



**Orwell Village Hall**  
**Registered Charity No. 300416**  
**Trustees' Annual Report**  
**2022-2023**

**Names of Trustees**

|                |                 |
|----------------|-----------------|
| Leslie Daw     | Roger Daw       |
| Chris Randall  | Barry Sharman   |
| Ian Rumbold    | Dave Titchmarsh |
| Mark Collins   | Derek Skipper   |
| Andrew Pulham  | Emma Tabor      |
| Dorothy Turner |                 |
| Val Rees       |                 |

**Sources of advice and support**

South Cambridgeshire District Council

Cambridgeshire ACRE

Orwell Parish Council

**Governance**

Orwell Village Hall was established as a charity by virtue of a Trust Deed dated 30 July 1959.

The Orwell Village Hall Management Committee is responsible for keeping the building in a good state of repair.

## **Appointment of Trustees**

The Trust Deed governs the appointment of Trustees and the management of the charity.

Four Trustees are elected at the Annual General Meeting held in May. In addition, the Custodian Trustee (Orwell Parish Council) nominates three Trustees (formerly five) and regular user groups/village organisations nominate one Trustee. The Trustees form the Management Committee of the Village Hall which has the power to co-opt up to four further Trustees on an annual basis.

## **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to employees (if any) and users of the hall, the following policy statements have been adopted:

### **Health & Safety Policy**

OVHMC offers use of the hall in an appropriate, safe and healthy condition. This is achieved in part by the officers of OVHMC keeping abreast of the relevant health and safety requirements and recommendations. Health & safety requirements are pointed out to hirers at the time of booking and are included in the Terms & Conditions. These are also shown on the Orwell Village Hall website.

The responsibility for the health and safety of users/attendees of the hall during any activity falls to the person who books the hall and signs the booking form unless they appoint an alternative person and notify OVH of that alternative person along with the reasoning for this change. The hirer is advised that it is their responsibility to take appropriate measures to ensure all attendees are familiar with the relevant risks and health & safety practices that will or may be required.

### **Safeguarding**

The committee operates and supports a non-discriminatory approach. The hall is supplied in a fit for purpose condition and meets all known requirements. The following statement included in the T&C. *"The hirer is responsible for the safeguarding of vulnerable people and minors and the implementation of the Disclosure & Barring Service as necessary (ex CRB)."*

### **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The Hiring Agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the Agreement.

### **Licences**

The hall has a Premises Licence (not including alcohol). The hall is licensed by the Performing Rights Society for live and recorded music.

## **Risk Management**

### **Insurance**

The village hall is insured with respect to property damage (buildings insurance) by Hiscox UK. The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees (if any) through adequate and appropriate insurance.

### **Building Issues**

- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is checked by a qualified engineer every 5 years.
- Firefighting appliances are inspected annually under contract with the supplier.
- Volunteers from the Committee carry out other regular maintenance checks.

### **Objectives of the Charity**

- Provision of a village hall for the benefit of the inhabitants of the Parish of Orwell and surrounding communities without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.
- Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants of Orwell and surrounding communities.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

### **Principal Activities in pursuit of Objectives**

The hall is in use most days of the week for a variety of activities including a table tennis club, women's society, film club, keep fit groups, dance clubs and a local market.

The hall is available for hire for private functions including children's parties, wedding receptions, and village social functions.

### **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The hire fees paid by users of the hall are set to achieve this.

## **Volunteers' Effort**

Management costs are kept to a minimum using volunteers for regular inspection and ordinary maintenance of the facilities. Cleaning and significant/specialist maintenance tasks are outsourced.

## **2022/23 Achievements (Chairman's Statement)**

The VH Management team are very pleased with the overall progress we have made throughout the year in maintaining and improving the facilities in the hall. This has been a major benefit to the community, and we hope users will appreciate the improvements we have made.

We are also pleased that the use of the hall has picked up well after the pandemic had passed, despite losing one or two regular users.

We look forward now to make further improvements and to continuing to maintain the facility for all.

I have been acting as interim, temporary Chairman, but we would very much appreciate further support as there are just the three of us at the moment. Any volunteers for Chair would be very warmly welcomed. Having said that, we would like to thank the community for its excellent support.

