

# **Fowlis Easter Hall Committee**

## **Annual Report and Accounts**

**30 April 2018**

**Scottish Charity No: SC026574**

2 Benvie Road  
Fowlis  
Angus  
DD2 5SA

Trustees' Annual Report for the period

From 30 April 2017 to 30 April 2018

## 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 Died February 2018
Walker Hodgson	Vice-Convener	Fowlis and Liff Over 50s
Rhoda Hodgson		Fowlis Easter Hall Dance Class
Ian Jackson	Treasurer and Booking Secretary	Fowlis and Liff Parish Church
Angela Wood		Fowlis and Liff WRI
Betty Cocker		Fowlis over 60's Exercise Class
Melanie Marra		Fowlis and Liff Toddler Group
Jim Scrymgeour		Recreation Group
Jack Ireland	Secretary	Fowlis Fitness
Marion Jackson		Fowlis, Liff & Benvie Coffee Morning

### 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 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 accordance with the Trust Deed the maximum number 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 twenty-one 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 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**

Refurbishment of the hall main floor was carried out prior to Christmas 2017 in order to maintain the finish for the dance groups, costs have been obtained to improve the lighting and reduce our carbon foot print by the use of LED lighting and we are seeking grants to cover the costs.

### **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, new groups using the Hall, lets for parties and donations from user groups.

Our outgoings, 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 hall, kitchen, hallways and toilet areas, the hiring of a gardener 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 profit from last year £800.87 due the increased Hall use for longer periods but note that we had fewer donations from Groups and individuals. We are also aware that we have an ageing Dishwasher and Boiler that will require replacing in the years to come and that the floor will require re-furbishing in the next year. We are in the process of applying for a grant to replace/upgrade the Hall lighting with a view to reducing our Carbon Foot Print.

### **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 Vice Convener  
Date 4 July 2018

Full Name Jack Ireland  
Position Secretary  
Date 4 July 2018

**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 2018 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

4 July 2018

## **FOWLIS EASTER HALL**

Scottish Charity Number

SCO26574

Year to

Year to

30/04/2018

30/04/2017

**RECEIPTS**

Lets	9,050.25	8,270.95
Spring Fayre	<u>920.65</u>	<u>1,260.18</u>
Income from Lets and Fundraising	9,970.90	9,531.13

**Donations**

Fowlis Dance Class	25.25	1,000.00
Coffee Morning Fowlis Church	100.00	112.10
Reel Fowlis Dance Group Donation	0.00	900.00
Calendars	0.00	207.80
Miscellaneous Donations	<u>75.00</u>	<u>0.00</u>
Sub Total	<u>200.25</u>	<u>2,219.90</u>

Total Income & Donations	<u>10,171.15</u>	<u>11,751.03</u>
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<b><u>Total Receipts</u></b>	<b><u>10,171.15</u></b>	<b><u>11,751.03</u></b>
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**PAYMENTS**

Property Maintenance	2,905.86	1,582.71
Heat & Light	2,034.89	2,062.26
Insurance	1,064.81	1,172.86
Consumables	500.13	518.33
Fire Appliance Maintenance	<u>266.40</u>	<u>43.20</u>
<b><u>Total Property Costs</u></b>	<b><u>6,722.09</u></b>	<b><u>5,379.36</u></b>

**Running Costs**

Cleaning	1,698.50	1,719.50
Gardening	446.25	591.25
Performing Rights + Public Ent. Licence	453.44	207.38
<b><u>Total Running Costs</u></b>	<b><u>2,598.19</u></b>	<b><u>2,518.13</u></b>

<b>Surplus/(Deficit) for Year</b>	<b><u>800.87</u></b>	<b><u>3,853.54</u></b>
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**FOWLIS EASTER HALL**

Scottish Charity Number

SC026574

**Balance Sheet****Balance Sheet****30 April 2018****30 April 2017****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	15,826.10	15,025.23
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**CURRENT LIABILITIES**

Accruals	0.00	0.00
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	<u>403,458.85</u>	<u>402,657.98</u>
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**FINANCED BY****ACCUMULATED FUNDS**

Opening Balance	402,657.98	398,804.44
Surplus/(Deficit) for Year	<u>800.87</u>	<u>3,853.54</u>
	<u>403,458.85</u>	<u>402,657.98</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

04 July 2018

Ian Jackson

Treasurer  
04 July 2018**Fowlis Easter Hall Annual Report 2017 – 18**  
**Scottish Charity No: SC026574**

## **Vice-Convenor's Remarks 2017/18**

With the continued commitment from the office bearers and support from the committee in managing the affairs of the hall, not least during the previous 3 months, it is through their efforts that we maintain a robust financial stability and a well maintained building fabric. .

