

# **Fowlis Easter Hall Committee**

## **Annual Report and Accounts**

**30 April 2017**

**Scottish Charity No: SC026574**

Trustees' Annual Report for the period

From 30 April 2016 to 30 April 2017

## Fowlis Easter Hall Committee

Scottish Charity No: SC026574

Charities Principal Address: The Treasurer, Craigard, 12 Benvie Road, Fowlis, Angus DD2 5SA

### Charity Trustees

Names of the Charity Trustees on the date of approval of the Trustees' Annual Report

Trustee Name	Office (if any)	Name of Person or body entitled to appoint trustee (if any)
Bruce Marshall	Convener	Reel Fowlis Dance Group
	Vice-Convener	
Rhoda Hodgson		Fowlis Easter Hall Dance Class
Ian Jackson	Treasurer and Booking Secretary	Fowlis and Liff Parish Church
June Lawson		Fowlis and Liff WRI
		Badminton Group
Melanie Marra		Fowlis and Liff Toddler Group
Jim Scrymgeour		Recreation Group
Jack Ireland	Secretary	Fowlis Fitness
Walker Hodgson		Fowlis and Liff Over 50s
Marion Jackson		Fowlis, Liff & Benvie Coffee Morning

### Structure, Governance and Management

Fowlis Easter Hall Committee is recognised as a Scottish charity. The trust is administered in accordance with the terms of the Trust Deed. In addition, the Management Committee has appointed, as stated in the Trust Deed, three further Trustees from the community to act as advisers and overseers for the Committee and provide long term stability to the Committee. They are Mr Sandy Inverarity CBE Inverarity, Dr David Dorward and Mr William Cant. A representative from Angus Council Community Learning Development team attends some meetings and advises on Local Authority issues.

The committee is drawn from representatives nominated by the local user groups and persons co-opted by the Committee. Voting takes place at the Annual General Meeting on 31st May 2017. In accordance with the Trust Deed the maximum that can serve is 15.

The office-bearer positions of Convener, Vice-Convener, Secretary and Treasurer are elected at the first business meeting following the AGM and the term of office is 3 years, in rotation.

The Hall Committee is a member of the Angus Federation of Village and Community Halls.

### Objectives and Activities

The Committee aims to provide a safe, well maintained facility for the local community for meetings, classes, recreation and leisure. The activities of the Hall are reported on our dedicated web-site "[www.FowlisHall.org.uk](http://www.FowlisHall.org.uk)".

## **Achievements and Performance**

There were sixteen regular user groups that meet weekly or monthly. The breadth of the activities covered demonstrates that the Hall continues to serve the whole community and provides a valuable local resource. Each user group is invited to nominate representatives who together form the Hall Committee and a great deal of hard work ensures that the Hall is a safe, welcoming and well-maintained facility. In addition to the above, there have been regular lets for music and drama events, private parties and fund raising events. The Hall continues to be used for Parliamentary and Local elections.

## **Safety**

A qualified person carries out portable appliance testing annually for all electrical equipment belonging to the hall and user groups. To comply with the **Fire Safety (Scotland) Act 2005**, fire risk assessment is undertaken annually by the Committee. All members of the Committee have been trained and are familiar with the Fire and Emergency policy and asked to practise fire drill with their own group. A Fire Safety Audit was carried out by the Legislative Fire Safety Officer. Legionella prevention procedures are in place. The Risk Assessment Sub-Committee (RASC) reviews risks and procedures relating to the safe use of the Hall, its environs and equipment and vulnerable persons policy. The RASC meets and reviews risks and procedures at least twice a year with additional meetings on a needs basis. It reports to the full committee each time they meet.

## **Maintenance/ Improvements**

No major items of refurbishment or maintenance were required in the current year. Minor repairs to equipment were made.

## **Financial Review**

The economic uncertainty continues to affect our overall turnover and profitability. Income has been kept up thanks to increases in fund raising event, lets for parties and donations from user groups.

Our out goings, gas and electrical costs have stabilised due to the change of supplier and re-tendering of contracts as they come up for renewal, last year and a fixed term contract. Consumables costs have increased very slightly and the employment of the Cleaning Company to regularly clean the kitchen, hallways and toilet areas have added cost. Maintenance is ongoing and we continue to maintain all aspects of the property to a high standard. We have employed a gardener to keep the external areas up to standard.

This year we report an increase in profit from last year of £3,853.54 due to the increased Hall use for longer periods and donations from Groups and individuals. We are also aware that we have an ageing Dishwasher and Boiler that will require replacing in the years to come and that the floor will require republishing in the next year.

