

# **Fowlis Easter Hall Committee**

## **Annual Report and Accounts**

**30 April 2016**

**Scottish Charity No: SC026574**

# Trustees' Annual Report for the period From 30 April 2015 to 30 April 2016

## 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)
Bruce Marshall	Convener	Reel Fowlis Dance Group
Clare McCance*	Vice-Convener	Fowlis and Liff Toddler Group
Rhoda Hodgson		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
Melanie Marra		Fowlis and Liff Toddler Group
Jim Scrymgeour		Recreation Group
Jack Ireland	Secretary	Fowlis Fitness
Walker Hodgson		Fowlis and Liff Over 50s
Marion Jackson		Fowlis, Liff & Benvie Coffee Morning

\* Claire McCance resigned as Vice-Convener during the current reporting period due to increased commitments elsewhere but remained as a member of the committee. The post of Vice-Convener will be re-appointed following the next AGM.

### Trustee Remuneration

Doug Young was unable to continue providing care-taking services to Fowlis Easter Hall and no remuneration has been paid. These services have been taken on by the trustees.

### 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 Inverarity and Dr David Dorward. The third, Mr J Smith, tendered his resignation as a Trustee as he has moved out with the area. Mr William Cant was asked and appointed as the third external Trustee. 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 June. In accordance with the Trust Deed the maximum 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](http://www.FowlisHall.org.uk)".

### **Achievements and Performance**

There were fifteen 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 have applied to be 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 floor, installation of additional emergency lighting to the rear and side of the hall and improved low-energy lighting to the car-park, the purchase of two tables and the construction of a flood-defence system to protect the hall.

### **Financial Review**

The economic uncertainty continues to affect our overall turnover and profitability. Income has been kept up thanks to increases in fund raising event, lets for parties and donations from user groups. Grants from Angus Council and the Scottish Government contributed towards the costs of emergency lighting and flood prevention and hence an increase in income. Our fund raising income was higher this year, we held one event that raised more funds than in 2015, 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 and re-tendering of contracts as they come up for renewal, 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. We have employed a gardener to keep the external areas up to standard. Following the building of the flood defence works we intend to reseed the areas with a wild flower seed mix to enhance the aspect of the property and keep it in a rural feel.

This year we report a small deficit of expenditure over income of £(1,637.66). We are also aware that we have an ageing 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      Convener

Date            1 June 2016

Signature

Full Name    Jack Ireland  
Position      Secretary

Date            1 June 2016

# **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 2016 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

1 June 2016

## FOWLIS EASTER HALL

Scottish Charity Number

SCO26574

Year to  
30/04/2016

Year to  
30/04/2015

### RECEIPTS

Lets	7,861.46	7,788.25
Spring Fayre	921.20	768.45
Wartime Display	<u>0.00</u>	<u>494.40</u>
Income from Lets and Fundraising	8,782.66	9,051.10

### Donations

Fowlis Dance Class	2,000.00	1,000.00
Coffee Morning Fowlis Church	93.00	130.00
Reel Fowlis Dance Group Donation	1,000.00	250.00
Calendars	152.22	0.00
Angus Council Community Grant	958.80	0.00
Scottish Government Flood Grant	1,500.00	0.00
Miscellaneous Donations	<u>10.00</u>	<u>189.50</u>
Sub Total	<u>5,714.02</u>	<u>1,569.50</u>

Total Income & Donations	<u>14,496.68</u>	<u>10,620.60</u>
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<b><u>Total Receipts</u></b>	<b><u>14,496.68</u></b>	<b><u>10,620.60</u></b>
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### PAYMENTS

Property Maintenance	6,015.16	2,079.27
Flood Prevention	2,462.75	0.00
Heat & Light	2,865.64	2,545.63
Insurance	994.73	1,034.78
Consumables	655.70	581.12
Fire Appliance Maintenance	0.00	41.88
Fixtures & fittings expensed	<u>934.79</u>	<u>1,077.79</u>
<b><u>Total Property Costs</u></b>	<b><u>13,928.77</u></b>	<b><u>7,360.47</u></b>

