NEWTON St CYRES PARISH HALL

ANNUAL REPORT AND ACCOUNTS 2018/19

Name of Charity The Newton St Cyres Parish Hall (registered number 203378)

Governing Document Scheme agreed in February 1968. Amended by proposals agreed at AGMs on 21 April 2004 and 14 May 2009 and lodged with Charity Commission

Trustees N. Baker**,** R Chambers, D. Clague, R. Furniss, M. Long, L. Mitchell, C. Rendle, J. Salter, R. Wilkins

Appointment of Trustees Trustees are elected at the AGM, with the exception of ex-officio members nominated by the Church and by the Parish Council. Clive Rendle was nominated to represent the Church on the Committee of Management (he was already a Trustee). The Chairman of the Parish Council is represented on the Committee of Management by Gina Quicke as a Representative Member, rather than as a Trustee.

Investment Powers Income shall be paid into a trust account at such bank as the Committee shall prescribe and sums of cash not needed for immediate working purposes shall be invested in trust for the Charity.

Objects of Charity The provision and maintenance of a village hall for the inhabitants of the Parish of Newton St Cyres without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupations with the object of improving the conditions of life of the said inhabitants.

Organisational Structure The business of the Charity is organised through the Committee of Management comprising the Trustees (see above), the President, the Vice President, Representative Members and other co-opted members. The officers (Chairman, Vice-Chairman, Secretary and Treasurer) and elected members of the Committee are generally Trustees. In addition, all organisations that are regular users of the Hall have the right to nominate a Representative Member of the Committee of Management. Representative Members are entitled to attend meetings, but do not have voting rights and are not trustees. Heather Barlow, Christine Burrows and Julie Furniss were elected members of the Committee but are not Trustees. The Committee benefitted from the regular participation in Committee Meetings of Chris Barlow (Caretaker; excluded from meeting when caretaker remuneration is discussed).

Review of Activities This has been another successful year for the Parish Hall, with the Hall being much used and financially sound.

Organisational and operational aspects The organisational structure is working well, although few Representative Members attend Committee Meetings.
At the AGM, Clive Rendle was re-elected as President and the following officers were re-elected, with Roger Wilkins (Chairman), Rosemary Chambers (Minutes Secretary) and Mary Long (Booking Secretary). Roger Furniss was elected to succeed Sandy Fleming as Vice-Chairman, whilst Sandy Fleming was elected to the position of Vice President. Daphne Clague had indicated the previous year that she wished to retire from the post of Treasurer,

but in the absence of anyone prepared to take on this position she agreed to continue as Co-Treasurer, sharing the duties with Roger Wilkins.
Nicola Baker, Julie Furniss, Lorraine Mitchell and John Salter agreed to continue as committee members and Heather Barlow and Christine Burrows were elected as new Committee Members. Chris Barlow continued to be caretaker on duty for five days a week with duties on the remaining two days carried out by Committee Members. He also took on towards the end of the year the post of Health and Safety Officer.
The Committee met at about 3-monthly intervals. A group with representatives from the Hall and from the Parish Council oversee the management of the Car Park and met on one occasion.

Hall activities The Hall continued to be well used, although the number of bookings at 558 was slightly lower than the 613 bookings in the previous year. A contributor to this was the Parent and Toddler Group ceasing to use the Hall following an opportunity to meet at the new School, but there was also a small reduction in the number of individual bookings .Regular users of the Hall at present are - Art Club, Ballroom Dancing, Bingo, Bird Club, Gardening Club, History Group, Keep Fit, Line Dancing, Mahjong, Martial Arts Academy, Model Railway Group, Parish Council, Parochial Church Council, Psychic Development, Table Tennis, Upholstery Classes, Way to Fitness and Young Farmers Club. Tables and chairs were hired out on a number of occasions.

Activities organised by the Committee of Management The Committee organised a Coffee Morning in the Hall in June, a Hogroast and Barbecue at the Village Revels in July, a concert and carols evening in the Hall in December (jointly with the Crediton Operatic and Dramatic Society) and a Quiz Evening held in February, All of these events were successful social occasions in addition to raising funds for the Hall. .

