

Fowlis Easter Hall Committee

Annual Report and Accounts

30 April 2020

Scottish Charity No: SC026574

2 Benvie Road
Fowlis
Angus
DD2 5SA

Trustees' Annual Report for the period From 30 April 2019 to 30 April 2020

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	Convenor	Fowlis and Liff Over 50s
Vacant	Vice-Convenor	
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
		Fowlis Fitness
Vacant	Secretary	
Marion Jackson		Fowlis, Liff & Benvie Coffee Morning
Sara Jaconelli		Co-opted member

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 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 Convenor, Vice-Convenor, 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 and Facebook Page.

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. 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, keep fit classes for all abilities, 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

The refurbishment of the hall main lighting the previous year gave us a saving of 20% and reduced our carbon foot print by the use of LED lighting. The Hall floor was refurbished during the year to maintain a good surface for our dance groups. PAT testing and the Fixed Wire 5 yearly checks were also carried out. Boiler was serviced and safety checks carried out.

Financial Review

The economic uncertainty with the UK and Scottish Government Shut Down due to Coronavirus has stopped the Halls use by any of our groups (from Mid-March 2020) and this affects 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 prior to the shutdown.

Our outgoings, gas and electrical costs are expected to go down as the Hall use is restricted in the coming year due to the Coronavirus restrictions. The Hall has had the heating shut down to minimum frost protection from mid-March 2020. Consumables costs have increased very slightly at the start of the year 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. Following the Hall shut down we carried out a Deep Clean wiping down all surfaces, chairs, tables, worktops, doors and handles with Antibiotic cleaning materials. Maintenance is ongoing and we continue to maintain all aspects of the property to a high standard. This year we report a deficit from last year of (£1,348.13) due primarily to the floor refurbishment and other additional maintenance costs. We are also aware that we have an ageing Dishwasher and Boiler that will require replacing in the years to come.

Our future will depend on the actions of the UK and Scottish Governments and any restrictions regarding meetings, social distancing and the time scale that applies to the lifting of these restrictions.

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 Convenor
Date 16 July 2020

Full Name Ian Jackson
Position Treasurer
Date 16 July 2020

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 2020 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

16 July 2020

FOWLIS EASTER HALL

Scottish Charity Number SCO26574

Year to Year to
30/4/2020 30/04/2019

RECEIPTS

Lets	7,944.19	8,937.26
Spring Fayre	<u>704.60</u>	<u>1,124.45</u>
Income from Lets and Fundraising	8,648.79	10,061.71

Donations

Fowlis Dance Class	2,000.00	0.00
Coffee Morning Fowlis Church	100.00	122.15
Reel Fowlis Dance Group Donation	1,000.00	941.00
Calendars	0.00	105.00
Miscellaneous Donations	<u>131.80</u>	<u>352.75</u>
Sub Total	<u>3,231.80</u>	<u>1,520.90</u>

Total Income & Donations 11,880.59 11,582.61

Total Receipts 11,880.59 11,582.61

PAYMENTS

Property Maintenance	7,852.44	571.00
Heat & Light	1,226.29	4,190.15
Insurance	1,181.07	991.09
Consumables	708.71	988.25
Fire Appliance Maintenance	<u>0.00</u>	<u>198.00</u>

Total Property Costs 10,968.51 6,938.49

Running Costs

Cleaning	1,486.50	1,676.50
Gardening	526.75	440.00
Performing Rights + Public Ent. Licence	246.96	236.74
<u>Total Running Costs</u>	<u>2,260.21</u>	<u>2,353.24</u>
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(Deficit)/Surplus for Year	<u>(1,348.13)</u>	<u>2,290.88</u>

FOWLIS EASTER HALL

Scottish Charity Number

SC026574

Balance Sheet**Balance Sheet****30 April 2020****30 April 2019****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

Bank - TSB	16,025.59	17,276.72
Defibrillator Reserve	743.26	840.26

CURRENT LIABILITIES

Accruals	0.00	0.00
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	<u>404,401.60</u>	<u>405,749.73</u>

FINANCED BY**ACCUMULATED FUNDS**

Opening Balance	405,749.73	403,458.85
Surplus/(Deficit) for Year	<u>(1,348.13)</u>	<u>2,290.88</u>
	<u>404,401.60</u>	<u>405,749.73</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
16 July 2020

Ian Jackson
Treasurer
16 July 2020

Fowlis Easter Hall Annual Report 2019 – 20

Scottish Charity No: SC026574

Convenor's Remarks 2019/20

This is a unique AGM event in the record of Fowlis Easter Hall committee due to the Cononavirus Pandemic which prevents public gatherings. To comply with the Hall Trust Deed this will be recorded by the distribution of the Annual Accounts, which includes OSCR report for the committee's comment/agreement.

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

I am indebted for the support from 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.

We had a very supporting and committed member in Sandy Gossip and very much regret that he succumbed to his illness on the 8 August 2019. He was very much the organiser who formed a supporting committee and realised the successful funding and the subsequent installation of the Defibrillator on 13 July 2019 when we held the first training day.

It is disappointing that we have a shortage of office bearers and we have been without a secretary and vice-convenor for the past 2 years. 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.

With the realisation of the Covid 19 Pandemic and its lockdown restrictions since 24 March 2020 it is difficult to estimate how much this will affect our ability to resume normal letting conditions in the long term and throughout the transition period in the short to medium term. We are mindful that even in the short term the majority of regular hall user groups have attendance that cannot be accommodated within the confines of the hall and maintain the two-metre social distancing rule. We are committed to complying with government guidelines and will be implementing such procedures to allow maximum benefit of hall use when this becomes apparent.

We have replaced the vinyl floor covering to the vestibule, ladies, gents and disabled toilets and the kitchen which give the hall a more inviting ambience. We also refurbished the main hall floor, all at considerable expense.

Generous donations have been received from Reel Fowlis Dance Group, Fowlis Easter Hall Dance Class and the Monthly Coffee Morning, and are much appreciated by the hall committee. The Spring Fayre was successful and supported by the community which realised just over £704.60. I would like to thank our executive trustees for their contributions which helped swell the coffers.

Walker Hodgson, Convenor 30 May 2020

Booking Secretary's Report

Hall Use

There are sixteen regular user groups that meet weekly or monthly although the number of groups were down they filled the available space on the calendar. 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;
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
Fowlis and Liff Parish Church – 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 group 2 sessions per night per week 30 weeks;
Pilates Class 2 sessions per week;
Dance Class - Weekly 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, 20 private parties/fundraisers 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 2020 realised £704.60 and there were donations from Fowlis Easter Hall Dance Class, Reel Fowlis Dancers and the Fowlis and Liff Parish Coffee morning and individuals.

Hall Improvements

Electrical tests, replacement vinyl flooring to kitchen, toilets and vestibule also maintenance of the floor

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. Walker Hodgson Convened for all meetings, 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

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

Thanks

The Hall Committee is also indebted to Walker Hodgson who carries out a lot of maintenance saving the Hall vital funds.

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,

Our thanks are also due to Walker Hodgson Convenor and all the elected Committee members who contribute in any way to the continued success of Fowlis Easter Hall.

Ian Jackson
Booking Secretary Fowlis Easter Hall Committee – 30 May 2020