



# Annual Report and Accounts

2017 - 2018

## What we have achieved this year...

- ✓ Completed more than 20 fundraising activities raising nearly over £8,000 for our charity.
- ✓ Helped launch a new regular class at the hall, Chi Kung, run by Mark Atkinson, each week.
- ✓ Stripped and resurfaced the main hall floor to maintain the quality of our hall and to keep it looking great.
- ✓ Continued to develop and promote our website, [mwvillagehall.com](http://mwvillagehall.com) to better showcase our hall, promote our regular user's clubs & classes and to introduce online card payments for bookings. This has been visited by over 2,700 people in the last 12 months, up 35% on the previous year.
- ✓ Upgraded the oven within the hall kitchen to improve the facilities and reliability for hall hirers.
- ✓ Extended the paving area beside the hall to improve accessibility for our hirers to the MUGA and boules piste.
- ✓ Introduced our direct debit payment system, reducing the proportion of invoices that are paid late and require chasing, help to alleviate some overhead on the management committee members.

# Committee Statement

## The Past Year

The committee have had yet another busy year. We have held 8 markets, a car boot, a coffee morning, a quiz night, the Big Breakfast, Pub v Parish cricket, 4 bingos, an evening of clairvoyance, a book sale, a concert with the Blackheart orchestra and another 70's, 80's 90's night.

We can now take card payments at events and direct debit payments for regular hirers.

Regular classes include kettlebells, keep fit, Tai Chi, line -dancing and table tennis, and new to the hall this year, on a Wednesday, Chi Kung and Judo. Unfortunately, the Creation Station stopped from September due to low numbers.

We continue to advertise and report each month in Six Sense and this year we regularly post events and news on the NextDoor social media group. Group and private hire of the hall are up and also there have been lots of parties.

The fundraising takes a lot of work and commitment from committee members (and often their families are called in to help, along with other volunteers).

The grounds maintenance continues to be a huge responsibility on a small committee -- regular grass cutting, hedges, strimming, cleaning, maintenance, repairs etc.

A small paved patio area has now been finished with a path up to the boules piste allowing for disabled access. The ground either side of the path has been grass-seeded.

With the help of a grant from Adnams Community Trust we replaced the small inadequate cooker with a new bigger range and we need to install new extractor fan. We have bought a few new small tables, twenty new chairs, a new vacuum cleaner. The automatic door had to be repaired. We have new key box and the hall floor has been resurfaced.

Orchard newsletters were sent out to tree owners and we organised any remaining unpicked fruit to be gathered by a local cider making company.

## Now, lots of 'Thank you's'

Thanks to everyone who hires the hall and MUGA and attends events and classes at the hall.

Thank you to the current committee who have all worked so well together this year.

A big THANK YOU to Neil Chapman, our treasurer. Neil, you have done a grand job with the accounts again and our website [www.mwvillagehall.com](http://www.mwvillagehall.com). has developed well. The site is

# Committee Statement Continued

regularly updated with important information, photographs, reports, events, and a place for our hirers to showcase their classes and clubs. We also have Facebook and twitter.

A big THANK YOU to Jill Kent, Becky Orford, Gemma Chapman, Ann Harlow, Tracey Tompkins, Sheila Howard, Val Lindsell and Mark Shortt. We all have our roles on the committee and our specialist areas of expertise (eg Becky = Bingo, Jill = markets etc), but there is just too much to document.

Thanks also to Greg Peck who was chairperson for most of the year and to Val who kindly stepped in for the past few months.

The committee really are a hardworking, dedicated bunch! But we couldn't do it all without all our helpers - you know who you are and THANK YOU.

We always need help; if you can give some of your time, please let someone on the committee know. You need not necessarily join the committee, but you could become a 'friend'.

We have been fortunate to have some maintenance help from Community Payback this year – they came along to paint the outside of the hall and sheds, pressure wash paths, remove weeds and cut hedges. Thank you to all those who came along and worked.

