payments and Balances

	<b>This Year</b> 1/7/08 to 30/6/09 £	<b>Last Year</b> 1/7/07 to 30/6/08 £
<b>Total Receipts</b> (see page 2)	25767.73	27831.26
Less: <b>Total Payments</b> (see page 3)	13424.90	16776.05
Excess of Receipts over Payments	12342.83	11055.21
Bank Balances and Deposits at previous year-end	48585.12	37529.91
<b>Bank Balances and Deposits at year-end</b> (see below)	<b>60927.95</b>	<b>48585.12</b>
<b>Composition of Bank Balances and Deposits:</b>		
COIF Charities Deposit Fund	52282.59	44704.08
Lloyds TSB Business Instant Access Account	2834.81	2803.44
Lloyds TSB Current Account	5810.55	1077.60
<b>Closing Balances at year-end</b>	<b>60927.95</b>	<b>48585.12</b>

The Notes on page 4 are an integral part of these Accounts

Signed.....D J Bevan – Treasurer

Date...2 September 2009

### Examiner's Report to the Trustees of the Hyde Heath Village Hall

I have examined the books and records and Receipts & Payments Statements of the Hyde Heath Village Hall Management Committee and in my opinion they represent a true record of the financial transactions for the year.

Signed.....W A Newman – Independent Examiner

# HYDE HEATH VILLAGE HALL - Registered Charity Number 300283

## Report to Trustees

### Receipts and Payments Statements for the year ended 30<sup>th</sup> June 2009

#### (2) Gross Receipts Summary

	<b>This Year</b> 1/7/08 to 30/6/09 £	<b>Last Year</b> 1/7/07 to 30/6/08 £
Hall and Equipment hire	7643.56	7581.82
Rent received from Hyde Heath Village Shop Ltd	3600.00	3600.00
<b>Fund Raising</b>		
200 Club	1290.00	1210.00
Quiz Night	693.40	668.74
Murder Mystery Evening	-	515.77
Forties Night	-	1388.12
Carol Concert	390.68	327.00
Summer Fete	7848.48	6988.14
Other	-	8.00
<b>Donations</b>		
Donations from Old Time Music Hall Society	700.00	700.00
Other	74.70	-
Interest from Bank Accounts	1609.88	2076.46
<b>Miscellaneous Income</b>		
Recharges to Hyde Heath Village Shop Ltd for:		
- Electricity	1561.48	2484.71
- Insurance and maintenance	300.55	282.50
Sale of old card tables	55.00	-
<b>Total Receipts</b>	<b>25767.73</b>	<b>27831.26</b>

# HYDE HEATH VILLAGE HALL - Registered Charity Number 300283

## Report to Trustees

### Receipts and Payments Statements for the year ended 30<sup>th</sup> June 2009

#### (3) Payments Summary

	<b>This Year</b> 1/7/08 to 30/6/09 £	<b>Last Year</b> 1/7/07 to 30/6/08 £
<b>Operating costs</b>		
Cleaning	1031.25	1008.75
Heating and lighting	3339.18	4084.26
Waste disposal	787.12	1080.95
Consumables	174.47	258.69
Repairs and renewals	627.99	1365.31
Insurance	1797.01	1734.20
Water	135.64	130.17
Rates	155.20	147.84
Chubb Fire	198.97	203.30
Advertising	-	50.00
Performing Rights Society	156.04	152.75
Vermin inspection and control	225.00	225.00
Electrical inspection charges	-	487.63
Summer BBQ costs	147.45	-
<b>New Equipment</b> (note 3)	-	342.30
<b>Replacements and renovations</b> (note 3)	890.23	318.39
<b>Fund-raising expenditure:</b>		
Quiz Night	30.87	30.48
Murder Mystery Evening	-	268.77
Flappers/Forties Night	21.00	565.44
Carol Concert	56.51	21.84
Summer Fete	3244.27	3960.38
<b>Donations made</b> (from proceeds of Carol Concert):		
Iain Rennie Hospice at Home (2008: Macmillan Cancer Support)	335.00	285.00
Miscellaneous expenditure	71.70	54.60
<b>Total Payments</b>	<b>13424.90</b>	<b>16776.05</b>

# HYDE HEATH VILLAGE HALL - Registered Charity Number 300283

## Report to Trustees Receipts and Payments Statements for the year ended 30<sup>th</sup> June 2009

### (4) Notes to Accounts

Note		Year to 30 June 2009
1	<b>Bank Reconciliation:</b> Lloyds TSB Current Account	£
	Balance as per bank statement as at 30 <sup>th</sup> June 2009	6069.07
	Less: Cheques not presented as at 30 <sup>th</sup> June 2009	258.52
	<b>Balance in credit at 30<sup>th</sup> June 2009</b>	<b>5810.55</b>
2	<b>Fixed Assets</b>	
	The legal title to the land on which the Hall is built is vested in the Official Custodian who is a member of the Charity Commissions staff and is appointed by the Charity Commissioners to hold land. The Official Custodian does not take part in managing the land which is the responsibility of the Trustees of the Charity.	
	No value is attributed in these accounts to the building, or to its fixtures and fittings.	
3	<b>New Equipment and Major Renewal Expenditure:</b>	<b>Cost</b>
	includes	
	Ten replacement tables	752.68
	<i>Equipment purchased for the Fete is not included</i>	
4	<b>Reserves</b>	
	The Trustees have designated £50,000 of the deposits as a Reserve for major renovations of, and improvements to, the Village Hall.	