

High Halden War Memorial Hall Trustee Report October 2016

This annual report has been prepared and approved by the Trustees of the High Halden War Memorial Hall, a registered charity under reference 213310.

The report includes:

- Members of the Management Committee and Trustees
- Review of the year to 30th September 2016
- Financial Statement for the year ended 30th September 2016
- Chairman's Comments and outline of future plans and activities

Management Committee and Trustees for the year to 27th October 2016

Representative Members

Craft Club	Brenda Giles	Brownies	Marianne Ball
Parish Council	Sally Baldock	Horticultural Society	Jan Morgan
Young at Heart – YAH	Pat Wenbourne	Women's Institute	June Robson
Short Mat Bowls	Vivienne Maughan	Games afternoon	Elaine Woodcock
PCC	No representative		

Elected Members

Chairman	Paul Buggins
Vice Chairman	Bill Staines
Treasurer	David Hardy

Co-opted Members

Secretary	Kim Buggins
Booking Secretary	Peter Maughan

The governing document of the charity, dated 26th April 1955, includes the objective:

“The land with the building thereon..... to be used as a public or village hall for the benefit of the inhabitants of the Parish of High Halden and its immediate vicinity.....”

This remains consistent today and the management committee are satisfied that they have managed the affairs of the charity in line with the governing document and relevant legislation.

Review of the year to 30th September 2016

It has been a year of consolidation, reviewing systems and processes to ensure the trustees can fulfil their responsibilities as well as developing a strategy/plan for the future. Some of the highlights from the year are:

- The management committee has put in place a clear Health and Safety Policy, Fire Policy and a number of administrative systems and processes
- An 'Authorisations & Reserves' policy has been established. This outlines what funds are needed to run, maintain and develop the hall, as well as confirming how the finances for the hall are arranged. The reserves policy puts in place a separate project fund, with an initial £2000 set aside from the hall's general reserve. This has been added to by funds raised at the music night in August (£660) and donations from YAH (£120). The project fund currently stands at £2781.40.
- A very successful music night with 'Ron and Ash' was held on 20th August, which as well as contributing to the project fund was a great community event, enjoyed by all who attended. A particular thank you to Ron and Ash who gave their services free of charge and to Elaine Woodcock who had the idea for the event and then did much of the organising.
- Regular users of the hall have remained consistent throughout the year which has meant the finances have been stable (see later details in the Financial statement). **However, all are seeking new members, especially the WI Darts and Short Mat Bowls whose numbers are unsustainably low so new members from across the village will be very welcome as will any new societies or clubs who want to use the hall.**
- Maintenance and decorative work in the alcove off the main hall has been completed. Lots of positive comments have been received, particularly that the area is now much brighter and welcoming.

Income & Expenditure Statement for year ended 30 September 2016

	<u>2015/2016</u>	<u>2014/2015</u>
<u>Opening Balances</u>		
Current Account	186.68	257.20
Deposit Account	<u>5800.21</u>	<u>3550.38</u>
	5986.89	3807.58
<u>Income</u>		
Hall Hire	4965.00	5183.00
Quiz	356.10	335.45
Games Afternoons	1166.00	1015.00
Donations	156.38	70.31
Music Evening	660.50	-
Interest	<u>3.12</u>	<u>1.95</u>
<u>Total Income</u>	7307.10	6605.71
<u>Expenditure</u>		
Maintenance/Garden	1506.96	430.00
Cleaning	2179.00	2052.00
Heating Oil	172.67	594.10
Insurance	769.41	775.72
Subs/Fees	90.00	35.00
Water/Elec	572.52	470.25
Equipment/Sundries	<u>543.08</u>	<u>69.33</u>
<u>Total Expenditure</u>	<u>5833.64</u>	<u>4426.40</u>
Balance of Inc. Over Exp.	<u>1473.46</u>	<u>2179.31</u>
	<u>7460.35</u>	<u>5986.89</u>
<u>Represented by Closing Balances</u>		
Current Account	223.19	186.68
Deposit Account	4455.65	5800.21
Project Account	2781.51	-
	<u>7460.35</u>	<u>5986.89</u>

Notes to accompany 2015/2016 Income & Expenditure Statement

Income

Hire Fees – down £218 on last year but up £214 on year 2013/14 Slight fall on party income.

Total income up £701.39, helped by music evening and donations.

