

TIMBERSCOMBE VILLAGE HALL TRUSTEES' ANNUAL REPORT

13TH SEPTEMBER 2023 TO 12TH SEPTEMBER 2024

Charity Name: Timberscombe Village Hall

Address: Bemerry Bank, Timberscombe, Somerset. TA24 7TY

Registered Charity No: 304656

Treasurer to the Trustees: Mrs L. Webb

Address: Applecombe, Great House Street, Timberscombe, Somerset TA24 7TQ

Names of Trustees who manage the Charity	Position	Body the trustee represents	Start date/End date if not for whole year
Martin Booth	Chairman		
Lesley Webb	Treasurer		
Pippa Prideaux			
Kathy Walker			10/09/24
Peter Bright	Safety Officer	Bowls Club	
Wendy Cook		Cricket Club	
Lynne Cooper	Clerk	Pre School/ First School	
Erica Holmes			
Marion Moncrieff		St Petrock's Church	
Claire Gibbard			
Carol Wheeler		Zing Sports/OSC	
Lesley Davis			
Martin Leggatts			

Current Account Bank: TSB Bank plc, Minehead Branch

Governance

Timberscombe Village Hall was established by a Trust Deed on 14th September 1954. This Trust Deed was updated on 28th January 2021. The Village Hall trustees, known as the Management Committee, are responsible for carrying out the charity's objectives.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity. The Trustees are elected at the Annual General Meeting held in September (or as close as possible thereafter). Each trustee serves for one year and is eligible to be re-elected. All trustees must be over 18 years of age. Should a vacancy arise, the Committee shall have the right to fill that vacancy until the next AGM.

In addition, each regular user group is entitled to nominate one trustee as their representative. The maximum number of trustees is 20. The trustees form the Management Committee of the Village Hall, which has the power to co-opt up to 5 further trustees on an annual basis to represent the interests of the village or fulfil a role as part of the committee.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the Hall, the following policy statements have been adopted:

Health & Safety Policy

Equal Opportunities Policy

Environmental and Energy Efficiency Policy

Financial Policy

Copies of these policies are available to new Trustees and are reviewed annually following the AGM.

Hiring Agreement

Use of the Village Hall is subject to a Hiring Agreement which must be signed by the hirer when booking, or ticked as read and agreed when booking online. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The Hall has a Premises Licence (not including alcohol) which is displayed in the foyer. The Hall is licensed by the Performing Rights Society and PPL for the performance of live and recorded music.

Risk Management A Risk Assessment has been completed and is reviewed annually

Insurance

The Management Committee recognises that it is under a legal obligation to protect the building, its users, its trustees and any employees through adequate and appropriate insurance.

The Village Hall is insured by Allied Westminster with respect to Property Damage (buildings insurance) (£537,686), Contents (£12,988) Public Liability (£10,000,000) Employers' Liability (£10,000,000), Personal Accident (injury dependent), Bowls Equipment (£8023), Money and Assault (£1,000), Trustees Indemnity (£100,000), Hirers Liability (£2,000,000), Legal Expenses (£250,000)

Building Issues

A building survey was undertaken by the insurance company in September 2020. The Hall is insured up to a value of £537,686

Portable electrical appliances are tested by qualified personnel every five years. The last test was in 2019.

The electrical installations are checked by a qualified engineer every five years. The last test was in September 2020.

A roof condition report was carried out on 1st September 2023.

A Fire Safety Risk Assessment is updated annually.

Fire-fighting appliances are inspected annually.

The Safety Officer checks the emergency lighting every two months.

Volunteers from the Committee carry out other regular maintenance checks.

Objectives of the Charity from the Trust Deed

“.... for the purpose of physical and mental training and recreation and social moral and intellectual development through the medium of reading and recreational rooms library lectures classes recreations and entertainment or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Timberscombe in the county of Somerset and its immediate vicinity without distinction of sex or of political, religious or other opinions subject to the provisions of these present”.

Principal Activities in pursuit of Objectives

The Hall is normally in use most days of the week for a variety of activities including the First School, the Orchards Social Club, the Bowls Club, Table Tennis, Pilates and St Petrock's Church.

The Hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and fund-raising events.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The hiring fees paid by users of the Hall are set to cover running and maintenance costs. The high cost of electricity has made this a difficult task over the last year and will require price increases.

The committee organises various fundraising activities in order to fund new equipment. Grants may be sought, as required.

Volunteers' Efforts

All trustees are unpaid. Management costs are kept to a minimum through the use of volunteers for regular maintenance of the Hall, where possible. A cleaner is employed for 2 hours per week.

Achievements

Hiring has now returned to pre covid levels. The receipt of the Covid grants has enabled the hall to retain financial security and some of this money has been used to develop the hall, particularly to make it more accessible to all users.

The Hall offers a wide range of functions for villagers and visitors to enjoy. The Committee cooperated well in organizing events and keeping the Hall maintained in good condition. We have also added several new items of equipment, thereby enhancing the facilities for the benefit of users. We continued to work closely with the schools, the Church and Orchards Social Club, often sharing resources to our mutual benefit.

The 3 yearly Hallmark Inspection by the Community Council for Somerset took place in August 2022. The Hall retained a Hallmark Three rating – the highest grade available.

Reserves Policy

The charity had £10,428.52 held as unrestricted reserves at the end of this financial year. This money is available for expenditure in relation to building maintenance, furniture and replacement or new equipment. The Trustees are responsible for the maintenance of the Village Hall and from time to time this involves major works. Fundraising is undertaken, as necessary, with the object of meeting the costs in full (i.e., without needing a loan). Such funds would be restricted. There are currently no restricted funds in hand.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Charity's Trustees

Signature Full name Position Chairman Date	Signature Full name Position Secretary Date
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Independent Examiner's Report on the accounts

Report to the Trustees of Timberscombe Village Hall for the year ended 12th September 2024.

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed. It is my responsibility to:

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

2. which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Date:

Name

Address

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