

Fowlis Easter Hall

Annual Report and Accounts

30 April 2014

Scottish Charity No: SC026574

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 2014 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: 29 May 2014

FOWLIS EASTER HALL

Scottish Charity Number SC026574

Receipts & Payments Account for the year ended 30 April 2014

	Year to 30/04/201 4 £	Year to 30/04/2013 £
RECEIPTS		
Hall Lets	5,905.20	7,488.78
Spring Fayre	<u>940.47</u>	<u>727.50</u>
	6,845.67	8,216.28
Donations		
Fowlis Dance Class	0.00	600.00
Coffee Morning Fowlis Church	75.00	40.00
Reel Fowlis Donation	280.00	250.00
Miscellaneous Donations	<u>10.00</u>	<u>178.00</u>
Sub Total	<u>465.00</u>	<u>1,068.00</u>
Total Income & Donations	<u>7,310.67</u>	<u>9,284.28</u>
Total Receipts	<u>7,310.67</u>	<u>9,284.28</u>
PAYMENTS		
Property Maintenance	899.75	1,431.35
Capital Items Expensed	0.00	2,399.86
Heat & Light	2,359.65	4,183.29
Insurance	969.59	80.34
Consumables	408.61	417.62
Fire Appliance Maintenance	<u>39.00</u>	<u>146.28</u>
Total Property Costs	<u>4,676.60</u>	<u>8,658.74</u>
Honorarium (Hall Keeper)	600.00	600.00
Cleaning	793.00	0.00
Performing Rights + Public Ent. Licence	183.99	167.38
Performing Rights the Steamy	0.00	168.00
Newsletters	0.00	0.00
Subscriptions	0.00	5.00
Miscellaneous Expenditure	<u>0.00</u>	<u>0.00</u>
Total Payments	<u>6,253.59</u>	<u>9,599.12</u>
Surplus/ - Deficit for Year	<u>1,057.08</u>	<u>-314.84</u>

W A Cant
29 May 2014

Ian R
Jackson

FOWLIS EASTER HALLScottish Charity
Number

SC026574

**Balance
Sheet**as at 30 April
2013

	£ 30/04/2014	£ 30/04/2013
FIXED ASSETS		
Property		
Village Hall		
At cost	375,119.40	375,119.40
Additions during year		
	<u>375,119.40</u>	<u>375,119.40</u>
		12,513.35
Fixtures & Fittings	12,513.35	5
Additions during year		
	<u>12,513.35</u>	<u>12,513.35</u>
	<u>12,513.35</u>	<u>12,513.35</u>
	<u>387,632.75</u>	<u>387,632.75</u>
CURRENT ASSETS		
Bank - Lloyds TSB	<u>11,984.23</u>	<u>10,927.15</u>
	11,984.23	5
		10,927.15
CURRENT LIABILITIES		
Accruals	0.00	0.00
	<u>399,616.98</u>	<u>398,559.90</u>
FINANCED BY		
ACCUMULATED FUNDS		
Opening Balance	398,559.90	398,874.74
Surplus for Year	<u>1,057.08</u>	<u>-314.84</u>
	<u>399,616.98</u>	<u>398,559.90</u>

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

Trustees' Annual Report for the period
From 30 April 2013 to 30 April 2014

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		Badminton Group
Angie Gordon and Clare McCance (deputy)		Fowlis and Liff Toddler Group
Jim Scrymgeour		Recreation Group
Bill Nicoll		Fowlis Fitness

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 2013. 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 were twelve 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 footpath has been installed at the rear of the hall to gain easier access to storage in the shed.

Financial Review

The economic downturn continues to affect our overall turnover and profitability. The increases in lets for parties, and the spring fundraiser have managed to keep the income up but donations from user groups and others were down. Our fund raising income was slightly higher this year, we only held one event that raised £213.00 more than 2013, Hall lets income was down.

Our out goings, gas and electrical costs have stabilised due to the change of supplier and a fixed term contract. Consumables costs have increased very slightly and we have employed a Cleaning Company to regularly clean the kitchen, hallways and toilet areas, but we have spent less on Maintenance. This year we report a small surplus of £1,057.08.

Declaration

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

Signed on behalf of the charity's trustees:

Signature

Full Name Walker Hodgson
Position Convenor

Date 29 May 2014

Signature

Full Name Rhoda Hodgson
Position Secretary

Date 29 May 2014

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Scottish Charity No: SC026574

Following many complaints from regular user groups **the Hall Committee** decided to contract a cleaner from Domestic Services Dundee for two hours per week and this has greatly improved the standard of cleanliness in the kitchen, all toilets and the main vestibule. A cleaning schedule was agreed and duties for caretaker, cleaner, user groups and volunteers clearly identified.

Hall Use

There are seventeen 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. One group the Zumba Class stopped after 15 weeks due to pressure on the organisers studying and running the class. 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 - 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);
Fitness at Fowlis – weekly – 22 classes (have booked for the autumn);
Tayside Symphony Orchestra - 4 sessions of 8 weeks
Community Council – 3 meetings;
Local MSP Graeme Day – 5 surgeries;
Hall committee have met 5 times plus AGM.

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

22 private parties/fundraisers (6 less than last year) and 4 other meetings have been held. Weekend party bookings sometime clash but we try to offer 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 £10.00 per hour in the 2013-2014 period. An increase was also made for all other lets.

Fundraising

Spring Fayre in March realised £940.47 and there were donations from the reel Fowlis Dance Group and the Parish Coffee morning.

Hall Improvements

A footpath at the rear of the hall leading to the shed has been laid, allowing easier access. Two new portable gas heaters were purchased, stored in the shed, for use in emergencies to maintain heat in the hall.

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 is stepping down as convenor following this AGM. He has held this position for 5 years and both the Hall Committee and the general public are greatly indebted to him for all his work given over these years. He has been a committee member for over 40 years and has held office of convenor twice before. Bruce Marshall continues in the position of vice-convenor. Ian Jackson is treasurer and continues as booking secretary and the Hall Committee are deeply indebted to him for his diligent work keeping the hall diary and accounts. I continue in my role of secretary entering my fifth year of office.

Thanks to Freda Knox and Bill Nicoll for their support over this year and both are retiring from the committee.

Earlier this year Ian Glenn and Barbara Greig resigned and thanks are extended to them both for their support.

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 updated 2012 and is available in Dropbox.

Thanks

The Hall Committee would like to thank Doug Young, caretaker, for his work both in the hall and the grounds.

The Hall Committee is also indebted to Walker Hodgson who carries out a lot of maintenance saving the Hall Committee money. The big project this year was replacing fluorescent tubes and ballasts to ceiling lights. This required scaffolding and Walker was ably assisted by Bruce Marshall. 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 and Parish Coffee Morning.

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 29 May 2014