

## HOUGHTON VILLAGE HALL – ANNUAL REPORT for year end 31 December 2021

### The Village Hall during 2021

Houghton Village Hall has, once again, had a challenging year due to the restrictions incurred by the ongoing Coronavirus pandemic.

### A: Administrative Information

Name of Charity: Houghton Village Hall

Registered Charity Number **521432**

Address: **MAIN ST, HOUGHTON-ON-THE-HILL, LEICS, LE7 9GE**

### B: Aims and Objectives

The Main activity of the charity continues to be the provision and maintenance of the facilities of the Village Hall and grounds primarily for the community of Houghton on the Hill in Leicestershire. In a normal year the hall is well used by young and old either as regular groups or private hirers. We have continued our policy of keeping prices as low as possible for village residents, while taking care to ensure that all local groups are treated without distinction, in accordance with the terms of the charity's Trust Deed.

#### Extract from the objectives of the Village Hall Trust foundation document, 1920

*"HOUGHTON VILLAGE HALL AND RECREATION GROUND*

*The object of the foundation is the provision and maintenance of a village hall and recreation ground for the use of the inhabitants of Houghton and the neighbourhood without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for the purpose of physical exercise and training and other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the inhabitants.*

*Provided always that no part of the Foundation's property shall be used for any purpose whatsoever which may be inimical to the welfare of the Church of England as by law established or contrary to the principles of the said Church. "*

### C: Structure, Governance and Management

The Charity is governed by the Foundation Document which forms its constitution. The Trustees are comprised of Officers who undertake specific roles, representatives of local community groups and co-opted members. We had two new Trustees appointed at the AGM in February, one community representative for the church and a new co-opted member who would be training to take over the Treasurers role. At the AGM two of our Trustees made it clear they were to step down at the end of the year and so one of the major challenges this year was to increase the number of Trustees.

This year the meeting schedule was changed to bimonthly. The previous year a lot of time was spent drawing up guidelines for opening as well as trying to get some projects finished; many committee members felt overwhelmed by the level of work. A trial was undertaken to meet as a full committee

in alternate months with sub-groups having time to focus on a particular aspect and feedback. This has been very successful, and we will continue to use this model.

All trustees receive agendas and minutes of the meetings along with a financial report each month.

### Management Committee (Charity Trustees) 2021

There can be up to 26 trustees of the Village Hall. During 2021 it comprised of:

	<b>Seven elected members:</b>	
1	Chairperson	Deb Tull
2	Vice-Chair	vacant
3	Secretary and Individual Bookings	Barbara Scase
4	Treasurer	Matthew Scase
5	Regular Bookings Secretary	Ian Hill
6	Publicity Officer	Andy Farren
7	Maintenance Officer	Ian Hill
	<b>Up to 16 Representatives:</b>	
1	Art Circle	
2	Bowls Club	Bill Egan
3	St Catharine's Church	Steve Ransley
4	Ducks Friends	
5	Friends of St Catharine's	
6	Gardeners Club	
7	Houghton Parish Council	
8	Houghton Women's Register	
9	Mothers Union	
10	Women's Institute	Ingrid Cochrane
	<b>No more than 3 co-opted members:</b>	
1	Co-opted 1	David Price
2	Co-opted 2	
3	Co-opted 3	

