

Fowlis Easter Hall

Annual Report and Accounts

30 April 2015

Scottish Charity No: SC026574

Trustees' Annual Report for the period From 30 April 2014 to 30 April 2015

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)
Bruce Marshall	Convenor	Reel Fowlis Dance Group
Clare McCance	Vice-Convenor	Fowlis and Liff Toddler Group
Rhoda Hodgson	Secretary	Fowlis Easter Hall Dance Class
Ian Jackson	Treasurer and Booking Secretary	Fowlis and Liff Parish Church
June Lawson		Fowlis and Liff WRI
Doug Young		Badminton Group
Angie Gordon		Fowlis and Liff Toddler Group
Jim Scrymgeour		Recreation Group
Jack Ireland		Fowlis Fitness
Walker Hodgson		Fowlis and Liff Over 50s
Marion Jackson		Fowlis, Liff & Benvie Coffee Morning

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 29 May 2014. 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 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, 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 in place. Environmental Health attended and inspected the hall kitchen and the hall committee have applied to be registered as a Food Business.

Maintenance/ Improvements

The exterior paintwork has been carried out.

Financial Review

The economic uncertainly continues to affect our overall turnover and profitability. With an increases in fund raising events and lets for parties, have managed to keep the income up combined with donations from user groups and others gave us an increase. Our fund raising income was higher this year, we held two events that raised more funds than in 2014, and the increase in Hall lets charges assisted an increase in income.

Our out goings, gas and electrical costs have stabilised due to the change of supplier 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. This year we report a small surplus of £825.53 but we are aware that we have an aging Dishwasher and Boiler that will require replacing in the years to come.

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 Convenor

Date 28 May 2015

Signature

Full Name Rhoda Hodgson
Position Secretary

Date 28 May 2015

FOWLIS EASTER HALL

Scottish Charity Number

SCO26574

Year to
30/04/2015

Year to
30/04/2014

RECEIPTS

Lets	7,788.25	5905.20
Lets BACS transfer	0.00	0.00
Burns Supper	0.00	0.00
Spring Fayre	768.45	940.47
Wartime Display	494.40	
Income from Lets and Fundraising	9,051.10	6845.67

Donations

Fowlis Dance Class	1,000.00	0.00
Coffee Morning Fowlis Church	130.00	75.00
Reel Fowlis Donation	250.00	380.00
Miscellaneous Donations	189.50	10.00
Sub Total	1,569.50	465.00

Total Income & Donations	10,620.60	7310.67
<u>Total Receipts</u>	<u>10,620.60</u>	<u>7310.67</u>

PAYMENTS

Property Maintenance	2,079.27	899.75
Heat & Light	2,545.63	2359.65
Insurance	1,034.78	969.59
Consumables	581.12	408.61
Fire Appliance Maintenance	41.88	39.00
Fixtures & fittings expensed	1,077.79	
<u>Total Property Costs</u>	<u>7,360.47</u>	<u>4676.60</u>

Running Costs

Honorarium (Hall Keeper)	600.00	600.00
Cleaning	1,392.00	793.00
Snow Clearing	0.00	0.00
Performing Rights + Public Ent. Licence	169.75	183.99
Credit notes	0.00	0.00
Wartime Display Donation	272.85	

Total Payments	<u>9,795.07</u>	6253.59
Surplus for Year	<u>825.53</u>	<u>1057.08</u>

FOWLIS EASTER HALL

Scottish Charity
Number SC026574

	Balance Sheet	
	30 April 2015	30 April 2014
FIXED ASSETS		
Property Village Hall At cost	375,119.40	375,119.40
Additions during year		
	375,119.40	375,119.40
Fixtures & Fittings	12,513.35	12,513.35
Additions during year		
	12,513.35	12,513.35
	12,513.35	12,513.35
		387,632.75
CURRENT ASSETS		
Bank - TSB	12,809.76	11,984.23
	12,809.76	11,984.23
CURRENT LIABILITIES		
Accruals	0.00	0.00
	400,442.10	399,616.98
FINANCED BY		
ACCUMULATED FUNDS		
Opening Balance	399,616.98	398,559.90
Surplus for Year	825.53	1,057.08
	400,442.51	399,616.98

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
28 May 2015

Ian R Jackson

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 2015 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: 28 May 2015

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Scottish Charity No: SC026574

Sadly, I begin with the sad news that Doug Young, our caretaker, has taken ill recently and is presently unable to continue in this role. Doug took this role over in June 2002 just after this hall was built and over these thirteen years he has given many hours to caring for the hall and grounds.

A small subcommittee was formed to deal with risk assessments and updating hall policies. This sub group has worked extremely hard and delivered impressive work.

Environmental Health requested to inspect the hall kitchen and make application to register as a Food Business. Both items were passed.

The Legislative Fire Safety Officer attended and carried out a Fire Safety Audit this year He was most impressed with our Fire Policy, Procedures and Record Keeping.

A very successful Military Display was run last September and the Hall Committee was indebted to Nigel Watson for his efforts in supplying the memorabilia.

Hall Use

There are sixteen 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;
Fowlis and Liff Parish Church – have started to use the Hall for Messy Church 4 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 (have booked for the autumn);
Tayside Symphony Orchestra - 4 sessions of 8 weeks
Community Council – 2 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:

The Referendum and Local Election and a Wedding (3 Days) added to the Hall income with full day lets, 32 private parties/fundraisers (8 more 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 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, booking forms are sent out by e mail and all bookings are confirmed by e mail. Hall accounts 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 rate for lets was changed for regular users to £10.50 per hour in the 2014-2015 period. An increase was also made for all other lets to £14.00 per hour.

Fundraising

Spring Fayre in March realised £768.45 and the Wartime Display raised £494.40 and there were donations from Fowlis Easter Hall Dance Class, the Reel Fowlis Dance Group and the Fowlis, Liff and Benvie Parish Coffee morning.

Hall Improvements

The exterior paintwork has been completed. New shelving was purchased and installed in the store and this has greatly helped tidy the store. A metal cabinet, with doors, has been purchased to replace the cupboard in the meeting room.

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 took over as convenor following the AGM and he has worked hard throughout the year. Clare McCance accepted 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, in my role of secretary after five years in office, will be stepping down after the AGM.

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 over this last year.

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: Fowlis Easter Hall Dance Class, Reel Fowlis Dance Group and Fowlis, Liff and Benvie Coffee Morning.

Our thanks are also due to Bruce Marshall, convenor, Clare McCance as 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 28 May 2015