

Toddington Village Hall Association



Annual Report

For the Year Ended
30th September 2010

Toddington Village Hall Association
Registered Charity Number 1001875

Table of Contents



Financial Statement	4
Constitution and Operation	7
TODDINGTON VILLAGE HALL ASSOCIATION	7
DEED OF DECLARATION OF TRUST	7
MANAGEMENT PRINCIPLES	8
FINANCIAL PRINCIPLES	9
HIRE PRINCIPLES	11
FIXED ASSETS	12
Appendix 1 - Operational Activity	13
Appendix 2 - Regular Users.....	14
Appendix 3 - Synopsis of Events 2009 - 2010.....	15
Appendix 4 - Directory of Members 2009 - 2010	16
Appendix 5 - Special Relationships.....	17
Appendix 6 - Qualifying Organisations.....	18
Appendix 7 - Locations and Site Details	19
Appendix 8 - Statutory Requirements and Authentication.....	20

Chairman's Report 2009-2010



Delivered at the Association's 20th Annual General meeting on Thursday 4th November 2010

Once again it is time to say thank you to all the members of the committee for all their help and support during the last year. Nigel Saunders has worked with his usual efficiency dealing with correspondence and attending to a number of jobs to keep the hall in good working order.

Janice Young has kept the financial records and prepared the accounts, which takes a great deal of time and is very necessary for the efficient running of the hall. When she is not doing these duties she and her husband David have worked tirelessly to keep all the facilities up to its traditional high standards.

In order to maintain and develop the excellent kitchen facilities new crockery, utensils and equipment have been purchased and we are most grateful to the Parish Council for their generous grant to assist us to complete this upgrade.

We have carried out a complete revision of the list of qualifying organisations and this updated list appears elsewhere in this report.

A couple of our long term regular hiring organisations have closed and so we are looking for new hirers to fill these slots. Avril Clarke has again worked hard handling all the bookings and my thanks go to her.

During the year TADS surrendered their lease of the store and negotiations are currently underway with a potential new tenant.

May I wish everyone a Very Happy Christmas and hope that the public spending cuts forecast by the Government do not have any adverse effects on us as individuals or the continued smooth running of the hall in 2011.

F.C FLOOD

Cyril Flood
Chairman

Financial Statement

for the year ended 30 September 2010



Numbers annotated in brackets relate to the notes on the following page

RECEIPTS	30.09.09	30.09.10
Hire fees: (1)		
Individual	6616.38	6598.07
Regular	12052.63	12262.55
	18669.01	18860.62
Sundry Income:		
Donations	40.00	
Interest on investments	472.55	80.67
Grants (2)	450.00	207.00
Rent (3)	1185.00	1050.00
Special deposits taken (4)	500.00	750.00
TOTAL RECEIPTS	21316.56	20948.29

PAYMENTS	30.09.09	30.09.10
Furniture furnishings and equipment	175.00	423.35
Operating expenses:		
Consumables (5)	476.29	503.90
Fees and expenses (6)		
Heat, light and water (7)	3927.55	3781.98
Insurance and licences (8)	2373.10	2338.75
Miscellaneous (9)	347.60	327.12
Internet Website	117.78	119.25
Stationery and postage	173.03	182.47
Telephone and voicemail charges (10)	472.74	469.73
Wages and NI contributions (11)	6572.74	6657.47
Waste disposal	1228.56	1336.03
Repairs, construction and maintenance (12)	1960.60	2002.25
Special deposits returned (4)	760.00	868.00
TOTAL PAYMENTS	18584.99	19010.30

BALANCE OF FUNDS	30.09.09	30.09.10
Brought forward from previous year	30981.78	33713.35
Net receipts and payments for current year	2731.57	1937.99
Carried forward to next year (12)	33713.35	35651.34