## **Declaration**

The trustees declare that they have approved the trustees' report above. Signed on behalf of the charity's trustees:

Signature

Full Name     Bruce Marshall  
Position       Convener  
Date            31 May 2017

Signature

Full Name     Jack Ireland  
Position       Secretary  
Date            31 May 2017

# **Fowlis Easter Hall SC026574**

## **Independent Examiner's Report to the Trustees of Fowlis Easter Hall**

I report on the accounts of the charity for the year ended 30 April 2017 which are set out on pages 1 to 8.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks 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 view given by the accounts.

### **Independent examiner's statement**

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 requirements:
  - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met, or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Guy Mitchell BSc FCCA CTA  
11 Kirkcroft Brae  
Liff  
Dundee  
DD2 5RT

31 May 2017

**FOWLIS EASTER HALL**Scottish  
Charity  
Number

SCO26574

Year to  
30/04/2017  
Year to  
30/04/2016**RECEIPTS**

Lets	8,270.95	7,861.46
Spring Fayre	<u>1,260.18</u>	<u>921.20</u>
Income from Lets and Fundraising	9,531.13	8,782.66

**Donations**

Fowlis Dance Class	1,000.00	2,000.00
Coffee Morning Fowlis Church	112.10	93.00
Reel Fowlis Dance Group Donation	900.00	1,000.00
Calendars	207.80	152.22
Angus Council Community Grant	0.00	958.80
Scottish Government Flood Grant	0.00	1,500.00
Miscellaneous Donations	<u>0.00</u>	<u>10.00</u>
Sub Total	<u>2,219.90</u>	<u>5,714.02</u>
Total Income & Donations	<u>11,751.03</u>	<u>14,496.68</u>
<b><u>Total Receipts</u></b>	<b><u>11,751.03</u></b>	<b><u>14,496.68</u></b>

**PAYMENTS**

Property Maintenance	1,582.71	6,015.16
Flood Prevention	0.00	2,462.75
Heat & Light	2,062.26	2,865.64
Insurance	1,172.86	994.73
Consumables	518.33	655.70
Fire Appliance Maintenance	43.20	0.00
Fixtures & fittings expensed	<u>0.00</u>	<u>934.79</u>
<b><u>Total Property Costs</u></b>	<b><u>5,379.36</u></b>	<b><u>13,928.77</u></b>

**Running Costs**

Cleaning	1,719.50	1,362.00
Gardening	591.25	270.00

Miscellaneous	0	353.70
Performing Rights + Public Ent. Licence	207.38	219.87
<b><u>Total Running Costs</u></b>	<b><u>2,518.13</u></b>	<b><u>2,205.57</u></b>
<b><u>Total Costs</u></b>	<b><u>7,897.49</u></b>	<b><u>16,134.34</u></b>
<b>Surplus/(Deficit) for Year</b>	<b><u>3,853.54</u></b>	<b><u>(1,637.66)</u></b>

**Fowlis Easter Hall**

**Balance Sheet**

**30 April 2017**

**Balance Sheet**

**30 April 2016**

**FIXED ASSETS**

Village Hall	375,119.40	375,119.40
Fixtures & Fittings	<u>12,513.35</u>	<u>12,513.35</u>
	387,632.75	387,632.75
<b>CURRENT ASSETS</b>		
Bank - TSB	15,025.23	11,171.69
<b>CURRENT LIABILITIES</b>		
Accruals	0.00	0.00
	<u>402,657.98</u>	<u>398,804.44</u>
<b>FINANCED BY</b>		
<b>ACCUMULATED FUNDS</b>		
Opening Balance	398,804.44	400,442.10
Surplus/(Deficit) for Year	<u>3,853.54</u>	<u>(1,637.66)</u>
	<u>402,657.98</u>	<u>398,804.44</u>

NOTE

There are no known liabilities. The Accumulated Funds for the construction of the hall comprise the requisite contribution from the community, National Lottery Fund and others

G J Mitchell  
31 May 2017

Ian Jackson  
Treasurer  
31 May 2017

**Fowlis Easter Hall Annual Report 2016 – 17**  
**Scottish Charity No: SC026574**

The risk assessment subcommittee continues to meet, review and update risk assessments and hall policies on a regular basis.

We activated our web site in February 2016 [www.FowlisHall.org.uk](http://www.FowlisHall.org.uk) and the response has been positive with regular bookings/inquires throughout the year.

The Annual Accounts for the Hall are published on published on the website.

