

Minutes of the AGM of North Scarle Village Hall & Playing Fields Committee on 7th June 2012 at 7.30pm

- Present :** Paul Cobb, Ken Hall, Ben Humphries, Pat Malson, Dave Pierce, Jean Shelbourn, Collen Vickers, Barbara Wells, Shirley Wells plus one parishioner.
- 1. Apologies** Laura Bell, Chris Dixon, Ben Humphries, Rosie Rowe.
- 2. Minutes of the last meeting** Minutes of the last AGM on 17 May 2011 were circulated and approved as a true record. Proposed CV, Seconded DP. Vote unanimous.
- 3. Matters arising** None.
- 4. Report from Chairman**
- The past 12 months has been eventful to say the least. We have held eleven Village Hall & Playing Fields Committee meetings at which the elected members and a majority of the representative members attended. We will be endeavouring to encourage some of our lesser-seen representatives to achieve an attendance rate of at least 50% for the coming year.
- It has been very pleasing to see the hall coming back into use in recent months after the concerted effort into the redecoration and essential maintenance carried out by members and other interested parties from the wider community.
- It is essential that we capitalise on the positivity that has been generated by recent activities and events and channel the interest and expressions of help and support to help us go forward in our goal of developing what facilities we have for the benefit of the village and the wider community. I would like to thank the assembled members (and others who are either on holiday or otherwise engaged) for their hard work and enthusiasm in the past year and for understating the necessity that to make an organisation like ours truly successful - everyone has to accept some responsibility and actions, in order that the burden of the work to be carried out, can be divided amongst the many rather than falling on the shoulders of the few.
- In my opinion we have a bright future, if we listen, if we strive to become more inclusive and if we become more responsive to the needs of our community.
- Paul Cobb – Chairman NSVH & PFC 7 June 2012
- 5. Trustees annual report and accounting statement**
- SW talked the meeting through the financial statement (attached). CV proposed acceptance, KH seconded. Vote unanimous.

6. Annual report from representatives

- 6.1** Bowls Club. CV reported that the bowls club members conveyed their gratitude to the playing fields committee for their excellent facilities. New members were needed but the club is doing well currently.
- 6.2** Cricket Club. CH not present. Report submitted via email.
Finances: Our bank balance is zero! We await collection of annual subs to pay a few outstanding bills, including £50 to the Village Hall for use of the hall for teas.
League status: We are still in the Lincoln League, but after two successive relegations we are in Division 2 for the first time in decades.
Playing squad: The squad is threadbare, but we should be able to field a side every week.
Results so far: Played 2, lost 2, plus 3 rained off.
Teas: We are making our own teas and serving them in the Village Hall – thanks to the committee for allowing us to use the facilities.
Wicket: After early season issues with moss, our groundsman Chris Geeson has got the square into shape – so we foresee no real problems other than the rain! In the unlikely event of a dry spell, we will water the wicket as usual, using a sprinkler – despite the hosepipe ban, cricket clubs are allowed to water wickets to prevent H&S issues (rock-hard bumpy wickets are dangerous).
Pavilion: We've done some renovation work, including re-felting the roofs. We have intruders from time to time – the local kids seem to like using the main pavilion as a drinking and smoking den, but aside from some minor damage to one of the window shutters, they have left everything else intact.
Outfield: Thanks to the committee for continuing to arrange the cutting of the outfield – moles are a problem but the overall grass condition is good.
- 6.3** Church Council. JS reported that junior church doing well and has the largest membership in the area. Adult members could be better but surviving with the help of church & club money.
- 6.4** Football Club. No report. No rep present.
- 6.5** Methodist Chapel. BW reported that work was still ongoing at the hall and activities taking place.
- 6.6** Model Engineering Society. We are pleased to report another successful year although our membership level has stayed about the same as last year. We are actively trying to encourage younger people to join our Hobby with some success.
Work continues to improve the track layout and facilities with the completion of the new station, remodelling the Tunnel and associated trackwork and signalling.
A new Signal box has just been started at the steaming bay end of the track and improvements will be made to the steaming bay area.
We have carried about the same number of passengers as last year and had a successful Open weekend last September and hope to repeat it this year. There have been a couple of fund raising activities including a 24 hour run in aid of the Lincolnshire Air Ambulance.
This year we hope to run for 24 hours to raise funds for North Scarle Playing Field.
David Pierce Lincoln and District MES.
- 6.7** Parish Council. No report. No rep present.
- 6.8** Tennis Club. No report. No rep present.
- 6.9** Training Club. No report. No rep present.
- 6.10** Women's Institute. No report. No rep present.
- 6.11** Village Hall Committee.
During the last year, there has been an increase in Village Hall activity as far as paid usage is concerned but as encouraging as it is, of course it is still not enough.
A number of events have taken place; two Quiz Nights, a Musical Evening, the introduction of a

monthly 'Gentleman's Club', a recent line dancing evening and last week, a very successful Jubilee event.

