

# Trustees' Annual Report for the period

	Period start date				Period end date		
<b>From</b>	Day01	04	2012	<b>To</b>	31	03	2013

## Section A Section Reference and administration details

**Charity name**

**Silchester Village Hall**

**Registered charity number (if any)**

301947

**Charity's principal address**

Silchester Village Hall	
Little London Rd	
Silchester	
<b>RG7 2ND</b>	

**Names of the charity trustees who manage the charity**

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Jonathan Murdock	Chairman		Board of Trustees
Eamonn McArdle	Treasurer		Co-opted by B of T for 2112-13
Ashley Watson	Secretary		
Andrew Chandler			
Shellie Dunham			
John Durrant		Resigned 26/11/12	
Val Hyde		Deceased 1/10/12	
Kathryn McCrohan			
Theresa Philpott			
Stuart Sinclair		Resigned 26/11/12	
Neil Smithers		Resigned 23/7/12	
Sue Pragnell			
Steve Spillane		Elected 26/11/12	
Jo Pearce		Elected 26/11/12	

### Description of the charity's trusts

Type of governing document	Conveyances dated 18 April 1927 and 9 November 1934 as amended by resolution.
How the charity is constituted	Registered with The Charity Commission
Trustee selection methods	By vote of the residents of Silchester

**Status and Administration**

A resolution was passed at a general meeting of the inhabitants of the village of Silchester at a meeting on 24 November 2011. This resolution amended the governance provisions for Silchester Village Hall, such that the previous two tier structure of a Board of Trustees and a Management Committee was replaced with a single Board of Managing Trustees. The resolution was developed in conjunction with the Charity Commission and has been lodged with it.

Until the general meeting on the 24<sup>th</sup> November 2011, the Conveyance & Trust Deed dated 18 April 1927 empowered the Management Committee, customarily elected at an Annual meeting, to undertake the day-to-day management of the Hall. Subsequent to that date, the Village Hall has been administered by the Managing Trustees elected by the inhabitants of the village of Silchester.

The original Deeds conveyed title to the land on which the Village Hall is situated (registered at HM Land Registry under the Title Number HP359472) to the Trustees of Silchester Village Hall. On 1<sup>st</sup> February 2011, title to this land was transferred by the Trustees to the Official Custodian for Charities in trust for Silchester Village Hall under the power given in sections 16 and 21 of the Charities Act 1993 by order defined by Case Number C-318645-5HCB and Authorisation 1107/1011.

**Objectives**

The Silchester Village Hall objectives are to preserve, maintain, and if appropriate, improve facilities provided by the Village Hall for the benefit of the local community.

**Organisation and Objectives**

Silchester Village Hall is available on hire to individual members of the community and to local voluntary groups, including established local branches of youth movements. The Village Hall is also available on hire to commercial undertakings, particularly those that provide a service to the local community. In this context, the Village Hall provides facilities for Silchester Association, a Nursery, Dancing, Keep Fit and Monthly Market. Income for the maintenance of the Village Hall is mainly derived from the hiring of the Main Hall and the Club Room and holding other occasional events which benefit both the Hall and other local community groups.

In the last year fundraising was undertaken, to support plans to develop the hall for the furtherance of the charitable objectives.

**Public Benefit**

Besides the furtherance of the charitable objectives it is also important that the Silchester Village Hall Charity shows that it is also providing public benefit, whilst still achieving its objectives. The public benefit derived from the activities of the Village Hall includes:

- Provision of the Silchester Village Hall for public use
- Preservation and enhancement of the Village Hall for the use of community

Whilst the public benefit is available to anyone, as there are few bars to usage of the hall, a charge to cover costs is made, and a small discount provided for local Village users. Analysis shows these fees are not higher than for other Halls in the area, and so these fees do not represent an unreasonable restriction to access to the hall. The Village Hall is mostly used by the local community, but no financial restrictions exist to limit usage, except for a small discount for local organisations.

**Brief statement of the charity's policy on reserves****Financial Results**

The Village Hall had a surplus of £3,247 (£1,798 surplus in 2012) in the year to 31 March 2013. Hiring income rose to £16,164 (£15,276), due to slight increase in hall usage. The monthly bonus ball was the only voluntary activity in the current year raising £775 (£3,821). New activities are already organised for 2013/14. Grants from supportive local organisations such as the Parish Council, and individuals declined to £NIL (£625). All these fundraising efforts are focussed on the Village Hall Development plans, and are mostly restricted for this purpose.

Expenditures in 2012/13 were on a similar level to those of 2011/12. The main items of expenditure are summarised in note 4 to the accounts. Expenditure on the extension of £1,875 (£6,728) was incurred, mainly planning application fees. Repair and Maintenance costs are expected to remain low as the focus on the redevelopment takes priority over everything except essential repairs. There is a potential for the expenditure to rise, but this would not put any undue strain on the Village Hall finances.

**Risk Management**

The Management Committee has reviewed all its potential risks and continues to do so on a regular basis. It is satisfied that adequate insurances are in place and that all steps are taken to ensure that exposure to risk of any sort is kept to a minimum.

**Statement of Responsibilities of the Managing Trustees for the Financial Statements**

The purpose of this statement is to distinguish the Managing Trustees' responsibilities for the Financial Statements from those of the Independent Examiner as stated in his report.

Charity law requires the Managing Trustees to prepare Financial Statements for each financial year, which gives a true and fair view of the Charity's state of affairs at the end of the year, and of its Income and Expenditure for that period. In preparing those Financial Statements, the Managing Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements.
- Prepare the Financial Statements on the going-concern basis unless it is inappropriate to assume that the Village Hall will continue in business.

Managing Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the Financial Statements comply with the Charity's (accounts and reports) regulations 1995. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

In presenting the Financial Statements for the year, the Managing Trustees have adopted the principle provisions of the Statement of Recommended Practice for Charities (SORP 2005) including presenting the results for the year in the form of the statement of financial activities for 31st March 2013.

**Reserves Policy**

With the focus on the development plans for the Village Hall, the committee have agreed to restrict some reserves, and these are now shown in relation to specific fundraising activities. Additional activities are planned for the next financial year. Reserves, represented by net current assets, rose to £30,249 (£27,002).

Of these £19,248 (£15,259) are reserved for the exclusive use on the development of the Village Hall. The Management Committee's policy is to retain sufficient Reserves to fund necessary continuing maintenance to the premises and facilities and to provide a reasonable level of on-going cash to meet running expenditure in the event of circumstances giving rise to a drop in, or elimination of, income for a prolonged period of time. The committee chose to release a further £10,000 in 2012/13 from the general fund for expenditure on the extension to support the restricted reserves, and may make a similar decision in 2014, reflecting the reduced maintenance costs in the year.

**Section E Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Jonathan Murdock	Eamonn McArdle
<b>Position (eg Secretary, Chair, etc)</b>	<b>Chairman</b>	<b>Treasurer</b>
<b>Date</b>		