## **Moving forward & future projects**

The Boules Club have had a successful year and have been applying for funding to extend the boules piste. Once sufficient funds have been raised, an additional piste is due to be constructed to the northside, adjoining the existing piste. The double doors at the end of the hall and the two doors at the north side of the hall are all in a bad state of repair and will be replaced soon. A new noticeboard is to be erected soon. The kitchen needs a lick of paint where the new cooker went in. Storage and bar/kitchen facilities may have to be readdressed.

## **In Conclusion**

This is our village hall. The bulk of the work is completed by a small committee. Long term, they need much more support from the local community if the hall is to continue to be the fantastic facility it is. Whether it is helping to put tables away at the end of an event, pulling up a weed or two from the front garden, offering to put up posters, washing up at an event, or just maybe coming along to the market, if only for a cup of tea and to say 'hello'. This hall is for everyone in Mendham and Withersdale and beyond. Please continue to help and support this great amenity.

*Report compiled by Tracey Tompkins (Secretary) and Val Lindsell (Vice Chairperson)*

## MUGA Statement

The MUGA is now six years old. Officially opened in October 2012, the MUGA continues to be enjoyed by all ages.

Anyone reading or listening to this report will find it is much the same as last year:-Profit on par with the previous year, some members have moved away, new ones have joined, an increase in the MUGA being used for parties. We continue to advertise all year in the Six Sense parish magazine & on the village hall website [www.mwvillagehall.com](http://www.mwvillagehall.com) and have opened it regularly on market days to try and encourage membership.

The online booking system works well. Harleston Tennis Club adults used the court during the winter last year and this winter. It continues to be disappointing that Mendham School does not use the MUGA (especially as the school has grown so much) .We have seen lots of newcomers to both Mendham and Withersdale and quite a few of those have children, so we did a leaflet drop via Six sense to all houses in Mendham, Withersdale and Metfield.

Thank you to everyone who helps with the running of the MUGA, especially Ralph, who cuts the hedge and the grass around the MUGA and deals with weeds and this year pressure washed the court. Thanks to Neil and Gemma for promoting the MUGA online and on Facebook, particularly when parents book the hall for birthday parties. The photographs of the MUGA on the website look great.

The MUGA bank account is in a healthy position with over £4000 accumulated for maintenance and repairs. The MUGA pays all it's expenses and does not need to pull on the main hall account at all. We continue to fill the pot ready for upkeep and maintenance when it is required.

This facility - the MUGA and the hall - is for the whole community, so please help to spread the word on what we have here. Children especially need to be switched on to sport to keep fit and healthy. To encourage community cohesion, it really is time for some other willing members of the community to come forward to run a tennis club, football club, netball etc . We have the facilities we just need some input from others to make it happen.

*Tracey Tompkins*

*MUGA Lead*

# Treasurer's Statement

I am pleased to confirm that for the financial year 1st October 2017 to 30th September 2018. I have again been able to fully reconcile all income and expenses in relation to the Village Hall against the Bank Statements.

The accounting suite built during previous reporting periods has continued to be utilised, and developed further during this accounting period, to maintain accuracy and timeliness of reporting. This process has been audited, is free of any issues and is robust for continued use.

The committee continues to receive regular reporting on the state of the accounts, which includes full transparency to all committee members of full income and expense detail relating to the Village Hall.

As a registered charity, we have a duty to file our Annual Report with the Charity Commission when our gross yearly income exceeds £10,000, within 10 months of our reporting year end. We have exceeded that threshold, so I will undertake to meet those obligations before the end of 2018.

I am today asking for the accounts contained within this report to be approved by the Committee as inspected, approved and signed by the Independent Examiner, to be then signed by me as Treasurer and the appropriate documents to be submitted to the Charity Commission.