NOTES TO THE FINANCIAL STATEMENT FOR THE YEAR ENDED 30 SEPTEMBER 2010

1. Hire Fees
2. Grants – £207.00 (Toddington Parish Council)
3. Rent is received from Toddington Parish Council and from TADS Theatre Group (*see ASSETS below*).
4. Special deposits - taken from hirers as a surety against damage etc and returnable within 28 days of the completion of hire.
5. Consumables relate primarily to janitorial supplies, the majority of which are purchased in bulk at preferential rates through County Supplies & Contract Services..
6. Fees and expenses - Nil
7. Heat, light and water - Gas £1687.27 EON £1387.58 Water £707.03
8. Insurance and licences - premiums and fees cover
 - premises, contents, and public and other liability insurance (Norwich union - Village Halls Policy)
 - Premises Licence (Central Beds District Council) and associated inspection certificates
 - Performing Right Society licence fees (based on a percentage of income from hire).
9. Miscellaneous – includes out of pocket expenses incurred by Hon secretary.
10. Telephone and voicemail charges - the Association maintains a dedicated telephone and voicemail facility for the use of the Bookings Secretary.
11. Wages and NI contributions - the Association employs a Bookings Secretary and a part time cleaner/caretaker and operates the Inland Revenue PAYE package. Additional cleaners are engaged *ad hoc* to cover peak periods and absences.
12. Repairs, construction and maintenance.
13. Balance of funds carried forward consists of (£p)

Current Account	5774.48	Alliance Leicester Commercial Bank
High Interest Deposit Account	5244.69	Alliance Leicester Commercial Bank
Deposit Account	11178.57	CCLA Investment Management Ltd (Charities Official Investment Fund)
Gold Account	13453.60	CafCash Ltd (Charities Aid Foundation)

 - the Association uses its accounts with Alliance Leicester for normal transactions. Reserves are held by two deposit takers (recommended for use by charities) which offer a higher return than banks or building societies.
 - the sum of £30,000 has been earmarked as "designated funds" for significant future repairs and replacements.

ASSETS

The land in Leighton Road, Toddington on which the Hall is built (described in a Conveyance dated 29 June 1987 between Toddington Parish Council and Bedfordshire County Council) is held by the Parish Council as Custodian Trustee of Toddington Village Hall Association, as witnessed by Deed of Declaration of Trust dated 22 January 1991.

The property is subject to two leases, namely

- 31 July 2002 to Toddington Parish Council in respect of that part of the Hall used as a Parish Office. To meet its statutory obligations the Association is required to charge rent at a level proposed by a qualified Surveyor and with the approval of the Charity Commission. The current annual rent is set at £900.00 (subject to 5 year reviews)
- 21 April 1997 to TADS Theatre Group for a period of 20 years from 1 June 1995, at an annual rental of £300 from April 2002 (previously £200) and subject to 5 year reviews. The lease has now been surrendered and a new tenant is being sought,

Based on a professional valuation carried out in August 2008 (and inflation linked), insurance cover is currently set at

- | | |
|--|----------|
| • buildings (including boundary walls, fence's, car park) | £591,008 |
| • contents (including equipment, furniture, fixtures and fittings) | £26,530 |

LIABILITIES

The Association's accounts have been compiled on a receipts and payments basis, and are not adjusted for accruals or prepayments. Liabilities other than normal operating expenses are restricted to the deposits mentioned at 1. and 5. above.

The Association's accounting records are maintained by the Hon. Treasurer. An independent examination of the accounts, to meet statutory requirements and the recommendations of the Charity Commission, has been carried out by Catherine Bianco 18 Leighton Road, Toddington, Dunstable, Beds. This Financial Statement has been prepared from the accounting and other records by the Hon. Secretary and should be read in conjunction with the Constitution and Operation section of the Annual Report.

Independent Examiner's Report on the Accounts

Receipts and Payments Accounts

Report to the trustees/members of

Charity Name **TODDINGTON VILLAGE HALL ASSOCIATION**

On accounts for the year ended

3 0 0 9 1 0

Set out on pages

1-2 (remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 seeking 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 accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed overleaf *):

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act 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.

* Please delete the words in the brackets if they do not apply.

Signed

CBianco

Date

1. 11. 10

Name

CATHERINE BIANCO

Relevant professional qualification or body (if any)

Address

**18 LEIGHTON ROAD
TODDINGTON
BEDS
LU5 6AL**

Constitution and Operation



The information below is designed only to paint a broad picture of the Association's structure and activity, and is not exhaustive. Further details can be obtained from the Hon. Secretary, if required.

TODDINGTON VILLAGE HALL ASSOCIATION

- is a charity, created by Deed of Declaration of Trust dated 22 January 1991
- was registered by the Charity Commission for England and Wales on 12th February 1991 (Registered Number 1001875)
- has as its official address: Hon. Secretary, 6 Lakefield Avenue, Toddington, Dunstable, Beds, LU5 6DB Tel: 01525 635870
- owns Toddington Village Hall, which was opened on Saturday 10 July 1993.