In addition, the Project Fund has hired the hall for an event, we have hosted two childrens' parties and Table Top Sales are being held every two weeks to coincide with car boot sales.

As far as the Hall itself is concerned, it has been a year of repairing leaks, broken windows and of course replacing our hot water supply. Decorating has now begun in the small bar and it is hoped that the painting will be complete by the end of this weekend – any volunteers will be more than gratefully met on Sunday morning !

It has been good to see different events being held in the Hall but after the very successful fund raising to support the excellent work carried out to the Play Area and in light of the ongoing fabric repairs, we now need to take advantage of the momentum and move ahead again with promoting the Hall and making improvements to the building.

The Hall itself is a great space for events but it is time to agree a plan for the next 12 months and to start capitalising on this to initially improve our offering which will then (hopefully) start generating more revenue.

Toilet facilities are a priority and improving the facilities will form the basis of a first project, the details of which now need to be agreed and which will of course make a big difference what we have now.

As far as future events are concerned, we now need to be more ambitious in what we might offer to the village and as a start, are assessing the idea of a film showing this autumn which if successful could be the start of a new and regular venture.

Ben Humphries Chairman - Village Hall Committee 7 June 2012

6.12 Children's Play Area. KH reported the following:

Lots of works carried out during the year on the area.

Approx £2000 spend on refurbishment - thanks to all who have helped.

North Hykeham Lions have agreed to help with plans & fundraising for the coming year.

7. Election of committee

PC proposed that the present committee be re-elected en-block.

Proposed CV. Seconded KH. Vote unanimous

8. Any other business

9. Ann Bellamy (parishioner) asked if the Training Club were paying any rent on the room that they used. It was confirmed that they did not and the issue will be discussed at committee as GW had offered to contribute to funds if required previously.

It was also requested if table could be left out (in the hall) for the use of the Bowls Club, during the season. It was agreed to keep some tables in the bowls kitchen in the interim.

Meeting closed at 8.06pm

North Scarle Village Hall & Playing Fields Committee

Accounting Statement

30 April 2012

North Scarle Village Hall & Playing Fields Committee

Trustees annual report for the period from 1 May 2011 to 30 April 2012

Registered charity number: 521858

Principal address:

South Scarle Lane
North Scarle Lincoln
LN6 9ER

Trustees:

| <i>Trustee Name</i> | <i>Office (if any)</i> | <i>Dates acted (if not for whole year)</i> |
|---------------------|------------------------|--|
| Eric Wells | Chairman | until 17th May 2011 from |
| Paul Cobb | Chairman | 17th May 2011 |
| Barry Quibell | Vice Chairman | |
| Patricia Malson | Secretary | |
| Shirley Wells | Treasurer | |
| Ralph Wells | | |
| Barbara Wells | | |
| Glen Wright | | |
| Colleen Vickers | | |
| Jean Shelbourn | | |
| Dave Pierce | | |
| Ben Humphries | | |
| Dave Inman | | |
| John Bellamy | | until 17th May 2011 |
| Laura Bell | | |
| Christopher Dixon | | |
| Rosie Rowe | | from 17th May 2011 |
| Ken Hall | | from 17th May 2011 |

Bankers:

Barclays Bank pic Lincoln
Business Centre Tritton
Road Lincoln LN6 7AR

Independent examiners:

Broughton Lambert Accountants
Boundary Enterprise Park
Boundary Lane
South Hykeham
Lincoln
LN6 9NQ

North Scarle Village Hall & Playing Fields Committee

Trustees annual report for the period from 1 May 2011 to 30 April 2012

Structure Governance and management

Description of the charity's trusts

| | |
|---------------------------------|--------------|
| Type of governing document: | Constitution |
| How the charity is constituted: | Trust |
| Trustee selection methods: | Elected |

Additional governance issues

North Scarle Village Hall & Playing Fields Committee is governed by the trustees. The trustees, and the officers of the club, are elected at the annual general meeting.