*Neil Chapman*

*Treasurer*

# Accounts Overview

## Income

- Gross income for the period was £18,390 (£17,639 relating to the main Village Hall and £751 relating to the separate MUGA accounts).
  - The Village Hall Income this year is split 47% from Fundraising, 31% Hire income, with the balance primarily from Grants.
  - The grant income relates to £2,000 from MSDC for the new paving area, £500 from Adnams for the oven, £150 from the Community Council and £1,000 from MSDC for the Boules Piste expansion.
  - A breakdown of our fundraising activities is available on the next page.
  - Our regular hires (Tai Chi, Keep Fit, Line Dancing, The Creation Station, Judo, Chi Kung and Kettlebells) contributed 63% of total hire income in the period. Many thanks for the people who run these for their continued support.
  - £5.25 of Gift Aid has been reclaimed by the Village Hall from HMRC.

## Expenses

- Total expenditure during the period was £16,792 (£16,716 relating to the main Village Hall and £76 relating to the MUGA accounts).
  - £1,009 of the spend this year was CapEx, for the purchase of a new oven for the Kitchen.
  - Excluding exceptional spend, the day-to-day running of the Village Hall cost £8,490 during the period. Equivalent to £708 per month or £23 per day.
  - For reference, hire income only brought in £5,527 during the year leading to a hire deficit of £2,963 which the hall committee has to find during the year!
  - The halls biggest operating expense is Maintenance (£3,914), Equipment purchase (£3,524), followed by Cleaning (£1,290).
  - Operating expenses have increased by 15% over the last year. This has been driven by an investment in the facilities (Oven purchase and sanding and refinishing of the main hall floor).

## Profit/Loss

- The Village Hall made an Operating Profit in the period of £1,599. This would have been significantly higher without the significant investment in the facilities of the hall for the community to benefit from.

## Liquid Assets

- The Village Hall finished the year with £24,952 in liquid assets, however due to Committee policy of having a minimum reserve of £5,000 the Committee has access to £19,952 for use within the Village Hall.

# Hiring Overview

The regular hirers continue to deliver the significant majority of the hire income, over 63% in this accounting period.

Line Dancing brought in 17% of all hire income along whilst private hires now make up 36% of hire income.

The committee is extremely grateful to everyone who runs a regular club, or chooses to hire the hall.

	Income % of Total	
Line Dancing	£945.85	17%
Creation Station	£498.68	9%
Tai Chi	£434.50	8%
Kettlebells	£383.01	7%
Chi Kung	£361.27	7%
Keep Fit	£332.00	6%
Judo	£332.00	6%
Table Tennis	£229.32	4%
<i>Adhoc</i>	<i>£2,011.19</i>	<i>36%</i>
<b>Total</b>	<b>£5,527.82</b>	

# Fundraising Overview

The Bingo events contributed the majority of our fundraising income during the previous 12 months.

These were closely followed by the produce and craft markets that are held throughout the year. Our biggest one-off event was the Clairvoyance night.

The committee is extremely grateful to everyone who helps to make these events such a huge success, whether it be by helping to run the events, or attending them, as the hall could not run without the income these events provide.

	Income % of Total	
Bingo	£2,402.64	29%
Market	£1,616.40	19%
Big Raffle	£837.31	10%
Clairvoyance Night	£688.96	8%
Quiz Night	£685.86	8%
70's, 80's & 90's Night	£677.70	8%
Big Breakfast	£500.75	6%
Book Sale	£324.60	4%
Coffee Morning	£323.60	4%
Donations	£136.41	2%
Other	£75.00	1%
Cricket	£52.16	1%
Blackheart Orchestra	£33.64	0.4%
<b>Total</b>	<b>£8,355.03</b>	

