

Willingale Village Hall

Trustees' Annual Report

For the year ended 28 February 2011



Willingale Village Hall

Trustees' Annual Report

Registered Charity 284532
The Village Hall
The Street
Willingale
Essex CM5 0S



Willingale Village Hall

Trustees' Annual Report

The Trustees present their report for the year ended 28 February 2011.

Chairman's overview

This Year we have been pleased to see the renewed growth in the use of the Village Hall. Due to the current strong financial position it has been possible to achieve further improvements and respond to the needs of the community. The Village Hall has benefited from grants from the Heritage Lottery Fund, the Parish Council and other sources. In addition, with the aid of dedicated volunteers and the unstinting cooperation of the the major hirers of the hall, the Village Hall Committee (VHC) have continued to achieve improvement of the building and decoration to create a well maintained and inviting environment. The Management Committee has welcomed new members this year, replacing several Officers who have given many years of extremely valuable service. These changes have not affected the smooth running of the Management Committee, We continue to endeavour to plan for the succession of members in key positions to ensure an orderly handover of responsibilities.

The Village Hall continues to provide an important focal point of Willingale village life. It has been a year of hard work but the Trustees and volunteers have enjoyed the joint efforts we have made. We are grateful to those both past and present who have contributed their time and talents for the benefit of the community.

Financial results

The financial position has improved substantially. The surplus of income over expenditure amounted to £4,516.00 (previous year deficit amounted to £1,531.81). Total income amounted to £17,117.94 (£12,036.58), the variance being due to a substantial increase in the level of regular private hiring, resulting from children's dance classes, adult exercise classes and the regular use of the hall over the winter months by the drama group. Expenditure in the year amounted to £12,601.94 (£13,595.39) within which was a reduction in the cost of hall purchases, in the cost of electricity used, and a further reduction in the cost of necessary cleaning and cleaning materials. Capital expenditure on refurbishment and repairs continues at a substantial level £4,993.65 (£4,235.65) with the completion of the work undertaken on the foyer and toilets and the provision of a new oil tank. These were also supported by successful grant applications. The cash reserves of the Charity, at year end, amounted to £16,479.08 (£11,963.08). In addition an amount of £1654.31 is held as the balance of the initial grant provided by Heritage Lottery Fund for the Archive Project.. This brings the total funds on deposit to £18,133.39. The Charity aims to keep a minimum of £5000 for contingencies and builds up other funds to be used for its ongoing programme of developments.

Principal activities and review of the Charity

During the year the Charity continued to achieve its aim of providing our community with a Village Hall facility that meets a range of needs.

The hall is to be used for the purpose of physical exercise, recreation, and social and intellectual development. In the current year this has included lectures, classes, recreations, and entertainments which are open to all, without distinction of sex or of

Willingale Village Hall

Trustees' Annual Report

political, religious, ethnic, or other opinions. The hall may be used by organisations for the above purposes provided always that those organisations likewise make no distinction of sex or of political, religious, ethnic, or other opinions in regard to their members.

This Year we formalised the Willingale Community Archive. This has drawn together and professionally catalogued documents of social and historical interest to the village. The purchase of essential storage and computer facilities was generously funded by a grant from Heritage Lottery Fund.

The Charity has continued to meet its objectives of increasing access to the Hall by the community with a total number of bookings of 394 an increase from 309 in the previous year. The rise in bookings resulted from the increase in the use of the hall by private hirers, and from rehearsals for the first village pantomime for 30 years. This was a collaborative production between the VHC and WSSC, who jointly underwrote the potential financial costs. The preparation, production and performance of the Pantomime encouraged a high degree of community cooperation and numerous people gave generously of their time and expertise. The event was a great success, and profits will be accounted for in the 2011-2012 financial year.



The Willingale Pantomime "Cinderella" February 2011

The Willingale Sports and Social club has focussed on meeting the needs of families and younger people and it continues to be the main user of the Hall. The very satisfactory collaborative working arrangements between the Trustees, the WSSC, other hirers and volunteers, continues across a wide range of activities including ongoing improvements to the Hall itself.

The Management Committee in association with Essex County Council's "Essex on Tour" scheme again arranged a live musical event at the hall during the year. Additionally, the hall is used by badminton clubs, local history club, monthly tea room, book club, for quizzes, public meetings, ad hoc events, dance classes and other private hirers. All these events serve a diverse range of the community, as may be seen in the

Willingale Village Hall

Trustees' Annual Report

following financial analysis.

Analysis of Income from Bookings per category

Hirer	£	Percentage of Hall Hire Income (approx %)
Badminton	1056.00	11
WSSC	4094.75	42
Village Organisations	547.50	6
Private Hire	<u>4062.50</u>	<u>41</u>
Total	9760.75	100

As hiring charges vary according to which rooms are used and whether the event takes place during the week or at the weekend, the actual spread of use will vary from the percentage of revenue generated.