Trustees' Responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its financial activities for that period. In preparing those financial statements, the trustees are required to:

- . select suitable accounting policies and then apply them consistently;
- . make judgements and estimates that are reasonable and prudent; .
- follow applicable accounting standards, 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 presume that the Trust will continue in business.

The 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 Charities Act 1993 and any SORP currently in force. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Objectives and activities

Summary of the objectives of the charity set out in its governing document

To provide and improve the recreation and sports facilities in the village hall and playing fields facilities for the enjoyment and use by the residents of North Scarle village and its environs.

Summary of the main activities in relation to these objectives

To oversee and manage the upkeep and improvement of facilities in regard to the hall and playing fields in conjunction with appropriate parties by raising funds from the holding of boot sales, letting caravans and village hall and receiving donations, unchanged in principal from previous years.

North Scarle Village Hall & Playing Fields Committee

Trustees annual report for the period from 1 May 2011 to 30 April 2012

Achievements and performance

Summary of the main achievements of the charity during the year

The Committee has overseen a year in which income from car boot sales increased as has income from caravan site letting. There have also been increases in donations received and fundraising activities, giving an overall rise in income for the year of £4,370.

Utilising this income and the retained funds at the beginning of the year, the hall and playing fields have been maintained to the previous standards.

Financial review

Brief statement of the charity's policy on reserves

There is a balance at the end of the year held on the Community (current) account of £1,211.62. Additionally £9,117.18 is held on deposit in a business premium account.

All of the funds that are held in these two accounts are unrestricted.

Details of any funds materially in deficit

None.

Further financial review details

A breakdown of selected payments on page 6 are as follows:

Repairs

| | |
|---|------------------|
| Lawn mower repairs | £563.95 |
| Toilet & shower consumables (i.e. toilet rolls, shower curtains etc.) | £18.00 |
| Padlocks & keys | £66.86 |
| Building repairs and maintenance | £701.03 |
| Drain manhole cover repairs | £92.34 |
| Sensors in toilets | £231.59 |
| Fire extinguisher inspection | £333.48 |
| Repairs to caravan site | £401.58 |
| Playground repairs | £2,378.31 |
| Biffa waste disposals | <u>£1,315.87</u> |
| | <u>£6,103.01</u> |

Donations received

| | |
|--|----------------|
| The Lincoln and District Model Engineering Society | £250.00 |
| Bowls club | £100.00 |
| Lincolnshire Echo | £105.89 |
| Sundry private donations | <u>£181.69</u> |
| | £637.58 |

| | | |
|-----------------------|------------------------------|-----------|
| <u>Donations made</u> | The North Scarle Tennis Club | £1,000.00 |
|-----------------------|------------------------------|-----------|

Advertising

| | |
|------------------------------------|---------------|
| Car boot sales | £414.92 |
| Caravan & Camping Club | £102.00 |
| Just Giving - monthly subscription | <u>£36.00</u> |
| | £552.92 |

North Scarle Village Hall & Playing Fields Committee

Trustees annual report for the period from 1 May 2011 to 30 April 2012

Miscellaneous

| | |
|-----------------------|---------------|
| Field lease / rent | £1.00 |
| Table tennis balls | £3.99 |
| Electric inspection | £12.00 |
| Playground inspection | <u>£75.60</u> |
| | <u>£92.59</u> |

The main source of funds this year has arisen from income from car boot sales (46% of total income) and caravan site income (45% of total income).

If these two sources of income were to cease the main sources of income this year would have been donations (£638) and fundraising activities (£770) 8.7% of total income. Income from all other sources for the year (i.e. hall and ground hire and interest received) amounted to £50 (0.3% of total income). However, the reliance in the two main sources of income has increased to 91% (rising from 88% last year) of total income this year.

Accountants

The independent examiners, Broughton Lambert Accountants Limited are willing to continue in office and a resolution to re-appoint them will be proposed at the annual general meeting.

Other information

The committee has affiliations with the following organisations:

The Council of All Saints Church North Scarle
The Committee of the North Scarle Methodist Youth Fellowship
The Trustees of the North Scarle Methodist Chapel
The North Scarle Parish Council
The Committee of the North Scarle WI
The Committee of the North Scarle Cricket Club
The North Scarle Bowls Club
The Lincoln and District Model Engineering Society
The North Scarle Drama Club
The North Scarle Tennis Club
The North Scarle Training Club

Declaration

The trustees declare that they have approved the trustee's report as detailed above.

