

TRUSTEES REPORT TO THE BENEFICIARIES FOR THE PERIOD

1st April 2019 to 31st March, 2020

Due to the Coronavirus Pandemic the AGM has been postponed until it is safe to call the meeting

Firstly, just some reminders:

Your “Rights” as Beneficiaries

(if you live in Kelvedon Hatch you are a beneficiary)

To hire the hall, for a fee, for classes, lectures, meetings and leisure time occupations (listed in the Trust Deed) that deliver the Trust’s Charitable Objects

To Elect Trustees at the AGM (to be held when possible)

To receive the Trustees and Financial Report at the AGM.

“Rights” do not include use of the land, free use of the hall as a public toilet, free use of the hall even for charitable or voluntary functions, or free use for statutory purposes. The Trust Deed expressly prohibits ‘free’ use of the hall.

TUSTEES REPORT

The Trust Deed, Charity and Trust Law govern how the Trustees must manage the Village Hall. The Trustees are instructed in the Trust Deed to provide a Village Hall and to maintain or improve the asset, to administer the hire of the asset and to ensure all legal requirements are met. Trust law dictates that beneficiaries are treated with fairness and objectivity. If any particular group using the assets of the Trust want to enhance their groups’ use by alterations or additions, that group must pay for these after obtaining the permission of the Trustees. Obviously, items that are for general use are provided by the Trust. The Trustees must not expend Charity money on providing services or specific equipment. The Trustees are prohibited, by law, from having a beneficial (pecuniary) interest in the Charity, i.e. Trustees cannot be paid or receive a benefit for being Trustees.

Administration and Governance

The Trust Board approves all payments and is given a detailed financial report each month along with reports of any complaints, Health and Safety issues or repairs needed. Keeping up with Guidance from the Charity Commission can be a challenge, but, as with changes to Local Government Law/planning policies the Trust does, as far as possible, monitor the changes so as to gauge any impact on the way the Charitable Trust is administered and the appropriate benefits secured.

The outcome of the Trust’s objection to Brentwood’s Local Plan is awaited, but as with most things, this has been delayed by the Pandemic and the need for Brentwood to answer a long list of queries from the Inspector.

The Trust’s Policy Document has been reviewed and, again, in light of the Pandemic, a Policy has been added to allow for decision making in a timely manner when the Trustees cannot meet physically.

Projects

All projects are on hold.

Maintenance and Vandalism

As well as general maintenance, i.e. repairing doorframes, the Main Hall Floor, replacing Emergency signs, refurbishment of the Committee Room flooring,

gutter clearing, etc., there was the massive upset, inconvenience and expense of repairing the damage done to the Committee Room and Changing Room by vandals.

During the summer months of 2019 there had been a number of attacks on the buildings, mainly pulling off roof tiles and throwing them around, most tiles could be salvaged and re-seated, but a number had to be replaced along with broken down fencing. The police were informed of each incident and while incident numbers were given the police only attended on one occasion some 2 days later. During the night of November 11th/12th there was a major attack on the Committee Room flat roof with the water tank being broken into. The perpetrators blocked the outflow and wedged the in flow open. This resulted in gallons of water cascading into the Committee Room, where the wooden flooring had just been refurbished. The whole electrical system had to be replaced because of water damage with heaters and dehumidifiers being hired to dry out the walls and floor before remedial work could be undertaken. The Hirers helped by moving their meetings etc to vacant periods in the main hall, so no meetings were actually cancelled. The police were again informed, but did not attend. The costs associated with repairing this damage were met by the insurance company. No claims were made for the roof tile damage as it was felt that this would impact even more on the future cost of insuring the building. The choice of insurers willing to insure Village Halls is becoming ever more limited. . Because of these attacks on the Hall the Trustees have been reluctantly forced to install security measures in the form of ‘security wire’ around the roof to deter access onto the roof. We will try to make this as unobtrusive as possible, while still acting as a deterrent.

The heating boiler broke down in the autumn and, as it is over 20 years old, the Trustees are planning its replacement, a new ventilation system was fabricated and installed ready for the new boiler as and when it can be put in. The sewers have a ‘cleanout’ twice a year just to ensure they continue to function properly. The Village Hall will be 50 years old in 2022 and the Trustees expect that more major works will need to be carried out. Part of the sewerage system has already been replaced, but the Trustees are very mindful that the remaining system will probably need relaying sooner rather than later involving considerable ground work through tarmac and concrete at considerable cost.