# Statutory Accounts

Mendham & Withersdale Village Hall		Accounts - 01 Oct 17 to 30 Sep 18	
<b>Fixed Assets</b>			
	<b>01-Oct-17</b>		<b>30-Sep-18</b>
Bridge & Entrance	5,248.02		5,248.02
Car Park	21,542.35		21,542.35
Sewage Treatment Plant	7,813.00		7,813.00
Main Hall	190,791.58		190,791.58
Storage Sheds	8,514.40		8,514.40
Fixtures, Fittings & Equipment	12,505.31	1,009.00	13,514.31
MUGA	49,649.50		49,649.50
Footpath	3,706.80		3,706.80
<b>Total</b>	<b>299,770.96</b>	<b>1,009.00</b>	<b>300,779.96</b>
<b>Liquid Assets</b>			
Village Hall - Barclays Bank	4,115.11		7,091.52
Village Hall - Scottish Widows	15,511.20		13,512.61
Petty Cash	61.29		6.90
MUGA - Barclays Bank	3,664.84		4,340.66
<b>Total</b>	<b>23,352.44</b>		<b>24,951.69</b>
<b>Village Hall Trading Account</b>			
Hire Income	5,034.25		5,527.82
Fundraising	7,973.67		8,355.03
Donations	0.00		0.00
Bank Interest	28.04		1.41
Muga Related Income / Gift Aid	0.00		0.00
Misc	1,792.63		3,754.80
<b>Village Hall Income</b>	<b>14,828.59</b>		<b>17,639.06</b>
Supplies	1,217.86		3,812.02
Maintenance (ex CapEx)	5,621.99		4,718.53
Advertising	472.19		466.51
Website & Telecoms	0.00		468.83
Insurance	1,404.06		1,201.87
Licences	502.81		476.18
Cleaning	988.20		1,289.50
Grounds Keeping	2,012.49		1,079.00
Expenses	1,206.62		2,224.75
Electricity	942.53		869.12
Water	113.09		109.74
<b>Total Operating Expenses</b>	<b>14,481.84</b>		<b>16,716.05</b>
<b>Village Hall Operating Surplus</b>	<b>346.75</b>		<b>923.01</b>
<b>MUGA Trading Account</b>			
Hire Income & Grants	835.50		745.00
Bank Interest	0.34		6.53
<b>MUGA Income</b>	<b>835.84</b>		<b>751.53</b>
Stationary			
Insurance	62.05		60.12
Licences			
Supplies	13.98		15.59
Electricity	20.00		
<b>MUGA Operating Expenses</b>	<b>96.03</b>		<b>75.71</b>
<b>MUGA Operating Surplus</b>	<b>739.81</b>		<b>675.82</b>
<b>Combined Trading Account</b>			
<b>Total Income</b>	<b>15,664.43</b>		<b>18,390.59</b>
<b>Total Operating Expenses</b>	<b>14,577.87</b>		<b>16,791.76</b>
<b>Total Operating Surplus</b>	<b>1,086.56</b>		<b>1,598.83</b>
1. The above Accounts have been prepared on a Receipts and Payments basis.			
2. No depreciation has been charged.			
<b>Neil Chapman</b> Treasurer		<b>Barry Cable</b> Independent Auditor	