**Running Costs**

Honorarium (Hall Keeper)	0.00	600.00
Cleaning	1,362.00	1,392.00
Gardening	270.00	0.00
Performing Rights + Public Ent. Licence	219.87	169.75
Wartime Display Donation	0.00	272.85
Miscellaneous	<u>353.70</u>	<u>0.00</u>
Total Payments	<u>16,134.34</u>	<u>9,795.07</u>
<b>(Deficit)/Surplus for Year</b>	<u><b>(1,637.66)</b></u>	<u><b>825.53</b></u>

**FOWLIS EASTER HALL**

Scottish Charity  
Number SC026574

**Balance  
Sheet**

30 April 2016

30 April 2015

**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>
Fixtures & Fittings Additions during year	12,513.35	12,513.35
	<u>12,513.35</u>	<u>12,513.35</u>
	<u>387,632.75</u>	<u>387,632.75</u>

**CURRENT ASSETS**

Bank - TSB	<u>11,171.69</u>	<u>12,809.76</u>
	11,171.69	12,809.76

**CURRENT LIABILITIES**

Accruals	0.00	0.00
	<u>398,804.44</u>	<u>400,442.10</u>

## FINANCED BY

### ACCUMULATED FUNDS

Opening Balance	400,442.10	399,616.98
(Deficit)/Surplus for Year	<u>(1,637.66)</u>	<u>825.53</u>
	<u>398,804.44</u>	<u>400,442.51</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

G J Mitchell  
30 May 2016

Ian R Jackson

1 June 2016

Treasurer

## Fowlis Easter Hall Annual Report 2015 – 16

### Scottish Charity No: SC026574

This year was dominated by two events the striping and repainting of the hall main floor and the Committee are thankful to Angus Council for providing a grant to the Hall for this work. The other event was like many others this year the hall was threatened by the adverse weather and steps had to be taken to stop the hall being flooded. A grant was gratefully received from the Scottish Government and S Inverarity who gave access and agreement to carry out work on his land that assisted in the costs of ditching and putting in place a flood defence.

A 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.

We activated our web site in February 2016 [www.FowlisHall.org.uk](http://www.FowlisHall.org.uk) and the response has been positive with 6 bookings/inquires in the first month.

### 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; 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 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 Local Election and Weddings (3 Days) added to the Hall income with full day lets, 32 private parties/fundraisers (4 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 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 (1.9.15) for regular users to £11.00 per hour, an increase was also made for all other lets to £14.00 per hour.

### **Fundraising**

Spring Fayre in March 2016 realised £921.20 and there were donations from Fowlis Easter Hall Dance Class, the Reel Fowlis Dance Group and the Fowlis and Liff Parish Coffee morning.

### **Hall Improvements**

Refurbishment of the hall main floor, installation of additional emergency lighting to the rear and side of the hall and improved low-energy lighting to the car-park, the purchase of two tables. The building of flood defences, involved the construction of a flood-defence system to protect the hall and the digging of relief ditch in the adjacent field.

### **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 Convener following the AGM and he has worked hard throughout the year. Clare McCance accepted the position of vice-Convener. 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 revised October 2015 and is available in 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 Committee money. The big project this year was the refurbishment of the hall floor that was carried out over the summer months 2015.

The unplanned flood defences that were erected following high water levels in January 2016, the committee is indebted to Bruce and others that dug relief channels to divert water from the hall. The new defence required extensive planning by Walker, Bruce and Ian to co-ordinate the works to be carried out, to build and to restore the landscape.

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, J Ierland (for producing Calendars), Angus Council (Lighting Grant), and The Scottish Government (Flood Grant) S Inverarity for granting access to adjacent land and allowing the construction of the relief ditch.

Our thanks are also due to Bruce Marshall, Convener, Clare McCance as vice-Convener, 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.

Jack Ierland  
Secretary Fowlis Easter Hall Committee 1 June 2016