DEED OF DECLARATION OF TRUST

This is the Association's governing document, which

- appoints the Parish Council of the Parish of Toddington as the custodian trustee of the charity (i.e. to hold on its behalf the title documents of the land on which the Hall is built)
- places responsibility for the administration of the charity, and hence the operation and management of the Hall, solely in the hands of the charity (or "management") trustees - otherwise referred to as "the members of the Association" or "the management committee" - who may be
 - elected at the Annual General Meeting (up to a maximum of 12 individuals)
 - co-opted as circumstances require, at any time (up to a maximum of 10 individuals)
 - appointed, at any time (as representatives of *bona fide* local organisations). *Appendix 6* contains a list of the forty seven organisations qualifying at the date when the Association was formed, and six new organisations which have since been added in accordance with procedures specified in the Deed
- states the Association's objects of holding the Hall "for the benefit of the inhabitants of the Parish of Toddington without distinction of political, religious or other opinions, including use for meetings, lectures, classes and other forms of recreation and other leisure time occupation, with the object of improving the conditions of life of the said inhabitants"
- sets out the framework within which the charity must be administered, including requirements for
 - the Annual General Meeting
 - the election of officers, currently a
 - Chairman (primarily responsible for the management of meetings and discussions)
 - Hon. Secretary (the focus for all correspondence as well as organisational, administrative and statutory issues)
 - Hon. Treasurer (responsible for day to day financial processing and management)
 - ordinary meetings (which are held on alternate months), where issues are decided by a majority vote subject to a quorum of one third of the members. The most recent minutes of all such meetings are displayed on a notice board at the Hall
 - some elements of the management of finances, of assets (including constraints by the Charity Commission on borrowing money on the security of, and letting or selling any part of, the trust property), and of the keeping of records.

The Deed itself cannot be changed, except in limited circumstances and then only with the approval of the Charity Commission. The members can however make and alter rules for the day to day management of the charity and the operation of the Hall, provided that any such rules do not contradict the content of the Deed itself or any specific statutory requirements.

Appendix 4 lists the members who served during the current year.

MANAGEMENT PRINCIPLES

There are two overriding considerations for the management of the Hall

- observing statutory rights and obligations, which are enshrined in
 - the detailed requirements of the Charities Acts and guidelines from the Charity Commission
 - legislation covering disability discrimination, employment, health and safety, and the like
 - a variety of regulations (for example, those imposed by Local Authorities), many of which also have statutory backing
- operating on a day to day basis in a way which interprets and supports, but does not contravene, the objects for which the charity was formed.

In practice this means that there are things which the charity trustees can and cannot do, and (more importantly) things which they *must* do. Unlike private individuals or some other organisations, they have absolutely no choice in this. All of the trustees act voluntarily, and without payment. If they fail to observe the statutory requirements, they are open to prosecution as individuals and to the penalties which the law prescribes. If they fail to observe the charity's objects, they are subject to the reproach of those whom the charity is designed to benefit, and may also be called to account in this respect

To ensure continuity and consistency, and to provide some protection in a social climate which carries the increasing possibility of litigation from aggrieved parties, the Association has adopted a policy of defining and documenting detailed operating principles and practices which support the following statement of intent.

In achieving the charity's objectives, Toddington Village Hall Association aims to manage its affairs in a businesslike fashion, embracing the principles of

- acting lawfully and responsibly, by
 - fulfilling all statutory and licensing obligations
 - observing the requirements of the Charity Commission
 - honouring the objectives and conditions of the Deed of Declaration of Trust
- operating within an aura of trust between its members, but at the same time safeguarding the Association's property and its members against neglecting their duty, by
 - implementing adequate financial, administrative and operational controls
 - not allowing any individual member to become overburdened or be given too much authority
 - taking professional advice as and when required
 - developing and observing best practice in all operational areas, including that received from the Charity Commission
 - Bedfordshire Rural Communities Charity
 - aiming for "best value" in all transactions
- preserving the Hall as a focal point for the growth and development of the local community
 - promoting its use for a variety of events in support of the charity's objectives
 - organising community based events from time to time, as resources allow
 - having an active voice in all local issues which concern the Hall and its operation
 - involving local residents in planning the ongoing role of the Hall
 - seeking to ensure the continuing existence of the Association by maintaining an effective body of members ("charity trustees")
- managing the Association on a quasi-commercial basis, so that
 - the Hall is self financing, both from year to year and in terms of future significant expenditure
 - as many operational activities as possible are carried out by paid employees rather than through volunteers and honoraria
 - plans for the future of the Hall are monitored and reviewed at least on an annual basis
- maintaining the quality of management by
 - sharing knowledge frequently and freely
 - discussing management issues democratically and comprehensively
 - taking or ratifying all significant management decisions by vote at ordinary meetings
 - supporting its overall operational policy with more detailed policies on specific aspects
 - maintaining operational consistency through the use of a comprehensive Management Guide.