Health and Safety

The annual Health and Safety inspections of the hall and the Charity’s land and trees were undertaken and, where necessary, action taken and certification obtained.

Use of the Hall and Continuing Public (Charitable) Benefit

The hire of the hall is fairly stable, with a mix of private (10%) and community (charitable) use (90%). There is still capacity for further booking either one off or block booking.

Hiring Policy

The hall is hired not only by villagers (the beneficiaries) but also by others for all kinds of functions/classes/meetings. To ensure greater benefit to the beneficiaries hire is categorised and charged accordingly, the lowest charge being for classes etc that benefit the children of the village, with village adults the

next cheapest. The policy is designed to ensure that you, identified as a beneficiary in the Trust Deed, gain the most benefit from the Charitable Trust and that, without compromising the Village Hall's charitable status, non beneficiaries and non charitable events subsidise the Hall's charitable objects.

Use of the land :

Various village groups hire the Charity's land and the fees charged continue to be a necessary income stream for the Hall. The Parish Council hires the land for limited periods to fulfil Local Authority policies.

The Trustees are mindful of the hard work of past villagers who raised the funds to buy the land on which to build our Village Hall and those who changed and upgraded the building so that it remained relevant in changing times. The present Trustees will carry on this tradition and hope the Beneficiaries will support the Charity by participating in the events and classes that use the hall or by starting new community ventures or even becoming a Trustee.

Acknowledgements on behalf of the beneficiaries

Help and contributions to the charity/beneficiaries, not the Trustees personally.

Acknowledgement and thanks for DONATIONS of £2.30p

Kelvedon Hatch Parish Council for a GRANT of £1,700 towards security and repair of surface water drain and cover.

Thanks on behalf of the beneficiaries

- ☺ The village businesses that have provided services or helped fix things, sometimes in emergency situations, at cost.
- ☺ Individual members of the Parish Council and Community who have also given their time freely, with good humour and usually at short notice.

Without the support of the Community the Village Hall would not exist to benefit the Community, so if you have given the Charity a very competitive quote, picked up litter around the hall or have supported the endeavours of the Trust –

Thank you

The Trustees, Kelvedon Hatch Village Hall Charitable Trust.

Trustees until the next AGM: Bryan Smith, Jan Wright, Richard North, David Hughes, Tracey Dawson, Ray Balcombe, Andrea Birch, Tina Jordan & Kate North.

FINANCIAL REPORT

Use of the Hall to deliver its charitable objects increased during the period by 5%, while hire for other purposes reduced by 5% there was still a small increase in hire receipts. The Insurance claim both in receipts and payments accounts for the increase in both. Other expenses have risen as expected and while there is a deficit year on year, there are reserves to cover costs. Unfortunately, the reserves are dwindling and will need to be replenished to ensure the hall can continue to deliver its objects. Increases in hire fees are predicated on the RPI for October each year and the increase is applied to all hire fees from the following January.

Due to the Pandemic, the use of online banking may need to be reviewed.

KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

	19/20	18/19
	£	£
RECEIPTS		
Hire of Hall delivering charitable objects	9,845	8,733
Hire of Land	9,622	9,142
Hire of Buildings (net of returned damage deposits)	2,673	3,607
Donations	2	2
Grants	1,700	0
Insurance Claim	9,402	319
Business Account Interest	1	1
Total Receipts	<u>33,245</u>	<u>21,803</u>
PAYMENTS		
Utilities	2,886	2,599
Insurance	2,254	2,406
Buildings maintenance	26,718	10,378
Grounds maintenance	2,203	3,905
Cleaning	4,555	4,015
Refuse Collection	1,040	1,014
Administration Costs (PRS/APL/Sundries/Adverts)	461	716
Business Rates	237	927
Total Payments	<u>40,354</u>	<u>25,960</u>
Surplus (deficit) of income over expenditure	(7,108)	(4,156)
Reserves brought forward 1 April 2018	71,663	75,820
Reserves carried forward 31 March 2019	64,555	71,663
Reserved Funds		
Essential Works	1,000	7,600
Projects	0	1,000
Emergency Repairs	1,350	2,000
Fluctuation in receipts	3,500	3,000
Year end cash funds	<u>57</u>	<u>75</u>

If you need any further information please contact the Trustees
at the Village Hall.