

**NORMANDY VILLAGE HALL
CHARITY NUMBER 304967
YEAR ENDED 31 DECEMBER 2017**

NORMANDY VILLAGE HALL

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

REGISTERED CHARITY NUMBER: 304967

**NORMANDY VILLAGE HALL
CHARITY NUMBER 304967
YEAR ENDED 31 DECEMBER 2017**

LEGAL AND ADMINISTRATIVE INFORMATION

Custodian Trustees

Pat Hunt
Patricia Newton
Clive Nichols
Anne Seymour

Management Trustees

Roshan Bailey (Chairman)
Amanda Ellis
Briony Howarth (Bookings Secretary)
Joyce Hutchins
Jane Owen
Ian Rose
Roger Thomas
Arthur Towner (Treasurer)
Dorothy Towner (Bookings Secretary)

Hall Manager

Jon Pick

Address

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

Website

www.normandyvillagehall.org

Bankers

CAF Bank Limited, Kings Hill, West Malling, Kent ME19 4TA

Independent Examiner

E A Mathieson FCA, 8c Brooklands Close, Farnham, GU9 9BT

Registered Charity Number

Normandy Village Hall is registered with the Charity Commissioners of England and Wales. The Charity registration number is 304967.

**NORMANDY VILLAGE HALL
CHARITY NUMBER 304967
YEAR ENDED 31 DECEMBER 2017**

TRUSTEES' ANNUAL REPORT

The Trustees present their report and financial statements for the year ended 31 December 2017. The financial statements have been independently examined in accordance with the Charities Act 2011.

Reference and Administration Details

All general information relating to Normandy Village Hall can be found on page 1.

Financial Review

The results for the year are as set out in the financial statements on pages 7 and 8..

Structure, Governance and Management

Normandy Village Hall is an unincorporated charity whose Governing Documents are an Indenture dated 25 May 1921, Trust Deed dated 18 October 1929 and Scheme dated 27 September 1972.

The freehold land of the Charity at the address shown on Page 1 is vested in Custodian Trustees. The Charity is controlled by the Management Trustees who delegate day to day management to the Hall Manager.

The Trustees consider that the Charity holds sufficient reserves, having reviewed possible risks.

Objectives and Activities

The principal objective of the Charity is to provide Village Hall facilities in Normandy for the benefit of local residents.

Public Benefit Statement

The Trustees have complied with their duty to have due regard to the Charity Commission's guidance on public benefit. The Charity's main activities for the public benefit are:

- The provision and maintenance of Normandy Village Hall which includes a Large Hall, Small Hall, Meeting Room, two kitchens and supporting facilities.
- Making the venue available for the use of local residents.
- Ensuring a range of activities provided by regular users for the benefit of local residents.
- Providing and maintaining a website with information about the Village Hall and a booking system to facilitate its use.

**NORMANDY VILLAGE HALL
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CHAIRMAN'S REVIEW OF THE YEAR

Normandy Village Hall has continued to be a very popular venue for regular activities and special events. We continue to host a huge range of regular activities for local residents of all ages, including education, arts and crafts, dancing and other physical activities.

At the start of the year, we installed a Public Access Defibrillator funded by British Heart Foundation (BHF), for the benefit of local residents, Village Hall users and Manor Fruit Farm users. We also offered a series of free training sessions using a BHF package to give people extra confidence in saving lives. The sessions included hands on practice in manual cardio pulmonary resuscitation using our ten "mini Anne" mannequins, familiarisation with defibrillator use, and how to put someone in the recovery position. During 2018, 69 people acquired or refreshed their lifesaving skills through these training sessions.

We went live during the year with our Electronic Booking System and, although transferring from a manual to automated system was not without its teething problems, users are now reporting that they find the new process quicker and easier than the manual system. The system also enables us to display an events calendar on the website which many users find useful.

We completed the work on our Fire Safety Action Plan, including the electrical work, to the level of continuing maintenance. We are satisfied that residual risks are at an acceptable level and well managed.

