

Fowlis Easter Hall

Annual Report and Accounts

30 April 2013

Scottish Charity No: SCO26574

Fowlis Easter Hall SC 026574

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 2013 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.

W A Cant
4 Kirk Road
Fowlis
Dundee DD2 5SB

Date: 23 May 2013

FOWLIS EASTER HALL

Scottish Charity Number

SCO26574

Receipts & Payments Account for the year ended 30 April 2013

	Year to 30/04/2013 £	Year to 30/04/2012 £
RECEIPTS		
Hall Lets	7,488.78	5,751.75
Burns Supper	0.00	746.33
Spring Fayre	<u>727.50</u>	<u>777.35</u>
	8,216.28	7,275.43
Donations		
Sale of Cooker	0.00	250.00
Fowlis Dance Class	600.00	0.00
Coffee Morning Fowlis Church	40.00	0.00
Tree for Sheena	0.00	789.15
Reel Fowlis Donation	250.00	140.00
Miscellaneous Donations	<u>178.00</u>	<u>0.00</u>
Sub Total	<u>1,068.00</u>	<u>1,179.15</u>
Total Income & Donations	9,284.28	8,454.58
Total Receipts	<u>9,284.28</u>	<u>8,454.58</u>
PAYMENTS		
Property Maintenance	1,431.35	2,462.70
Capial Items Expensed	2,399.86	0.00
Heat & Light	4,183.29	1,645.44
Insurance	80.34	1,078.65
Consumables	417.62	320.10
Fire Appliance Maintenance	<u>146.28</u>	<u>89.04</u>
Total Property Costs	8,658.74	5,595.93
Honorarium (Hall Keeper)	600.00	600.00
Tree for Sheena	0.00	789.15
Performing Rights + Public Ent. Licence	167.38	165.98
Performing Rights the Steamy	168.00	0.00
Newsletters	0.00	86.20
Subscriptions	5.00	5.00
Miscellaneous Expenditure	<u>0.00</u>	<u>0.00</u>
Total Payments	<u>9,599.12</u>	<u>7,242.26</u>
Surplus/ - Deficit for Year	<u>- 314.84</u>	<u>1,212.32</u>

Ian R Jackson

W A Cant

Treasurer

23 May 2013

FOWLIS EASTER HALL

Scottish Charity
Number

SCO26574

BALANCE SHEET

as at 30 April
2013

		£ 30/04/2013		£ 30/04/2012
FIXED ASSETS				
Property				
Village Hall				
At cost		375,119.40		375,119.40
Additions during year		0.00		
		375,119.40		375,119.40
			12,513.3	
Fixtures & Fittings	12,513.35		5	
Additions during year				
	12,513.35		12,513.3	
		12,513.35		5
		387,632.75		387,632.75
CURRENT ASSETS				
Bank - Scottish Widows	0.00		6,232.04	
Bank - Lloyds TSB	10,927.15		5,009.95	
		10,927.15		11,241.99
CURRENT LIABILITIES				
Accruals		0.00		0.00
		398,559.90		398,874.74
FINANCED BY				
ACCUMULATED FUNDS				
Opening Balance		398,874.74		397,662.42
Surplus for Year		-314.84		1,212.32
		398,559.90		398,874.74

NOTE

There are no known liabilities. The Accumulated Funds for the construction of the hall comprise the requisite contribution from the community, together with assistance from the National Lottery Fund, the Scottish Office, Angus Council and others

W A Cant

23 May 2013

Ian R Jackson

Treasurer

Trustees' Annual Report for the period
From 30 April 2012 to 30 April 2013

Fowlis Easter Hall Committee

Scottish Charity No: SC026574

Charities Principal Address: 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
Bruce Marshall	Vice-Convenor	Reel Fowlis Dance Group
Rhoda Hodgson	Secretary	Fowlis Easter Hall Dance Class
Ian Jackson	Treasurer and Booking Secretary	Fowlis and Liff Parish Church
Freda Knox		Fowlis and Liff WRI
Doug Young		It's a Duddle/Badminton Group
Angie Gordon and Clare McCance (deputy)		Fowlis and Liff Toddler Group
Jim Scrymgeour		Recreation Group
Ian Glenn		Stage School and Drama Group
Barbara Greig		Co-opted

Trustee Remuneration

Doug Young receives an annual payment of £600 to provide caretaking services to Fowlis Easter Hall which was set at the trustee meeting on 24 May 2012. This is reviewed annually.

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 three advisers from the community to provide long term stability to the Committee as stated in the Trust Deed. 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 May. In accordance with the Trust Deed the maximum 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.

Achievements and Performance

There are now eighteen 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. Legionella prevention procedures have been put in place.

Maintenance/ Improvements

A light has been installed in the hall above the door of the main entrance and is linked with vestibule lights to give lighting when exiting the hall and this has proved popular with hall users.

To improve the supply of hot water to kitchen and toilets a mains water indirect hot water cylinder was installed. Kitchen taps were replaced and a blending valve installed at the kitchen wash hand basin to prevent scalding when hand washing.