At the date of this Annual Report, comprehensive and detailed guidelines have been prepared for

- A range of administration issues
- building and site maintenance (including cleaning schedules), refurbishment and improvements
- finance and funding (including budgets)
- hiring rules and processes
- management of risk (health and safety)
- accessibility policies to meet the requirements of the Disability Discrimination Act 1995
- meeting all the operational requirements of the Licensing Act 2003.

FINANCIAL PRINCIPLES

The Association's finances have been prudently managed, with operating and maintenance costs (currently running at around £19,000 per year) covered by hire fees. Costs in general will continue to rise, but have done so in particular this year as complete redecoration and refurbishment of the facilities has been completed. Reserves have been set aside for future large items of expenditure, in the expectation that other sources of finance may not be available.

Hire fees have only been increased three times (in 1998, 2003 and 2008 to reflect the rising financial upkeep costs), but though the considerable voluntary commitment of time and effort from the members has played no small part in reaching and maintaining this state of affairs, inevitably Hire fees will need to be reviewed regularly in the light of rising maintenance costs.

In accordance with Charity Commission requirements, the Association has formulated detailed principles and practices for managing its finances, including the following policies.

DESIGNATED FUNDS (see also "Reserves" below)

DEFINITION AND OBLIGATIONS

Designated funds are defined as the funds belonging to the Association which are earmarked for a particular project or purpose, on the understanding that the

- designation is made for administrative convenience only
- funds are not legally restricted or committed
- designation may be cancelled if the Association decides that it should not proceed with the project, or does not need to use the funds for that purpose.

POLICY

- in the medium to long term, the Association expects that some very large amounts of expenditure will be needed on fixed assets (e.g. car park resurfacing [current estimated cost is £60,000 within the next ten years]; internal floor replacement; continuing upgrades to access required by Disability Discrimination legislation)
- there is no guarantee that external grants will be available to meet or offset this type of expenditure
- in alignment with its policy on Reserves the Association will, where surplus income allows, earmark a minimum of £3000 each year as "designated funds" for future expenditure of this kind. The amount of designated funds at 30 September 2010 was £30,000.00

RESERVES (See also "Designated funds" above)

DEFINITION AND OBLIGATIONS

- reserves are defined as the funds belonging to the Association which
 - are surplus to those required for normal operational commitments
 - are available to spend, at the Association's discretion, for any or all of the charity's purposes
 - it is prudent to retain to meet future commitments which have not yet crystallised
- the Charity Commission requires trustees to adopt a policy for determining the level of income reserves which it is appropriate for the charity to maintain in order to meet effectively the needs designated by its trusts. The Association relies on guidance given by the Commission in publication CC19, and will be able at any time to demonstrate, by reference to its current position and future prospects. The reasons why it is right, realistic and necessary for a particular level of reserves to be held why it would be irresponsible not to hold them.
- Forecast for levels of income in future years, taking into account the reliability of each source of income and the prospects for opening up new sources.
- Forecast for expenditure in future years on the basis of planned activity.
- Analysis of any future needs, opportunities, contingencies or risks, the effects of which are not likely to be able to be met out of income if and when they arise.

- Assessment, on the best evidence reasonably available, of the likelihood of each of those needs etc. arising and the potential consequences for the charity of not being able to meet them.
- Record what steps will be taken to establish and maintain reserves at an appropriate level review its policy and the status of reserves on an annual basis.

