



1938

Moggerhanger Village Hall

Blunham Road, Moggerhanger,
Bedford. MK44 3RB



2007

Registered Charity No. 256331

Trustees' Annual Report

1st January 2012 – 31st December 2012

Names of Trustees

Mr Christopher Bashford	Chairman & Booking Secretary
Mr Glyn Adams	Secretary
Mrs Carolyn Lister	Treasurer
Mrs Jacqueline Bird	Social Secretary
Mrs Elizabeth Barrance	FOSJ Representative
Ms Jacqueline Warren	PCC Representative

Sources of advice and support

Bank: Barclays Bank, 2 High Street, Sandy, Bedford SG19 1AH
Bedfordshire RCC, The Old School, Cardington, Bedford MK44 3SX

Governance

Moggerhanger Village Hall was established as a charity by a Trust Deed dated 20th June 1938. The hall and surrounding land was Conveyed to Leopold Victor Davison, William Brooke Thornton and Herbert Reid as holding trustees for the charity. Holding trustees are responsible for holding land and title in accordance with the purposes of the Trust Deed, namely for the purposes of providing a village hall for the benefit of the people of Moggerhanger Village.

On 14th June 1976 new holding trustees were appointed by deed of appointment; namely George Arthur Baxter, Derek Peter Davison and Joseph Paul Bridges. In 2011, due to the death or resignation of these holding trustees the charity was without holding trustees. The management rectified this by vesting in the Official Custodian at the Charities Commission, to ensure the charity is never without holding trustees, nor will it have to continue to bear the cost of reappointing same. Vesting in the Official Custodian was completed on June 2, 2011; Case Number C-328035-7407; Authorisation Number 164/1112.

As the land and premises are owned outright no rent is payable on the premises, however, the village hall management committee is responsible for keeping the building in a good state of repair. As such they are responsible for the raising of appropriate funds to ensure the Village Hall is maintained fit for purpose in accordance with the Trust Deed.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity.

No less than 3 and no more than 6 trustees are elected at the Annual General Meeting held in April/May, when all elected Trustees, all co-opted and nominated Trustees stand down and can be re-elected in accordance with the Governing Document.

In addition to elected Trustees, each regular user group from within the village may nominate one of their members to become a trustee. The trustees form the Management Committee of the Village Hall which has the power to co-opt up to 2 further trustees during the current year.

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
- Child Protection Policy
- Equal Opportunities Policy
- Environmental Policy
- Age Verification Policy

Copies of these policies are held at the hall and are available via the Village Hall's website; <http://www.moggerhangervillagehall.co.uk/>

Hiring Agreement

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. 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, including the sale of alcohol. The Management Trustees or their appointed delegates will supervise all alcohol sales made under the authority of this licence. We operate a strict age verification policy. The hall is licensed for the performance of plays, live and recorded music and dance; and the provision of facilities for making music and dancing.

Risk Management

Insurance

The village hall is insured with respect to property damage (buildings insurance) by Allied Westminster Insurance (£299,378 cover). It is insured with the same company with respect to contents (up to £7,757) public liability (£5,000,000) employers' liability (£10,000,000) and legal assistance.

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

appropriate insurance. In 2012 the decision was taken to agree to a long term contract, 3 years, enabling the annual payments to be frozen for that period.

Building Issues

- A building condition survey is undertaken at 5-year intervals by a qualified surveyor. This was required in 2012 but due to the extensive work carried out under the 2012 Improvement Project the decision was taken to defer this until 2013.
- Although not required Portable electrical appliances are tested annually.
- The mains electrical installation is checked by a qualified engineer every 5 years and was checked in 2012.
- A Fire Safety Risk Assessment is reviewed and updated as appropriate annually by the Committee's own Fire Safety Officer as required by law.
- Fire fighting appliances are inspected annually under contract with the supplier and the annual safety certificate displayed at the hall.
- Volunteers from the Committee carry out other regular Health & Safety and maintenance checks and details are recorded in the hall's Health & Safety file.

Objectives of the Charity

- Provision of a village hall for the benefit of the inhabitants of the Parish of Moggerhanger without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions
- Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants
- The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

Principal Activities in pursuit of Objectives

- The hall is in use a number of days of the week for a variety of activities including school children's parties, Local groups, Over 60s group, Whist Club, Monthly Bingo, Church events, Keep Fit, Rugby Tots, Friends of St Johns Church and Hospice events, Village social evenings, and events.

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

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self financing basis. The contributions made by users of the hall and attendance at fund raising events are set to achieve this.

Volunteers' Effort

Management costs are kept to a minimum through the use of volunteers for some maintenance and fund raising events. On average 20 hours of volunteer time are given each week to cover routine tasks such as bookings management, administration, maintenance, safety checks. In addition, the trustees give on average 30 hours a month for meetings and 200 hours per annum in organising and running fund raising events.

2012 Achievements

The Trustees work hard to make the hall attractive to potential users and one measure of success is the range of users and the hall occupancy.

Occupancy is the number of sessions occupied compared with the maximum number of sessions available. Thus 2 sessions a day, 7 days a week gives a maximum occupancy of 730 per annum.

In 2012 occupancy reached 197 sessions, 27%; (2011:23.8%) (2010: 22.8%) (2009: 14.8%)

The air to air heat pump system installed towards the end of 2010 has shown to have had a significant effect on our electricity usage, with a 14.3% reduction in daytime electricity and a 62.6% decrease in night time

usage. The difficulty we had maintaining a desirable room temperatures during very cold weather has been achieved by running the heaters 24/7 on a low setting of 18C and boosting a few hours before an event. In 2011 we further reduced our electricity bill by 33% by changing supplier, a saving of around £360 and in 2012 we switched suppliers again to maintain these reduced monthly payments.