The loop and audio systems have been upgraded.

The Hall Operation and Maintenance Manual has been updated to include instructions for all hall equipment.

Financial Review

The economic downturn continues to affect our overall turnover and profitability.

The increase in lets for parties, along with the donations from user groups and the spring fundraiser have managed to keep the income up this year.

Our fund raising income was slightly lower this year as we only held one event. Hall lets income were up by £940.85. Whilst our out goings, gas and electrical costs along with consumables have increased. The Gas bill had a carryover from last year of £3000.00 due to the change of supplier and them not billing us until the year 2012-13 for gas used in the year 2011-12.

This Year we will make a small loss this year of £314.84.

Declaration

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

Signed on behalf of the charity's trustees:

Signature

Signature

Full Name Walker Hodgson
Position Convenor

Full Name Rhoda Hodgson
Position Secretary

Date 23 May 2013

Date 23 May 2013

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The Hall Committee decided to participate in modern technology and as a result Bruce Marshall has organised Dropbox for members who have computer access. This has given valuable storage for all hall documents and gives easy access to committee members. He is currently working on a hall web site.

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 - twice monthly - 18 sessions;
Fowlis and Liff Parish Church - Parish Coffee Morning - monthly - 9 sessions they are to extend their meetings over the summer;
Fowlis and Liff Guild;
Fowlis and Liff Parish Church – 3 fundraisers, a Easter Breakfast and 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;
Dorothy Dobson's over-60s Exercise class - weekly - 39 sessions;
Summer Stage School 4 bookings this year. (reduced let for July 2012 as numbers are down);
Yoga Class – stopped this year;
Fitness at Fowlis – weekly – 22 classes (have booked for the autumn);
Ballroom dancing – 4 classes this year and have now stopped;
Community Council – 3 meetings;
Local MSP Graeme Day – 5 surgeries;
Angus Council – Liff primary School PE Classes have been using the hall weekly this year; It's a Duddle walking group – 8 meetings;
Zumba class has started this year with nine months booking and have provisional booked for the next year;
Hall committee have met 5 times plus AGM.

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

27 private parties/fundraisers and 4 other meetings have been held. Weekend party bookings sometime clash but we try to offered alternative dates. Weekdays are the most regularly used and can lead to disappointment if groups do not book in good time.

The use/availability of mobile phone number, and email address allowing the booking forms to be sent out saving postage. These new provisions have been well accepted by the public. Hall accounts are also sent electronically when possible, again saving envelopes and postage.

Lets

The rate for lets was changed for regular users to £9.50 per hour in the 2012-2013 period. An increase was also made for all other lets.

Fundraising

Spring Fayre in March realised £727.50 and generous donations from Fowlis Dance Class, Reel Fowlis Dancers, Parish Coffee morning and others raised throughout the year, has boosted the hall funds by £1068.00. The Steamie by Stage School in December gave the hall a meaningful Let.

Hall Improvements

A light has been installed in the hall above the door of the main entrance and is linked with vestibule lights to give lighting when exiting the hall and this has proved popular with hall users.

To improve the supply of hot water to kitchen and toilets a mains water indirect hot water cylinder was installed. Kitchen taps were replaced and a blending valve installed at the kitchen wash hand basin to prevent scalding when hand washing.

The loop and audio systems have been upgraded.

The Hall Operation and Maintenance Manual has been updated to include instructions for all hall equipment.

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 continues as convenor and he has agreed to serve for another year to keep the rotation of election for convenor, treasurer and secretary. Bruce Marshall continues in the position of vice-convenor. I took up the secretary's post in October 2010 and will stand down following this AGM.

Ian Jackson took over the position of treasurer last May and continues as booking secretary and the Hall Committee are deeply indebted to him for his diligent work keeping the hall diary and accounts.

Barbara Whiting now Greig became a co-opted member last May and continues as a loyal member of the Hall Committee.

Freda Knox became the representative for the WRI and Clare McCance has been deputising for Angie Gordon of the Fowlis and Liff Toddlers group. Angie had another son in March. Congratulations!

Other Agencies

The Committee has good links with Angus Council Community Learning and Development.

We receive support from Angus Federation of Village and Community Halls. This year the AFVCHs handbook was updated and two copies plus a CD were received and the latter is now in Dropbox.

Thanks

The Hall Committee would like to thank Doug Young, our caretaker, for his work both in the hall and the grounds, also support given to the user groups.

The Hall Committee is also indebted to Walker Hodgson who carries out a lot of maintenance saving the Hall Committee money. He also co-ordinates any planned works are carried out fully.

Our thanks are made to the following for donations received this year: Reel Fowlis Dance Group, Fowlis and Liff Church Coffee Morning Group, the Dorward family and the Fowlis Easter Hall Dance Class.

Our thanks are also due to Bruce Marshall, vice-convenor, 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.

Rhoda Hodgson

Secretary Fowlis Easter Hall Committee 23 May 2013