## **Future Plans**

The VH management team aim to continue the development of the facilities at the hall, some of which have been implemented by the time this report is issued. Specifically, we are replacing the stage curtains, which we felt were letting down the hall following our extensive redecorating efforts. In addition, we are replacing the side door which has become rotten and stubborn, and this is going to provide an opportunity to provide access by fitting a keycode lock. This will mean that any hirers using only the TOPS Room will be able to gain secure access without disturbing anyone using the main hall.

## **Treasurer's Statement**

We would like to express our special thanks to Vicki Tatum-Horsfield for preparing our annual accounts attached hereto.

Bookings have recovered well for this year at £9,600 comparing well with last year's £4,000 when we were still affected by the hangover of the pandemic. Although we did lose some of our regulars, we benefited from a healthy interest in the hall for parties, fetes, markets etc. We also remain grateful to the on-going support of our regular users.

We have spent a lot of money throughout the year to improve the facilities and to keep everything carefully maintained, our objective being to continue to make the hall attractive to potential hirers. This expenditure amounted to a total of about £7,500 on items including a new fire alarm, replacement of the flooring in the TOPS Room, repairs to the back stairs which had become unsafe, plus various plumbing and roofing repairs.

We did not benefit this year from any grants or donations, but we remain confident that the finances remain healthy for the future and that we have some capacity for further improvements.

A statement of accounts for 2022/23 can be found at Appendix A.

**The Trustees declare that they have approved the Trustees' report above.**

**Signed on  
behalf of the  
charity's  
Trustees**

**Signature**

|                  |              |
|------------------|--------------|
| <b>Full name</b> | Mark Collins |
| <b>Position</b>  | Chairman     |
| <b>Date</b>      | 15 June 2023 |

**Independent examiner's report on the accounts**  
**Report to the trustees and members of Orwell Village Hall**  
**for the year ended 31 March 2023**

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

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

**Signed**

**Date: 5<sup>th</sup> June 2023**

**Name: Vicki Tatum-Horsfield**

**Relevant Professional Body**

**Address: Orwell**

**ACA**

**Orwell Village Hall**  
**Receipts and Payments Account**  
**1 April 2022 - 31 Mar 2023**

| £                                   | Unrestricted<br>Funds | Restricted<br>Funds | Endowments<br>Funds | Total Funds    | Last Year      |
|-------------------------------------|-----------------------|---------------------|---------------------|----------------|----------------|
| <b>Receipts</b>                     |                       |                     |                     |                |                |
| Grants and donations                |                       |                     |                     | 0              | 4,467          |
| Hire of hall                        | 9,599                 |                     |                     | 9,599          | 4,059          |
| Fundraising Events                  |                       |                     |                     | 0              | -              |
| Interest                            |                       |                     |                     | 0              | -              |
| Gift Aid receipts                   |                       |                     |                     | 0              | -              |
| Other                               | 209                   |                     |                     | 209            | -              |
|                                     |                       |                     |                     | 0              | -              |
| <b>Total Receipts</b>               | <b>9,808</b>          |                     |                     | <b>9,808</b>   | <b>8,526</b>   |
| <b>Payments</b>                     |                       |                     |                     |                |                |
| Rates and water charges             | 473                   |                     |                     | 473            | 439            |
| Energy                              | 3,311                 |                     |                     | 3,311          | 2,066          |
| Insurance                           | 1,244                 |                     |                     | 1,244          | 1,269          |
| Wages                               |                       |                     |                     | 0              | -              |
| Building maintenance                | 8,517                 |                     |                     | 8,517          | 4,639          |
| Cleaning                            | 2,571                 |                     |                     | 2,571          | 1,567          |
| Fire Safety                         | 138                   |                     |                     | 138            | 578            |
| Administration                      | 480                   |                     |                     | 480            | 291            |
| Cost of fundraising                 |                       |                     |                     | 0              | -              |
| <b>Total Payments</b>               | <b>16,733</b>         |                     |                     | <b>16,733</b>  | <b>10,848</b>  |
| <b>Net of receipts (payments)</b>   | <b>(6,925)</b>        |                     |                     | <b>(6,925)</b> | <b>(2,322)</b> |
| Cash funds last year end: 31 Mar 22 | 25,286                |                     |                     | 25,286         | 27,608         |
| Cash funds this year end: 31 Mar 23 | 18,362                |                     |                     | 18,362         | 25,286         |
| Cash at Bank                        | 18,362                |                     |                     | 18,362         | 25,286         |