Over the Christmas 2017 / New Year 2018 period, we replaced our ancient CCTV system. The new system provides improved quality and is more practical to operate. We have increased the number of cameras to provide enhanced security within the Village Hall as well as around the exterior. We also took the opportunity of having appropriate equipment and expertise on site to install the wiring for the air conditioning which is planned to be installed in the upstairs Meeting Room by spring 2018.

As shown on page 2, Normandy Village Hall is an unincorporated organisation with rather historic governing documents, and this is no longer suitable for our needs in the modern environment. The Trustees have reviewed our options carefully and concluded that the new Charitable Incorporated Organisation offers a structure well suited to our needs. This will enable us to transfer the ownership of the land and building to the charity itself rather than being held in the names of individual trustees, and will provide clear governance rules and procedures meeting the standards expected by the Charity Commission. CIO status is less burdensome than a charitable company structure as we will only be subject to regulation by the Charity Commission and will not additionally have to report to Companies House. Following agreement by all the Trustees, we have been working towards CIO status with the charity law team at Barlow Robbins Solicitors and expect to convert to the new structure in spring 2018.

**NORMANDY VILLAGE HALL
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YEAR ENDED 31 DECEMBER 2017**

FINANCE

Finance: Our financial situation and accounts for the Village Hall for the year January 2016 to December 2017 continue to be satisfactory under the auspices of our Treasurer, Arthur Towner.

Our main source of income is the hiring of the Halls to our Regular and Occasional Users. The volume of bookings was very strong in 2017 leading to a 9% increase in income from lettings. In the autumn, we announced an increase of 5% to our hire charges with effect from 1 January 2018 because of increases in our ongoing operating costs, particularly cleaning services.

The photovoltaic panels provide our other main source of income. They have been in operation for over 6 years (November 2011 to December 2017) and have brought in total revenue of around £34,000 giving us an average annual income of £5,500, and we had covered our initial investment costs by the end of 2016. This income is a very important source of funding for our maintenance programme and improvement projects.

As indicated last year, costs associated with the Fire Risk Assessment Report and the Full Electrical Test rolled over into this financial year which, together with other buildings work, has impacted on the surplus carried forward within the Hall Managers' Fund. This is an appropriate use of this Fund and our reserves continue to be very healthy.

Reserves

The freehold land and buildings at Manor Fruit Farm are valued at £666,517, representing the majority of the Charity's reserves, and these are fundamental to operations. Cash reserves are held in two funds. The Hall Manager's Fund, which stands at £25,721, is used for all normal running costs of the building and land. The Trustees' Fund, which stands at £762,842 including property and cash, is used for longer term maintenance and development of the building and land. £25K is earmarked for replacement of the floor in the main hall likely to be required in the medium term. The Trustees aim to maintain free reserves of 9 - 12 month's normal gross expenditure which has been achieved.

Fundraising

At present, NVC does not carry out any regular fundraising but specific funding bids are made from time to time. We did not receive any fundraising income during 2017 and had not submitted any funding bids. Although the life saving training sessions are free, participants have provided voluntary donations towards the replacement costs of consumable items of training equipment.

RISK ASSESSMENT

The Trustees have reviewed the major risks to which Normandy Village Hall is exposed. Systems are in place to mitigate identified risks, together with mechanisms for the Trustees to review progress and new developments.

TRUSTEES' LIABILITY INSURANCE

Insurance was acquired for the Trustees against liabilities in relation to their duties.

PLANS FOR THE FUTURE

The Main Entrance and side footpath paving slabs continue to move which we believe is due to the clay sub-strata continually expanding and contracting. We would like to replace all the paved footpaths (not the patio areas) with bitumen granules and a resin grit finish as it is more acceptable to movement. However, the quotes we have received for doing this work to a good standard have been extremely high and out of proportion to the benefit we think we would derive. We are therefore considering alternative solutions to the problem.

Air Conditioning: The Main Hall and upstairs Meeting Room become very hot during the summer months and in 2017 we decided to install air conditioning in the Meeting Room. The work started in December 2017 and will be completed during winter 2018. We will monitor the effectiveness of this installation and are inviting feedback from users to inform our decision making about the best solution for the Main Hall.

Wi-fi: We are looking into the possibility of installing wi-fi for the benefit of our users and hope to have this in place during 2018.