Hall improvement The new kitchen was completed at the end of March and this improved facility has been much appreciated by users. The remaining flat-roofed areas were re-felted, the outside of the Hall was repainted and the urinals replaced. It is planned in the coming year to upgrade the lighting in both the main hall and the clubroom and to redecorate much of the inside of the Hall.

Car Parking The car parking arrangements have worked well, although the number of cars that are parked for long periods reduces the space available for parking for events in the Hall. The car park was again closed for 24 hours at the end of December to reduce the possibility of individuals being able to claim continuing right of access, Double yellow lines were put outside and opposite the Hall in early January. This was supported by the Hall Committee and will further improve access to West Town particularly for emergency vehicles. Unloading and loading at the front of the Hall is still permitted.

Public benefit The Trustees have complied with their duties to have due regard to the guidance provided by the Charity Commission on public benefit. This Report details our success in satisfying our Objects by continuing to provide and maintain a village hall for the benefit of the inhabitants of Newton St Cyres. We have followed a policy of provision of clean and well-maintained facilities at a reasonable price and of helping new activities in the village to become established. With over 550 bookings and an average attendance of some 25, there was a total attendance at functions in the Hall of around 14,000. The diversity of use, as indicated above, means that many sectors of the community of the village and the surrounding area have gained benefit from the facilities provided in the hall.

Risk assessment and policy on reserves The most significant risks arise from substantial fluctuation in bookings income from year to year and variation in the requirements for expenditure on repairs and maintenance of the hall and its facilities. Actions are taken to minimise risk and we seek to maintain a reserve of at least £8000 to be able to deal with unforeseen expenditure. The reserves are currently well above that figure.

Accounts The Income and Expenditure Accounts and Balance Sheet have been examined and approved by an Independent Accounts Examiner.
Overall expenditure exceeded income by £6734.07. This loss was, however, anticipated as the Hall was progressing its improvement programme during the year. The kitchen project was completed with a spend of £5,662.98 to add to the payments of £7271.74 made in the previous year. The cost of refelting the remaining flat-roofed areas was £3600, external painting of the Hall cost £3308 and upgrading the urinals cost £1620. These improvements were accomplished whilst maintaining our target reserve of £8,000 at all times. If we exclude these exceptional items, income exceeded expenditure by £7457.
Income from hire of the Hall was some 7% higher in the previous year, with the increase in charges made in July 2018 more than compensating for the slight fall in the number of bookings. The net proceeds from events organised by the Hall Committee doubled to £1624.40 with the success of the Coffee Morning, Hogroast, Carol Concert and Quiz. The proceeds from bingo increased to over £1600 and we thank Joyce Rooke and her team for organising these sessions. Donations from the Parish Council in relation to the car park and the cost of wi-fi rental are gratefully acknowledged. .
The cost of caretaking was similar to that in 2017/8, whilst that on utilities fell by 39%, but this was largely a reflection of a rebate received from the electricity supplier for overpayment in the previous year. A second annual payment of £750 was made into a fund held by the Parish Council to cover the costs of periodic re-surfacing the car park or other major repairs, with both the Hall and the Parish Council contributing £750 annually.
The Balance Sheet shows a decrease of £6734.07, but the inventory value increased by £5475,45. Consequently the decrease in our assets (excluding the valuation of the Hall and Car Park) was only £1258.62.

This Annual Report was approved by Trustees and endorsed at the AGM of the Parish Hall on 16 May 2019.

Signed RJ Wilkins

Trustee *Date*

INCOME & EXPENDITURE ACCOUNTS 1 MARCH 2018 – 28 FEB 2019

2017-18		2018-19
	INCOME	
	Hire	
11718.00	Hall	12514.00
434.75	Equipment	158.75
12152.75	*Total*	*12672.75*
	Events	
843.87	Total events (net)	1624.40
1320.47	Bingo proceeds	1604.38
2164.34	*Total*	*3228.78*
	Other	
3240.00	Grants and donations	705.00
2349.00	Awards for All grant (net)#	
1.99	Interest on COIF account	2.70
82.96	Interest on Virgin Money account	30.58
5673.95	*Total*	*736.73*
19991.04	***Total Income#***	***16639.81***
	EXPENDITURE	
896.00	Electricity	172.71
583.86	Gas	590.36
438.50	Water	408.00
271.18	Wi-Fi, Telephone, post, stationery	298.64
4528.00	Caretaking	4603.00
146.13	Cleaning materials	157.35
5568.10	Maintenance	9307.54
743.15	Insurance	710.39
296.75	Sundries	310.82
76.80	Equipment	90.99
365.82	Subscriptions	351.10
750.00	Car park	750.00
7271.74	Kitchen project	5622.98
21936.03	***Total Expenditure***	***23373.88***
-1944.99	**Income minus Expenditure**	**-6734.07**

BALANCE SHEET

28 Feb 2018		28 Feb 2019
8978.54	HSBC current account	6211.19
858.19	COIF deposit account	860.89
11365.64	Virgin Money Charity deposit account	7396.22
21202.37	**Total** *(decrease from 28 Feb 2018, £6734.07)*	*14468.30*

INVENTORY

28 Feb 2018		28 Feb 2019
11121.40	*Details see below*	16596.85

ASSETS

28 Feb 2018		28 Feb 2019
32323.77	*DECREASE FROM 28 FEB 2018:* ***£1258.62***	31065.15

The assets listed do not include valuation of the Parish Hall and the Car Park. These are owned by the Hall, but vested with the Official Custodian of Charities.

I have examined the accounts produced by the committee and certify that they appear to be correct.

K Theedom, Hon. Examiner

INVENTORY 2019

An inventory check was carried out on 18 Feb 2019. The items were allocated to category. Items bought in 2018/19 (listed below) were valued on 28 Feb at their purchase price, whilst all other items were depreciated by 10% from their value on 28 Feb 2018. There were only minor differences between the items identified in the inventory check and those in the previous list which was based on a physical check in 2014 amended by known acquisitions and disposals.

		Value 28 Feb 18	Value 28 Feb 19
A	Tables and chairs	1320.50	1191.00
B	Cutlery and crockery	311.79	205.78
C	Other kitchen equipment	176.63	6693.58
D	Cleaning equipment	130.36	84.96
E	Gas heating system	6480.00	6196.50
F	Ceiling electrical heater	555.23	-
G	Fire extinguishers	225.59	192.37
H	Water heaters and hand driers	400.26	33.94
J	Carpets and curtains	158.93	145.33
K	Stage electrics	50.18	165.17
L	Sundries	343.38	317.73
M	Piano	27.33	24.61
N	Electric heaters and extractor fans	512.61	984.17
O	Pay telephone	112.88	101.25
P	Christmas decorations	17.16	-
R	Marquee	137.38	123.64
S	Shed	163.19	136.87
	Total	11121.40	16596.85

The new equipment bought in 2018/19 and added to the inventory was associated with the newly fitted kitchen and included a cooker (£1675) and microwave (£75), both added to category C. The other new kitchen equipment (including refrigerator, sinks, cupboards etc) was supplied by System 6 and the cost of £4872 is all included in category C. The cost of installing the units is not included in the inventory.

The increase in the total for category K (Stage electrics) arose from a decision to include in the inventory a modest value for stage lights and spotlights that, although present, had not previously been included in the inventory.

As a consequence of revamping the kitchen, several items were disposed, including the previous cooker and microwave, the pasty heater (both in category C) and the underbench water heater (a major item in H).

During the inventory check it was decided to make some minor adjustments to the categories. Christmas decorations (previously P) have now been moved to Sundries (L), whilst the previous category F (Ceiling electrical heater) has been included within N (Electric heaters and extractor fans).