The Trustees appreciate the need for good communication and have supported the continued use and update of a Village Hall Website. Not only do we publish upcoming events and outcomes of same, but all our policies, governance documents and AGM agendas and minutes are also published.

We publish upcoming events in local newspapers and magazines and our hall hire details on the world-wide web.

In 2011 we introduced new and innovative fund raising ideas, private lottery, monthly bingo, more varied fund raising events, attracting more people through the door. We have maintained this level of fund raising and introduced additional events including the hiring of live bands. We have also encouraged and supported parishioners to run their own events in support of the hall. This has resulted in a 27% increase in fund raising income from Trustee managed events and a further 23% increase from privately run events.

In 2010 Health & Safety was an area where the Trustees felt improvements could be made. With that in mind we investigated the provision of hand rails to the entrances of the building and looked at ways to rectify the uneven paved areas around the building. In addition a survey conducted identified a number of areas where our customers felt improvements could be made. We also commissioned an access audit to support our assessment of the improvements required.

We identified many areas for improvement and implemented the '2012 Village Hall Improvement Project'. We made a grant application to WREN, waste recycling, environmental late in 2011 and received news in March 2012 that our application had been successful. We received a grant of £19,800 to implement the following improvements:

Repairs to roof and roof window where we have water ingress; replacement of rotting wood eaves and soffits with maintenance free UPVC and deep flow gutters; replacement of broken concrete walkway to South side of the building including extending the area to the rear of the kitchen to provide a patio area; repair to ramps and surrounding brickwork and coating of ramps with non-slip material; replacement of front step with one that will enable access for walking frame users; fitting of handrails to both front and kitchen access ways; replacement of main hall lighting with modern suspended ceiling and lighting, including additional secondary dimmable mood lighting; installation of instant water heaters to kitchen and toilets; update and improve electrical systems including 5 yr certification; improvements to kitchen area to include double bowl sink, 2 double under bench ovens, ceramic hob and wine cooler for the bar area. Under WREN rules a third party funder must provide 11% of the sum requested, back to WREN as a fee. The Moggerhanger Parish Council agreed to act as our third party funder to enable the grant to proceed. We contributed from fund raising activities in excess of £3000 to cover the major part of the kitchen refurbishment and some improved lighting to the main hall.

For some time we have experienced an occasional unpleasant smell in the ladies toilet and during some very heavy rainfall suffered blocked drains and pressure backflow into the building. We undertook a drain survey and discovered that part of our main drain run had collapsed leaving standing stagnant water. In addition the main sewer is quite high towards the North end of Blunham Road where the hall is situated. As the majority of our soil pipes were buried with limited venting we were prone to flooding back into the building.

As part of the WREN grant was to provide improved walkways and a patio area it was clear the drain work would need to be undertaken prior to this work. New runs were installed, removing many of the buried soil pipes with installation of new over-ground piping and increased venting stacks. Whilst this may not prevent flooding in the event of excessive rain it will ensure that any such event will occur outside of the building.

The cost of this work was in excess of £4000, a sum for which there was no budget. A parishioner, sympathetic to the endeavours of the Trustees

agreed to fund this work in the interim provided the sum was repaid by year end. After careful review of future fundraising activities the Trustees accepted this offer. This rectified the drainage problem and enabled work on the 'Improvement Project' to progress as planned.

As agreed the Trustees repaid the sum advanced to cover the drain work although the year-end saw a deficit compared to last year of £1400. That said the majority of any refurbishment work required is now complete. In addition, the purchase of new equipment as part of the 'Improvement Project' has seen the hall's assets value increase by £3800. At year end we had a positive balance of over £2200 and were debt free.

Financial Policy

Despite the considerable increase in income, the decision to clear the sum advanced for drainage work and our contribution to the 'Improvement Project' meant that the charity still had no restricted or unrestricted reserves at the year end. Although there is currently no reserve cash available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement, we are in a stable state and in a position to budget for maintenance etc. going into 2013. The drain work and 'Improvement Project' combined has seen the majority of our maintenance systems refurbished.

Our revenue account (community account) saw a deficit of £1480.52 for 2012 giving a year-end balance of £2297.04 with no debts outstanding.

The fund raising events for 2011 led to a gross income of £8200, which gave a net profit of £6525. For 2012 this gross income was £10720 giving a net profit of £8278. In addition we have seen a 44% increase in hire revenue, from £3100 to £4400.

For 2013 we are in a position to allocate a £3000 maintenance and refurbishment budget.

Whilst the Trustees feel we are moving in the right direction our aim over the next 2-3 yrs will be to provide from income a cash reserve to cover

unforeseen circumstances. In this situation we will take independent financial advice on how best to place this reserve.

A full financial breakdown will be appended to this report.

Future Plans

Reported last year we canvassed our customer's opinion on cinema facilities within the hall and have had a favourable response. We still intend to investigate the possibility of implementing this.

There is an increase in the interest of our running party bars for private hirers. With this in mind we plan to investigate the building of a bar facility in the right hand storage cupboard area of the main hall. This would significantly reduce the work currently required to run a bar from the main kitchen area.

In addition we are in discussion with Central Bedfordshire Council with regard to the possible purchase of a Council owned strip of land to the North side of the hall. This land of approximately one acre would enable us to provide improved parking facilities, to include a designated disabled area and set down. This would also eliminate parking along Blunham Road during large events.

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

Signed on behalf of the charity's trustees

Mr Christopher Bashford, Chairman

Signature:

Date: