

Fowlis Easter Hall Committee

Annual Report and Accounts

30 April 2019

Scottish Charity No: SC026574

2 Benvie Road
Fowlis
Angus
DD2 5SA

Trustees' Annual Report for the period From 30 April 2018 to 30 April 2019

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)
Walker Hodgson	Convener	Fowlis and Liff Over 50s
Vacancy	Vice-Convener	
Rhoda Hodgson		Fowlis Easter Hall Dance Class
Ian Jackson	Treasurer and Booking Secretary	Fowlis and Liff Parish Church
Phyllis Lyske		Fowlis and Liff WRI
Betty Cocker		Fowlis over 60's Exercise Class
Heather Morrison		Fowlis and Liff Toddler Group
Jim Scrymgeour		Recreation Group
Sandy Glossip		Fowlis Fitness
W Hodgson	Secretary	
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 and Dr David Dorward and Mr W A Cant MA,CA, 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, in accordance with the Trust Deed the maximum number 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".

Achievements and Performance

There were twenty 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. Nominated representative from the 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. 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. Environmental Health attended and inspected the hall kitchen and the hall committee are registered as a Food Business.

The Committee has formed a Sub Group to review and keep up to date a Risk Assessment on the Hall and all areas of the property, the equipment in the Hall and the operation of the Hall. The sub group meets on a needs basis and reviews procedures twice a year.

Maintenance/ Improvements

Refurbishment of the hall main lighting and reduce our carbon foot print by the use of LED lighting were carried out and we received a grant to cover the costs from WREN who facilitated the provision of funds from the Landfill Communities Fund.

Funds have been raised to supply and support the fitting of a Defibrillator on the building the fund is held by the Hall in a reserved fund.

Financial Review

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

Our outgoings, gas and electrical costs have gone up for the coming year due to the change of supplier and re-tendering of contracts. Consumables costs have increased very slightly and the employment of the Cleaning Company to regularly clean the hall, kitchen, hallways and toilet areas, the hiring of a gardener have added cost. Maintenance is ongoing and we continue to maintain all aspects of the property to a high standard.

This year we report a profit from last year £2290.88 due to the reduction on maintenance to the hall floor, but note that we had fewer 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 re-furbishing in the next year. We replace/upgrade the Hall lighting with a view to reducing our Carbon Foot Print. We hold in a reserve account funds for the Defibrillator,

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

Signed on behalf of the charity's trustees:

Full Name Walker Hodgson
Position Convener
Date 30 May 2018

Full Name Ian Jackson
Position Treasurer
Date 30 May 2019

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 2018 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

30 May 2019

FOWLIS EASTER HALL

Scottish Charity Number

SCO26574

	Year to 30/4/2019	Year to 30/04/2018
RECEIPTS		
Lets	8,937.26	9,050.25
Spring Fayre	<u>1,124.45</u>	<u>920.65</u>
Income from Lets and Fundraising	10,061.71	9,970.90
Donations		
Fowlis Dance Class	0.00	25.25
Coffee Morning Fowlis Church	122.15	100.00
Reel Fowlis Dance Group Donation	941.00	0.00
Calendars	105.00	0.00
Miscellaneous Donations	<u>352.75</u>	<u>75.00</u>
Sub Total	<u>1,520.90</u>	<u>200.25</u>
Total Income & Donations	<u>11,582.61</u>	<u>10,171.15</u>
<u>Total Receipts</u>	<u>11,582.61</u>	<u>10,171.15</u>
PAYMENTS		
Property Maintenance	571.00	2,905.86
Heat & Light	4,190.15	2,034.89
Insurance	991.09	1,064.81
Consumables and Misc	988.25	500.13
Fire Appliance Maintenance	<u>198.00</u>	<u>266.40</u>
<u>Total Property Costs</u>	<u>6,938.49</u>	<u>6,722.09</u>

Running Costs

Cleaning	1,676.50	1,698.50
Gardening	440.00	446.25
Performing Rights + Public Ent. Licence	236.74	453.44
<u>Total Running Costs</u>	<u>2,353.24</u>	<u>2,598.19</u>
Surplus/(Deficit) for Year	<u>2,290.88</u>	<u>800.87</u>

FOWLIS EASTER HALL

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Balance Sheet**Balance Sheet****30 April 2019****30 April 2018****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

CURRENT ASSETS

Defibrillator Reserve	840.26	0.00
Bank - TSB	17,276.72	15,826.10

CURRENT LIABILITIES

Accruals	0.00	0.00
	<u> </u>	<u> </u>
	<u>405,749.73</u>	<u>403,458.85</u>

FINANCED BY**ACCUMULATED FUNDS**

Opening Balance	403,458.85	402,657.98
Surplus/(Deficit) for Year	<u>2,290.88</u>	<u>800.87</u>
	<u>405,749.73</u>	<u>403,458.85</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
30 May 2019

Ian Jackson
Treasurer
30 May 2019

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Secretary's Report

Hall Use

There are nineteen 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;
Exercises Class over-60s Exercise class - weekly - 39 sessions;
Fitness at Fowlis – weekly – 22 classes
Tayside Symphony Orchestra - 4 sessions of 6/8 weeks
Local MSP Graeme Day – 5 surgeries;
Yoga New group 2 sessions per night per week 30 weeks;
RugbyTots - 2 classes weekly 24 weeks
Tennis Class - Weekly 12 weeks
Ballet Class - weekly 24 weeks
Dance Class - Weekly 8 weeks
Drama Class - 8 weeks
Hall committee have met 5 times plus AGM.

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

Weddings (2 Days) added to the Hall income with full day lets, 24 private parties/fundraisers (6 less than last year) and 4 other meetings have been held.

Web use has increased, our Web Site and contact details on public notices boards are allowing easy contact with the booking secretary, booking forms are sent out by e mail or down loaded from the web site. All bookings are confirmed by e mail. Hall accounts are also sent electronically when possible, we receive 1/3 of our payment by electronic Bank draft/transfer this again saving envelopes and postage etc.

Fundraising

Spring Fayre in March 2019 realised £1124.45 and there were donations from Fowlis Easter Hall Dance Class and the Fowlis and Liff Parish Coffee morning and individuals.

Hall Improvements

Improvements this year to the hall and kitchen lighting with all new energy efficient downlight and uplighter fittings were incorporated during September 2018. A defibrillator cabinet was installed adjacent to the main entrance during April 2019.

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. Walker Hodgson convened all five meetings. No one accepted the positions of Vice-Convenor or secretary and the interim secretary position was held by Walker Hodgson throughout the year. Ian Jackson continued as treasurer and booking secretary and the Hall Committee are deeply indebted to all for their diligent work keeping the hall running

Other Agencies

The Committee has links with Angus Council Community Learning and Development, Bob Ness has moved on and we await a new contact.

We receive support from Angus Federation of Village and Community Halls. The AFVCHs handbook was revised October 2017 and is available in hall group files in Dropbox.

Thanks

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

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

Walker Hodgson
Secretary Fowlis Easter Hall Committee – May 2019

Convenor's Remarks 2018/19

With the continued commitment and support from the committee in managing the affairs of the hall it is through their efforts that we maintain a robust financial stability and are well positioned to manage the maintenance of the building fabric.

I am also mindful of the support I get from all committee members, their views and comments are important to ensure we are providing adequate facilities which encourage existing and prospective users to hire the hall

It is disappointing that we have a shortage of office bearers where we have been without a secretary and vice-convenor for the past year despite having approached several people within the locality without success. This brings with it an added burden on the existing office bearers who need help throughout the year including the organising of fundraising events.

I continue to be supported by Ian Jackson as booking secretary and treasurer. His commitment and competence cannot be overstated as he has the most demanding role of the whole committee. His management of accounts ensures we are regularly kept updated about our liabilities and assets. Ian continues to offer support for the necessary transfer of responsibility for our Website and Dropbox management system.

The hall committee is delighted to finally see the installation of replacement energy efficient hall downlights and uplighters last September having received £8,556.45 grant aid from WREN funded by the Landfill Communities Fund. On completion the grant was paid in full direct to J W Wheatley. It was necessary to provide endless form filling and an administration fee of £919.82 from a third party before the application was successful and this was provided by the Fowlis Easter Hall Dance Class.

In association and a donation of £441 from the Reel Fowlis Dance Group to commemorate Bruce Marshall's tenure a Convenors' board is now displayed within the hall and recognises his commitment to Fowlis Easter Hall Committee and also previous convenors since its establishment in 1961.

The committee are pleased to have assisted a local defibrillator group by managing the installation of a community defibrillator cabinet and overhead emergency floodlight at a cost of £1,305.47 and also agreeing to provide a maintained electricity supply.

We have a busy year ahead with planned maintenance to replace vinyl floor covering to the vestibule, ladies, gents, disabled toilets and the kitchen. We will also be refurbishing the main hall floor, all at considerable expense. There is also a need to replace some maintenance equipment and increased attendance from our hall cleaning provider. There will be a review of the cost of hall lets in view of increased planned maintenance.

A concerted effort is necessary to spread the word to anyone interested in supporting the hall management committee to ensure we have a continued and sustained future considering the apparent benefit to the community as highlighted by the demand for lets.

The Spring Fayre was again a fantastic effort this year by all the committee and proved very worthwhile. I would like to thank our executive trustees for their contributions which helped swell the coffers.

Walker Hodgson, Convenor