Boundary Hedging: We are proposing to plant a hedge and trees along the west boundary of the road leading towards the Bowling & Archery Club to denote our boundaries and enhance the look of the area.

FINANCIAL ACCOUNTS

The Independent Examiner's Report and Financial Accounts which follow on pages 6 – 8 form part of this Annual Report.

APPROVED BY THE TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES by

Roshan Bailey, Chairman

Date: 13 March 2018

**NORMANDY VILLAGE HALL
CHARITY NUMBER 304967
YEAR ENDED 31 DECEMBER 2017**

NORMANDY VILLAGE HALL MANAGEMENT COMMITTEE

REGISTERED CHARITY No. 304967

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31st DECEMBER 2017

	2017		2016	
	£	£	£	£
INCOME				
Hall lettings		41,015		37,593
Grants		-		1,000
Donations defibrillator		194		-
Deposit interest		49		69
		<u>41,258</u>		<u>38,662</u>
LESS: EXPENDITURE				
Rates and water	2,539		1,935	
Gas and Electricity	4,381		4,340	
Insurance	1,652		1,554	
Cleaning	15,451		11,828	
Refuse collection	1,486		728	
Repairs and Maintenance	13,598		11,898	
Telephone	430		464	
Postage and stationery	194		435	
Projects	2,850		1,001	
On line fees	2,066		2,220	
Marlin Electrical Testing	1,001		-	
Chairman's gift	273		-	
Miscellaneous expenses	226		68	
		<u>46,146</u>		<u>36,472</u>
(DEFICIT)/ EXCESS OF INCOME OVER EXPENDITURE		<u>(4,888)</u>		<u>2,190</u>
SURPLUS BROUGHT FORWARD		<u>30,609</u>		<u>28,419</u>
SURPLUS CARRIED FORWARD		<u>25,721</u>		<u>30,609</u>

Arthur Towner
Hon. Treasurer
28 February 2018

**NORMANDY VILLAGE HALL
CHARITY NUMBER 304967
YEAR ENDED 31 DECEMBER 2017**

**TRUSTEES OF NORMANDY VILLAGE HALL
REGISTERED CHARITY No. 304967
BALANCE SHEET AS AT 31st DECEMBER 2017**

	2017		2016	
	£	£	£	£
FIXED ASSETS				
Village hall at cost				
Balance brought forward	666,517		666,517	
Expenditure during year	<u>-</u>		<u>-</u>	
		666,517		666,517
INVESTMENT				
Scottish Widows		-		84,133
CURRENT ASSETS				
Cash at bank - Trustees a/c	128,044		42,802	
- Hall Managers				
Debtors and prepayments	<u>744</u>		<u>1,199</u>	
	128,788		44,001	
DEDUCT CURRENT LIABILITIES				
Sundry creditors	<u>1,742</u>		<u>1,190</u>	
NET CURRENT ASSETS		127,046		42,811
TOTAL NET ASSETS		<u>793,563</u>		<u>793,462</u>
FINANCED BY:				
ACCUMULATED FUND				
Trustees' Fund		767,842		762,853
Hall Managers' Fund		<u>25,721</u>		<u>30,609</u>
		<u>793,563</u>		<u>793,462</u>

INCOME ACCOUNT FOR THE YEAR ENDED 31st DECEMBER 2017

	2017	2016
INCOME		
Electricity credit	4,959	5,205
Interest on Trustee investments	<u>31</u>	<u>369</u>
SURPLUS FOR THE YEAR	4,989	5,574
SURPLUS BROUGHT FORWARD	<u>762,853</u>	<u>757,279</u>
SURPLUS CARRIED FORWARD	<u>767,842</u>	<u>762,853</u>

Arthur Towner
Hon. Treasurer
28 February 2018

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EXAMINER'S UNQUALIFIED REPORT (FOR A NON-COMPANY CHARITY)

Independent examiner's report to the trustees of Normandy Village Hall

I report on the accounts of the Trust for the year ended 31 December 2017.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

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

Name: E.A Mathieson
Relevant professional qualification or body: FCA
Address: 8c Brooklands Close, Farnham, GU9 9BT
Date: 6 March 2018