## D: Financial Review

### Policy on Reserves

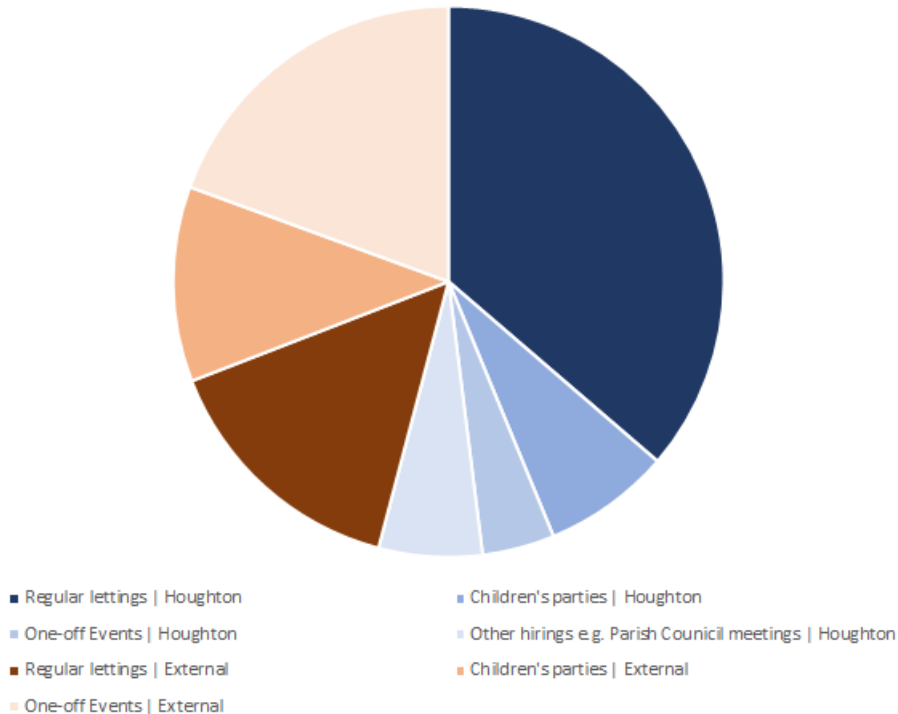
The trustees are aware of their duty to maintain adequate levels of financial reserves, to continue to provide a well-kept and up-to-date hall in the face of exceptional, unforeseen and uninsured circumstances. It is acceptance of this which informs the policy on reserves.

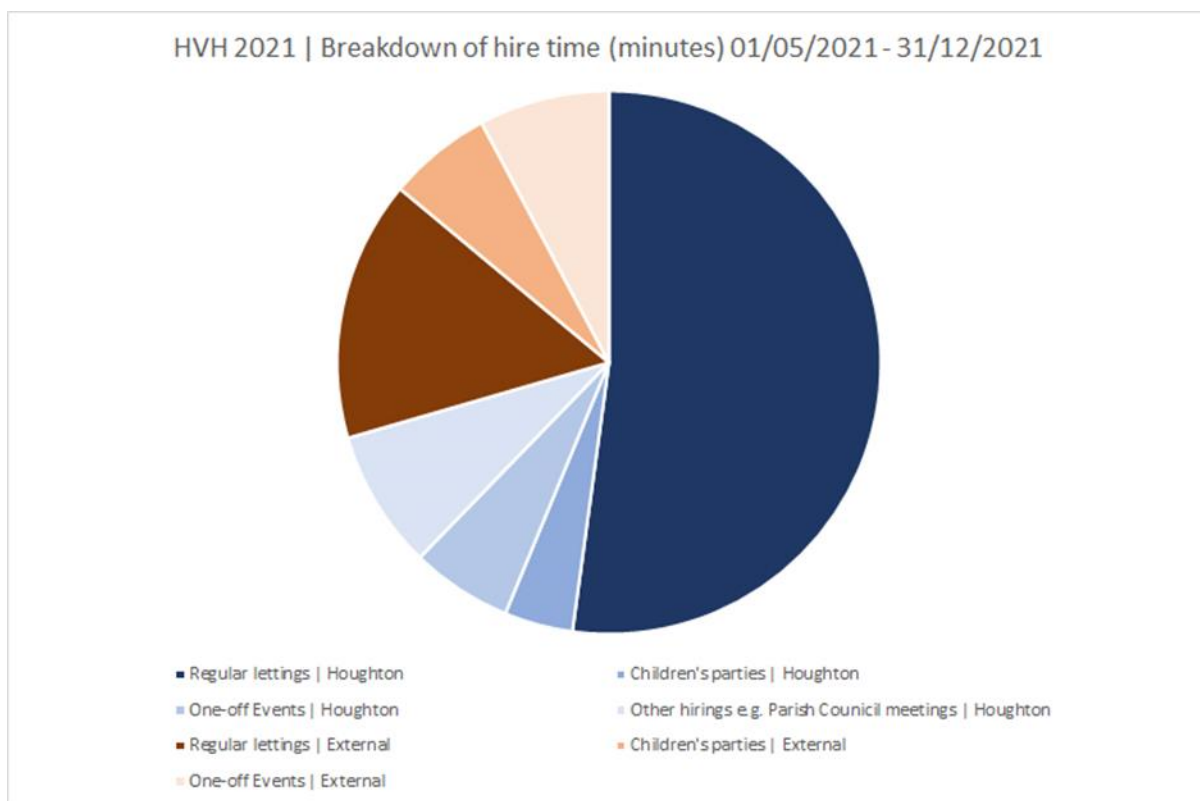
We have assessed the desirable level of reserves required at the end of the current financial period (31st December 2021) to be £14,000. This is unchanged from the previous year. This reserve sum includes a provision of £8,000 for periodic boiler replacement, provision for replacement of major kitchen and other equipment used by hirers, and provision to meet periodic peaks in demand for repairs and replacements. Current reserves stand at £14,000 thus fulfilling our reserves policy. The reserves held will be reviewed early in each financial year and the figures determined will be used to inform the setting of the budget for that year.