## **Hall Use**

There are eighteen regular user groups that meet weekly or monthly. The variety of activities for regular users and the level of lets to local residents demonstrate the continuing role for the hall as a valued facility. Nominated representatives from regular user groups form the Hall Committee and a great deal of hard work ensures that the hall is a safe, welcoming and well-maintained facility.

### **Regular User Group Lets:**

Fowlis and Liff Toddlers group - Meetings are once a week this year and will continue through the summer;  
Fowlis Easter Hall Dance Class - weekly - 33 sessions and 3 parties;  
Fowlis, Liff and Balruddery Community Recreation Group - weekly over the year the group is finding it difficult to get new members but support from the Hall committee has helped;  
Reel Fowlis Dance Group - weekly - 20 sessions plus 2 dances;  
Fowlis and Liff over 50s Group - FLOFs - twice monthly - 18 sessions;  
Fowlis and Liff Parish Church - Parish Coffee Morning - monthly - 12 sessions they are to extend their meetings over the summer;  
Fowlis and Liff Guild; 3 events  
Fowlis and Liff Parish Church – use the Hall for Messy Church 7 times a year, 2 fundraisers, a Beetle Drive, spring plant sale and coffee morning;  
SWRI meetings - monthly - 9 sessions, first Wednesday of the month and have had two other meetings;  
Badminton Group - weekly – 30 sessions in the from autumn to early summer;  
Exercises Class over-60s Exercise class - weekly - 39 sessions;  
Fitness at Fowlis – weekly – 22 classes  
Tayside Symphony Orchestra - 4 sessions of 6/8 weeks  
Community Council – 2 meetings;  
Local MSP Graeme Day – 5 surgeries;  
New Yoga Group 2 sessions per night per week 20 weeks;  
New Art Bubble children's art class 12 weeks;  
Bruce's Dance Class (6)  
Hall committee have met 5 times in the year to cover maintenance and over all governance of the running of the hall plus the AGM.

In addition to the above, there have been lets for the following:

The Local Election, Wedding Parties (2), Golden Weddings (1), Concerts (2), 21st/40th Parties (2), Children's Parties (26) have added to the Hall income with full day/long lets private parties. Weekend party bookings sometime clash but we try to offer alternative dates. Weekday evenings are the most regularly used and can lead to disappointment if groups do not book in good time.

The availability of a mobile phone number and email address on both the Web Site and on public notices are allowing easy contact with the booking secretary, about 70% of new bookings come through the Web site this year, booking forms are sent out by e mail and all bookings are confirmed by e mail. Accounts for Hall use are also sent electronically when possible, we are starting to receive payment by electronic Bank draft/transfer, this again saving envelopes and postage.

## **Lets**

The hall letting rates were changed for regular users to £11.50 per hour an increase was also made for all other lets to £14.00 per hour. The rates for Lets are due for review at the AGM in May 2017.

## **Fundraising**

Spring Fayre in March 2017 realised £1260.18 and there were donations from Fowlis Easter Hall Dance Class, the Reel Fowlis Dance Group and the Fowlis and Liff Parish Coffee morning and individuals.



### **Hall Improvements**

Improvements this year were limited to maintaining the building fabric following the extensive works carried out last year on flood defences to protect the building.

### **Safety**

Regular maintenance and safety checks were carried out as required and itemised in the Trustees' Annual Report.

### **Committee and Office Bearers**

The Hall Committee has met on five occasions this year. Bruce Marshall, Ian Jackson and Jack Ireland continued in the roles as Convener, Treasurer/Booking secretary and Secretary, respectively. The position of vice-Convener remains unfilled.

### **Other Agencies**

The Committee has links with Angus Council Community Learning and Development. Liz Begg, our contact, is moving on and we welcome back Bob Ness.

We receive support from Angus Federation of Village and Community Halls. The AFVCHs handbook was revised October 2015 and an electronic copy is available to all trustees via a shared folders stored on Dropbox.

### **Thanks**

The Hall Committee is also indebted to Walker Hodgson who carries out a lot of maintenance saving the hall considerable additional expense.

Our thanks are made to the following for donations received this year: Fowlis Easter Hall Dance Class, Reel Fowlis Dance Group and Fowlis, Fowlis and Liff Coffee Morning, J Ireland (for producing Calendars),

Our thanks are also due to Bruce Marshall, Convener; Ian Jackson, Treasurer and Booking Secretary; Jack Ireland, Secretary; and all the elected Committee members who contribute in any way to the continued success of Fowlis Easter Hall.

Jack Ireland

Secretary Fowlis Easter Hall Committee 31 May 2017