# Accounts Detail

## Mendham & Withersdale Village Hall 2017 - 2018 Financial Summary Report

	October	November	December	January	February	March	April	May	June	July	August	September	YTD	
Trading Account	Opening Balance	4,115.11	2,598.89	1,877.89	3,514.70	5,950.98	5,586.90	4,823.39	5,965.57	6,388.99	5,956.90	6,329.29	6,142.73	4,115.11
	Income	1,458.97	511.80	1,992.79	2,705.85	1,726.90	290.04	2,219.93	1,673.45	340.65	1,483.77	836.43	2,149.17	17,389.75
	Expense	(4,975.19)	(1,232.80)	(355.98)	(269.57)	(2,090.98)	(1,053.55)	(1,077.75)	(1,250.03)	(772.74)	(1,111.38)	(1,022.99)	(1,200.38)	(16,413.34)
	Transfers In	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
	Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Closing Balance</b>	<b>2,598.89</b>	<b>1,877.89</b>	<b>3,514.70</b>	<b>5,950.98</b>	<b>5,586.90</b>	<b>4,823.39</b>	<b>5,965.57</b>	<b>6,388.99</b>	<b>5,956.90</b>	<b>6,329.29</b>	<b>6,142.73</b>	<b>7,091.52</b>	<b>7,091.52</b>
<i>Net Movement</i>	<i>(1,516.22)</i>	<i>(721.00)</i>	<i>1,636.81</i>	<i>2,436.28</i>	<i>(364.08)</i>	<i>(763.51)</i>	<i>1,142.18</i>	<i>423.42</i>	<i>(432.09)</i>	<i>372.39</i>	<i>(186.56)</i>	<i>948.79</i>	<i>2,976.41</i>	
Savings Account	Opening Balance	15,511.20	13,511.59	13,511.59	13,511.59	13,511.94	13,511.94	13,511.94	13,512.27	13,512.27	13,512.61	13,512.61	15,511.20	
	Interest	0.39	0.00	0.00	0.35	0.00	0.00	0.33	0.00	0.00	0.34	0.00	0.00	1.41
	Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Transfer Out	(2,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,000.00)
	<b>Closing Balance</b>	<b>13,511.59</b>	<b>13,511.59</b>	<b>13,511.59</b>	<b>13,511.94</b>	<b>13,511.94</b>	<b>13,511.94</b>	<b>13,512.27</b>	<b>13,512.27</b>	<b>13,512.27</b>	<b>13,512.61</b>	<b>13,512.61</b>	<b>13,512.61</b>	<b>13,512.61</b>
	<i>Net Movement</i>	<i>(1,999.61)</i>	<i>0.00</i>	<i>0.00</i>	<i>0.35</i>	<i>0.00</i>	<i>0.00</i>	<i>0.33</i>	<i>0.00</i>	<i>0.00</i>	<i>0.34</i>	<i>0.00</i>	<i>0.00</i>	<i>(1,998.59)</i>
Petty Cash	Opening Balance	61.79	61.79	39.94	8.94	8.94	48.84	111.88	111.88	70.88	70.88	35.88	29.40	61.79
	Income	0.00	41.90	0.00	0.00	100.00	101.00	0.00	0.00	0.00	5.00	0.00	0.00	247.90
	Expense	0.00	(63.75)	(31.00)	0.00	(60.10)	(37.96)	0.00	(41.00)	0.00	(40.00)	(6.48)	(22.50)	(302.79)
	<b>Closing Balance</b>	<b>61.79</b>	<b>39.94</b>	<b>8.94</b>	<b>8.94</b>	<b>48.84</b>	<b>111.88</b>	<b>111.88</b>	<b>70.88</b>	<b>70.88</b>	<b>35.88</b>	<b>29.40</b>	<b>6.90</b>	<b>6.90</b>
	<i>Net Movement</i>	<i>0.00</i>	<i>(21.85)</i>	<i>(31.00)</i>	<i>0.00</i>	<i>39.90</i>	<i>63.04</i>	<i>0.00</i>	<i>(41.00)</i>	<i>0.00</i>	<i>(35.00)</i>	<i>(6.48)</i>	<i>(22.50)</i>	<i>6.90</i>
	<b>Total Assets</b>	<b>16,172.27</b>	<b>15,429.42</b>	<b>17,035.23</b>	<b>19,471.86</b>	<b>19,147.68</b>	<b>18,447.21</b>	<b>19,589.72</b>	<b>19,972.14</b>	<b>19,540.05</b>	<b>19,877.78</b>	<b>19,684.74</b>	<b>20,611.03</b>	<b>20,611.03</b>