### Accounts for the year 2021

It has been another difficult year financially for the hall. The two charts below show clearly that the rental of the hall remains primarily with local residents providing groups and activities mostly directed towards members of the community.

HVH 2021 | Breakdown of hire income (£)





Maintenance and planned projects continued but some decisions were made to limit spending due to the low level of rental income. The Parish Council continued its valued policy of donating a grant to allow us to subsidise hiring from village residents, however this became a pro rata amount in accordance with the reduced opening. The hall was a very grateful recipient of a couple of large donations in respect of speaker, microwave and projector for the club room.

A full audited statement of the accounts and explanatory notes are attached to this report.

## **E: Activities and Achievements**

### **Delivering Public Benefit**

In undertaking our management of the charity for the year, the trustees have considered the Charity Commission's guidance on public benefit. The sections below show how we have worked with due regard of our aims.

### **Activities in the Hall**

Due to the national lockdown the Village Hall was formally closed from January until the middle of April. In normal years we hire to regular community and commercial groups who provide activities for a wide range of the community, for example Ducks Friends and Singing Sally family activities, exercise such as Karate and Yoga along with a number of community activities: Lunch Break, Art circle, the W.I. and Tea Dance. These groups resumed very gradually and by September only a couple had decided to delay further. A new Art and Craft club and children's cooking club have started which is encouraging. We delayed the start of single use hiring (e.g. parties) whilst we assessed how our guidelines would work for our regulars. Once these were allowed, they were very successful.

The Community Cinema Group worked hard to adapt their seating plans and procedures in order to restart in the Summer, unfortunately the films were poorly attended; the schedule was put on hold. However, in the Autumn the Cinema Group successfully acquired a grant from the National Lottery Community Fund and welcomed 144 guests to a Festival of free films November and early December. From feedback sheets received everyone enjoyed the experience: the community atmosphere; the friendliness of the volunteers; and the excellent quality of the equipment. We are hopeful that on the back of this goodwill and increased awareness, the cinema may continue to thrive.

### **Achievements during 2021**

In addition to the very successful Film Festival as outlined above, the most significant achievement was the Hall's Centenary. The Hall achieved this milestone in March and we were able to host a successful celebration in July. Co-ordinating with the local school and Bowls club we produced a display of interesting photos and newspaper cuttings of past events and enjoyed refreshments.

This year we updated our website and had a new logo designed. Our publicity officer, and the whole committee work to ensure the Hall is publicised widely and well regarded throughout the village and the wider community. Through the Centenary and Film Festival we have reached out to introduce the hall to more village residents and have successfully gained some new committee members. We are all hoping that this next year will build on our successes.

This Annual Report and Accounts is submitted for approval at the Annual General Meeting and a copy is available to members of the public on request from the Secretary.

Deb Tull

Chair of Houghton Village Hall, on behalf of the Village Hall Trustees

February 2022