The Willingale Sports & Social Club continues to provide a range of activities for the community. The Trustees acknowledge the vital role it plays in the life of the community and the importance of the hall as its base. The spirit of cooperation was demonstrated by the funding of the re-upholstery of the 16 easy chairs and 8 stools in the Cleminson Room by the WSSC, at a cost of £1748.



The Charity held seven fund-raising events realising a total of £5,516.15 (£5,097.79) that will be used for the continued development of the Hall as a village community resource. The 2010 Village Day was again blessed with fine weather and excellent support from the community. The net proceeds are shared equally between the Village Hall and St. Christopher's Church Fabric Fund with each receiving £2031.43 (£1,772.89). We are grateful to Barclays Bank for a Charities Aid Foundation Grant of £326, which matched specific funds raised at this event. The Spring and Christmas Quizzes proved ever-popular and achieved a net income of £1974.82 (£2,106.55). The

Willingale Village Hall

Trustees' Annual Report

highly successful WW2 Concert Party raised £999.98 These healthy results enable the Trustees to organise other events such as Craft Fair and Essex on Tour concert that are not so profitable but offer a balanced programme of events to as wide an audience as possible. This is very much in keeping with the Trustees' objectives.



Mr John Jewiss delivering a monologue at the WW2 Concert Party

At a total expenditure of £1586.25, using a grant of £800 from Stansted Airport Community Trust, combined with its own funds and volunteer labour the charity replaced the ageing oil tank. This has significantly reduced the risk of environmental impact from an oil leak. With input and support from the WSSC significant maintenance and improvement works were carried out, thus enhancing the standard of amenity for users. Although the refurbishment of the foyer and toilets were largely carried out during 2009-2010 the costs (£2925) have been incurred during this financial year 2010-2011. The Willingale Parish Council using awards by Essex County Council Community Initiatives Fund provided finance for the purchase of materials and specialist contractors.

The Trustees have continued the work to assess and address users' needs. There is a forthcoming survey to identify the community's views regarding proposals for improving and extending the kitchen and bar area, and the provision of a family outdoor area.

The Trustees decision to employ one part-time cleaner to ensure that the hall is kept clean and hygienic for users has proved to be successful. Levels of satisfaction with the presentation of the hall have improved. In addition a part time contractor has been employed to maintain the hedges and grassed areas of the entrance and car park,

Willingale Village Hall

Trustees' Annual Report

which are now attractive and well kept.

During the year the Management Committee held an insurance policy for the property of the Charity and against certain other risks.

Structure, governance and management

The Charity is managed by The Willingale Village Hall Management Committee wholly constituted of volunteer Trustees appointed by voting at public AGM or nominated by user groups.

Many aspects of corporate governance of the Charity are laid down in the Charity's Rules and Constitution. The Management Committee recognises the benefit of sound internal control and has maintained this through its organisation, defined responsibilities and authority levels.

The Management Committee has met six times during the year and received regular reports on the Charity's financial standing, the level of usage and the condition of the Charity's property.

All decisions relating to expenditure, other than routine running costs, and the entering into any agreements or contracts have been taken by the Management Committee in quorate meetings.

Health, safety and environment

The Management Committee is committed to the safe and environmentally responsible operation of the hall so that employees, users and others who may be affected by the hall are not exposed to risks to their health and safety. To this end, the Management Committee has a safety policy and adequate instruction and equipment is provided for the safe use of the hall.

During the year there were no health, safety and environmental incidents at the hall.

Future developments

The Management Committee will continue to encourage use of the hall through raising awareness of the facilities available.

The Management Committee is planning a number of fund raising events including the major event, the Village Day, run in partnership with the Parochial Church Council of the parish of St. Christopher, Willingale with Shellow & Berners Roding.

The Trustees will continue to assess users' needs, develop plans for the building's enhancement, consult with the community and consider financing and grants in order to sustain the Charity's future ability to achieve its objectives.

Trustees

Willingale Village Hall

Trustees' Annual Report

The Trustees of the Charity during the year were:

Mrs. C. Allan	Village Representative
Mr. D. Beavis	Village Representative
Mr. S. Bosworth	Parish Council Representative
Mrs. G Jaggard	PCC Representative
Dr. L. Clough	Treasurer
Mr. N. East	Village Representative
Mrs. M. Freeman	Secretary
Miss. S. Greenaway	Minutes Secretary
Miss. S. Goodwin	Badminton Clubs' Representative
Mrs. A. Hancock	Bookings Secretary
Mr. I. Kerwin	Chairman
Mrs. B. Kerwin	Village Representative
Mr. B. Patient	Willingale Sports & Social Club Representative
Mrs D Stokes	Willingale Community Archive Representative
Mrs. V. Thomas	Vice-Chair
Mrs. V. Woodman	Premises Management Officer

No Trustee received any financial reward for his or her duties as a Trustee.

Independent examiner

The Trustees re-appointed Mr. M. J. Wildig FCA to conduct the independent examination of the Charity's accounts.

Report approved by the Management Committee on 20 July 2011.

On behalf of the Trustees
Mrs. M. Freeman, Secretary