Expenditure

Maintenance/Gardening – up £1076.96. £1,100 for annexe refurbishment.

Oil – down £421.43. Only 500 ltrs. purchased this year as opposed to 1,600 last.

Water/Elec – up £102.27. Water up £50 for May/Nov 2015 period.

Equip/Sundries – up £473.75. 18 items purchased this year against 8 last. Only 4 above £40
paper towels £47.99, products for floor maint £63.22, noticeboard £57.78, sanitary unit £108

Total expenditure up £1,407 24.

Surplus down £705.85 to £1,473.46.

If we were to take music evening and donations out of the equation, surplus would be £656.58, a difference of £816.88.

Breakdown of hire income

Bowls £738, Brownies £510, Hort. Soc. £210, Y.A.H. £360, Parish Council £375, W.I. £1,080,

Arts & Crafts £630, Dance £165, Friends of St Mary £100, Ashford B.C. £350, Parties £425,

Misc. £22

The High Halden War Memorial Hall Management Committee continue to use NatWest Tenterden for its banking facilities.

Chairman's Comments and outline of future plans and activities

Firstly, I need to thank a number of groups and individuals. I have been very grateful for the support of the members of the management committee as they: put forward ideas and challenges in our normal business; helped at 'tidy up' sessions and individually progressed a number of items.

I extend both a personal vote of thanks and a collective one from the management committee and residents of High Halden to Peter Maughan. Peter stepped down as Chairman of the hall management committee in October 2015 and this October is passing on the booking secretary responsibilities. His contribution and efforts over the years in support of the hall have been significant. We look forward to his continuing involvement as a member of a number of the organisations using the hall.

The consistent use of the hall by regular users has, as mentioned earlier, ensured that our regular commitments (e.g. heating, lighting, cleaning etc.) can be met. Our finances are stable and small reserves have been building up to allow some ongoing maintenance activity to be undertaken.

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We need to continue to encourage broader use of this community facility, both in terms of regular use (perhaps by some new groups or organisations) and other one off events (wedding receptions, parties, meetings etc.) As regards the latter, they have averaged only one a month this year. I readily appreciate that it is a bit “chicken and egg” in terms of encouraging more use of the hall facilities and enhancing the hall to ensure it meets the current and future uses. It is appropriate therefore to highlight that the management committee and I have been exploring what is needed, possible and affordable to improve facilities at the hall. The main items I have been considering for improvement projects are: Parking and drop off zone at the front of the hall, refurbishing the kitchen and ventilation, insulation and simplification of the main hall ceiling, potential to remodel the stage area and provide a separate committee room, refurbishment/replacement of the toilet facilities.

We have started looking at costings, sources of support and funding and approvals that might be needed. I am very pleased to report that my informal approaches to ABC planning and KCC highways have indicated positively that a scheme to provide an entrance and exit from and to the A28, 6 parking spaces and a drop off zone are both feasible and would likely receive their formal approvals.

The management committee, at their meeting on 22nd September agreed the following priorities:

- Parking at the hall
- Refurbish the kitchen and ventilation
- Refurbish the toilet areas

Initial investigations into funding options suggest that it may be beneficial to link some of the projects into a broader programme of works to optimise grants that might be available. Whilst we are very hopeful that some of these projects will progress over the next year we must not forget that some will progress over the longer term and will require continued commitment and fund raising.

High Halden Parish Council have agreed that the time is right for a strategic review of the village and how the residents want it to evolve. The War Memorial Hall is an important part of this and I am very keen to hear from anyone on how the War Memorial Hall can play its part in best meeting the current and future needs of the village community. I have not entirely given up on the possibility of re-siting the hall on another site near the centre of the village if this would better allow us to develop the facilities needed. However, there are no definite options available at the present time, hence the need to continue with our plans for updating and improving the existing hall.

I hope that our fund raising efforts will continue to be supported from across the village in many ways including attending events, specific donations and legacies BUT most importantly that as many people as possible will use the hall through organisations, clubs, private functions and other activities over the coming months and years.

I am confident that with the evolved structure, processes and policies put in place this year, along with the commitment and enthusiasm of the Management Committee we are well placed to move the hall forward.

Signed by Paul Buggins on behalf of the High Halden War Memorial Hall Management Committee whose approval is given to this annual trustee report.

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Paul Buggins

Date

Version 0.05 PDB 8th October 2016