Signed and approved on behalf of the charity's trustees

Paul Cobb (Chairman)

Patricia Malson (Secretary)

7 June 2012

North Scarle Village Hall & Playing Fields Committee

Independent examiner's report on the accounts for the period from 1 May 2011 to 30 April 2012

Registered charity number: 521858

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of financial statements and 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 our 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 our attention.

Basis of independent examiner's statement

Our 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 no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention which gives us reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met.

Broughton Lambert
Accountants
Boundary Enterprise Park
Boundary Lane South
Hykeham

7 June 2012

North Scarle Village Hall & Playing Fields Committee
Receipts and Payments Account for the year ended 30 April
2012

Receipts and Payments Account

| | 2012 | | | 2011 |
|--|-----------------------|---------------------------|-------------------------|--|
| | <i>Total funds</i> | <i>Unrestricted funds</i> | <i>Restricted funds</i> | <i>Total funds - Restricted and unrestricted</i> |
| Receipts: | | | | |
| Car Boot Sales | 7,548 | 7,548 | | 5,175 |
| Caravan site Hall and Ground hire | 7,372 | 7,372 | | 5,410 |
| Bank deposit interest | 45 | 45 | | 50 |
| Donations received | 5 | 5 | | 5 |
| Fundraising Sale of equipment | 638 | 638 | | 285 |
| Wayleave | 770 | 770 | | 63 |
| | 0 | 0 | | 1,000 |
| | 0 | 0 | | 20 |
| Sub total | 16,378 | 16,378 | | 12,008 |
| Total receipts | 16,378 | <u>16,378</u> | | <u>12,008</u> |
| Payments: | | | | |
| Playing field maintenance | 2,412 | 2,412 | | 2,146 |
| Water & Drainage Rates | 2,193 | 2,193 | | 1,654 |
| Electricity used by caravans | 2,150 | 2,150 | | 2,163 |
| Repairs | 6,103 | 6,103 | | 4,977 |
| Stationery | 12 | 12 | | 4 |
| Petrol & diesel | 153 | 153 | | 29 |
| Advertising | 553 | 553 | | 567 |
| Accountancy | 264 | 264 | | 247 |
| Book-keeping | 250 | 250 | | 250 |
| Insurance | 4,117 | 4,117 | | 3,247 |
| Licences | 89 | 89 | | 360 |
| Donations | 1,000 | 1,000 | | |
| Loan, Tennis Club | 1,000 | | | |
| Fundraising costs | | | | 77 |
| Miscellaneous | 93 | 93 | | 429 |
| Sub total | 20,389 | 19,389 | | <u>16,150</u> |
| Total payments | 20,389 | 19,389 | | 16,150 |
| Surplus / (deficit) for the year | <u>(4,011)</u> | <u>(3,011)</u> | | <u>(4,142)</u> |
| Cash funds last year end (all unrestricted) | 15,317 | | | 19,459 |
| Cash funds this year end (all unrestricted) | 11,306 | | | 15,317 |

North Scarle Village Hall & Playing Fields Committee
Receipts and Payments Account for the year ended 30 April
2012

Statement of Assets and Liabilities at year end

Cash Funds

| | |
|-----------------------------------|------------|
| Barclays Bank Community Account | 1,212 |
| Barclays Business Premium Account | 9,117 |
| Cash in Hand | <u>977</u> |
| | 11,306 |

Other Monetary Assets

None

Investment Assets

None

Assets Retained for the Charity's Own Use

| | <i>Fund to which assets belong</i> | <i>Cost</i> | <i>Current value</i> |
|--|--|-------------|--------------------------|
| Sports Pavilion & Social Club | | | £ |
| Fixtures & Fittings | Unrestricted | 67,615 | - |
| Children's Area (i.e. fencing, gates etc.) | Unrestricted | 3,228 | 944 |
| Car park area and drive | Unrestricted | 2,143 | 490 |
| Plant and Equipment | Unrestricted | 14,468 | 7,689 |
| | Unrestricted | 15,811 | 3,591 |

Liabilities

None

Signed and approved on behalf of the charity's trustees

Shirley Wells (Treasurer)

Barry Quibell (Vice Chairman)

7 June 2012