It is with heartfelt sorrow that we have to record the sudden death of our hall Convenor Bruce Marshall on Sunday 25 February. Our thoughts and prayers are with Sue and her family.

Bruce was a valued member of the hall committee representing the Reel Fowlis Dance Class before he became Vice-Convenor in 2009 and 4 years later he accepted the committee's proposal to become the Convenor.

It is particular to note that Bruce was not only our leader; he worked diligently to establish our Web site which has greatly increased the demand on hall lets and provided public access to our accounts, in conjunction with this, he improved the communication of hall business by setting up Dropbox for storage and distribution of all hall business records. Bruce was the webmaster and had administrators control of both Web and Dropbox and we relied so much on his input.

We are greatly indebted to Bruce for his expertise in bringing our hall management system in line with up to date procedures. He also improved and managed our risk assessment methods for the benefit of hall users and local inhabitants along with rolling up his sleeves and pitching in wherever it was necessary.

His legacy will benefit us and all future committee members for years to come despite his all too short time with us.

I am so fortunate to have Ian Jackson as booking secretary and treasurer. His commitment and competence when dealing with bookings 24/7 is testament to how many user groups and individual party's benefit from his management, this cannot be overstated. His management of accounts ensures we are regularly kept updated about our liabilities and assets. It was no surprise that Ian has stepped up to offer support for the necessary transfer of responsibility for our Website and Dropbox management system.

I am indebted to Jack for his support as secretary and all other issues we rely on him for. His skill as a photographer has been very much to our benefit when he edits and arranges the production of our local annual calendar earning funding support for the hall. We are now used to reading and uploading agendas and minutes also Federation notifications on Dropbox, thanks to Jack's diligent management. Jack is stepping down from his secretarial duties and I thank him most sincerely on behalf of the committee for all his efforts over the last 4 years.

I am also mindful of the support I get from all 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 continue to use the services of a hall cleaner attending to all the necessary weekly duties including regular maintenance of the hall floor also the services of a gardener during the growing season to ensure the external landscape in good order, this is very important as first impressions ensure our standards are maintained by all hall users. I would also wish to thank Guy Mitchell for auditing our accounts in compliance with Oscar requirements.

The Spring Fayre was again a fantastic effort this year by all the committee and proved very worthwhile. I would like to thank our executive trustees for their contributions which helped swell the coffers.



Walker Hodgson, Vice-Convenor

4 July 2018

## **Secretary's Report**

### **Hall Use**

There are twenty one 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 6/8 weeks  
Local MSP Graeme Day – 5 surgeries;  
Yoga New group 2 sessions per night per week 30 weeks;  
New Groups using the hall this year,  
RugbyTots - 2 classes weekly 24 weeks  
Tennis Class - Weekly 12 weeks  
Ballet Class - weekly 24 weeks  
Dance Class - Weekly 8 weeks  
Drama Class - 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, 24 private parties/fundraisers (6 less than last year) 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 2018 realised £960.00 (down from last year due to bad weather) and there were donations from Fowlis Easter Hall Dance Class and the Fowlis and Liff Parish Coffee morning and individuals.

## **Hall Improvements**

Improvements this year were limited to maintaining the building fabric following the extensive works carried out last year on flood defences to protect the building.

## **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 convened for four meetings before his sudden death in February, having worked hard throughout the year. Walker Hodgson accepted the position of Vice-Convener. 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**

The Committee has links with Angus Council Community Learning and Development, Bob Ness has moved on and we await a new contact.

We receive support from Angus Federation of Village and Community Halls. The AFVCHs handbook was revised October 2017 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 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, J Ireland (for producing Calendars),

Our thanks are also due to Walker Hodgson 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.

Jack Ireland  
Secretary Fowlis Easter Hall Committee – 4 July 2018