Available Assets	11,172.27	10,429.42	12,035.23	14,471.86	14,147.68	13,447.21	14,589.72	14,972.14	14,540.05	14,877.78	14,684.74	15,611.03	15,611.03	
Reserve Buffer	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
<i>Net Movement</i>	<i>(3,515.83)</i>	<i>(742.85)</i>	<i>1,605.81</i>	<i>2,436.63</i>	<i>(324.18)</i>	<i>(700.47)</i>	<i>1,142.51</i>	<i>382.42</i>	<i>(432.09)</i>	<i>337.73</i>	<i>(193.04)</i>	<i>926.29</i>	<i>922.93</i>	
Income	Fundraising	962.65	48.70	1,702.36	187.51	886.72	103.52	1,694.03	942.45	11.58	703.41	378.85	733.25	8,355.03
	Grant	0.00	0.00	0.00	2,000.00	500.00	0.00	0.00	150.00	0.00	0.00	1,000.00	3,650.00	
	Hire	486.00	505.00	195.95	518.34	440.18	287.52	525.90	581.00	329.07	785.36	457.58	415.92	5,527.82
	Insurance Contribution	10.32	0.00	94.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104.80
	Misc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>1,458.97</b>	<b>553.70</b>	<b>1,992.79</b>	<b>2,705.85</b>	<b>1,826.90</b>	<b>391.04</b>	<b>2,219.93</b>	<b>1,673.45</b>	<b>340.65</b>	<b>1,488.77</b>	<b>836.43</b>	<b>2,149.17</b>	<b>17,637.65</b>
Expenses	Advertising	328.90	65.60	0.00	0.00	57.01	0.00	0.00	0.00	15.00	0.00	0.00	466.51	
	Capex	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Cleaning	72.00	103.50	72.00	68.00	81.00	77.00	125.00	155.00	120.00	137.00	157.00	122.00	1,289.50
	Electricity	0.00	92.89	78.98	54.57	111.04	70.80	99.97	82.06	86.78	0.00	81.43	110.60	869.12
	Equipment Purchase	0.00	502.11	0.00	0.00	1,505.80	856.13	560.78	0.00	0.00	99.00	0.00	0.00	3,523.82
	Exterior Maintenance	0.00	293.80	0.00	0.00	195.37	0.00	0.00	442.92	530.00	0.00	0.00	0.00	1,462.09
	Fundraising Expense	622.50	102.06	0.00	0.00	71.78	0.00	0.00	317.05	0.00	0.00	611.36	500.00	2,224.75
	Grounds Keeping	292.50	30.00	205.00	0.00	0.00	13.00	0.00	36.00	0.00	502.50	0.00	0.00	1,079.00
	Insurance	1,201.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,201.87
	Interior Maintenance	2,130.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	322.00	2,452.00
	Licences	178.18	0.00	0.00	147.00	81.00	0.00	70.00	0.00	0.00	0.00	0.00	0.00	476.18
	Mandatory Servicing	149.24	0.00	0.00	0.00	0.00	0.00	222.00	258.00	0.00	0.00	175.20	0.00	804.44
	Stationary	0.00	41.47	0.00	0.00	7.80	19.96	0.00	0.00	0.00	0.00	0.00	0.00	69.23
	Supplies	0.00	63.75	31.00	0.00	40.28	0.00	0.00	0.00	35.96	23.00	4.48	20.50	218.97
	Website & Telecoms	0.00	1.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	374.80	0.00	92.66	468.83
	Water	0.00	0.00	0.00	0.00	0.00	54.62	0.00	0.00	0.00	0.00	0.00	55.12	109.74
	<b>Total</b>	<b>4,975.19</b>	<b>1,296.55</b>	<b>386.98</b>	<b>269.57</b>	<b>2,151.08</b>	<b>1,091.51</b>	<b>1,077.75</b>	<b>1,291.03</b>	<b>772.74</b>	<b>1,151.30</b>	<b>1,029.47</b>	<b>1,222.88</b>	<b>16,716.05</b>



Issued by Mendham & Withersdale Village Hall  
Management Committee.

Mendham & Withersdale Village Hall is a registered charity  
in England and Wales (1102602).