POLICY

By way of background

- The cost of constructing the Hall building and surfacing the car park (including professional and other fees) amounted to £190,000 which was funded by Toddington Parish Council from its own reserves and from a loan of £100,000 by the Public Works Loans Board, which is being served from the Council Tax imposed on local residents over a 25 year period from 31 March 1992. This loan is entirely the responsibility of the Parish Council. The Association took no part in its negotiation, was never placed under any obligation to fund any part of the loan, and is in fact prohibited from contributing towards its repayment by the Deed of Declaration of Trust.
- The planning and project management for construction of the Hall was carried out voluntarily by members of the Association, providing a substantial cost saving. The initial costs of site landscaping, furnishing, internal fixtures and fittings (some £15,000), were met mainly from funds raised through the efforts of Association members, who also carried out additional construction work free of charge.
- The Association is responsible for the management and maintenance of the Hall, its facilities and equipment, its financial well being and its ongoing availability to support the charity's objectives.
- In pursuance of its objectives the Association has, from the outset, adopted a policy of financial self sufficiency which aims to
 - generate an annual surplus of income from the hire of the Hall over annual operational costs, thus providing an element of financial security
 - prevent a situation where the operation of the Hall is jeopardised by a lack of available funds
 - avoid making further financial claims on Toddington Parish Council and/or local residents
 - keep the need for fundraising to an absolute minimum
- the practical application of this approach is that
 - the maintenance, repair and replacement of various items as a consequence of normal wear and tear takes place on an ongoing basis, with the annual expenditure being met from annual income
 - unexpected or urgent demands on the Association's funds (e.g. for extraordinary maintenance or damage) will inevitably occur from time to time, but not all of these will be covered by the Association's insurance policy
 - the cost of more substantial work or purchases (e.g. for internal redecoration; new furniture; improved facilities) which arise on a less frequent basis and are included in the Association's annual budgeting and planning process, cannot always be met from the current year's income
 - in the medium to long term, some very large amounts of expenditure on fixed assets will be required (e.g. car park resurfacing; internal floor replacement;) and there is no guarantee that grants from external sources will be available to meet or offset this type of expenditure.
- To meet these financial demands without causing an adverse impact on normal financial operation, it is prudent to retain funds in reserve
- It is difficult to establish the precise amount of reserves required for future use, but the Association has set the following parameters in respect of funds held
 - day to day operational expenditure will be met from operational income, with a maximum balance of £2,000 habitually held on current account
 - all other funds will be held in reserve and invested, to be accessible at an appropriate period of notice partly to meet unexpected and/or planned expenditure, as the Association sees fit
 - partly to provide a fund for medium to long term use (in this respect, where surplus income allows, a minimum of £3,000 will be set aside each year "designated funds")

INVESTMENTS

STATUTORY REQUIREMENTS

- the Deed of Declaration of Trust states the "any sum of cash at any time belonging to the charity and not needed as a balance for working purposes shall (unless otherwise directed by the Charity Commission) be invested"
- the Charity Commission
 - requires trustees to adopt policies for the selection of investments for the charity
 - provides guidance on investment policy and statutory requirements

- the Trustees Act 2000 sets out the powers and duties of trustees, in respect of the investment of charitable funds. Specific details, which are set out in the Charity Commission publication CC14, include
 - what is known as "the duty of care" (a trustee must exercise such care and skill as reasonable in the circumstances having particular regard to any special knowledge or experience that he or she has or holds himself or herself out as having)
 - a general power of investments (this allows a trustee to place funds in any kind of investment, excluding land, as though he or she was the absolute owner of those funds)
 - an obligation to take proper advice (unless the trustees reasonably conclude it is unnecessary or inappropriate do so) and have regard to the "standard investment criteria", namely the trustees must have regard to
 - the suitability to the charity of the investment proposed to be made or being reviewed; and the need for diversification of the charity's investments, in so far as is appropriate to be the circumstances of the charity, not only when exercising the power of investments, but also when reviewing investments.

POLICY

- in fulfilling statutory obligations and recommendations of the Charity Commission the Association will
 - aim to maintain the value of all funds invested at least to keep pace with inflation, and if possible enhance their value beyond that level
 - generally adopt a prudent and cautious approach, including specifically
 - not knowingly to put any of its invested funds at risk of loss
 - to obtain a good investment between an appropriate number of different depositories, with the proviso that no single organisation should hold more than half of the Association's investments funds at any one time
 - only to choose those types of investment which allow the withdrawal of funds without penalty and without giving notice of more than 12 months
 - as a preferred type of investment choose the placing of funds on deposit with reputable financial institutions and preferably those which are authorised by the Financial Services Authority
 - avoid investments from which the income is taxed and for which the tax is not recoverable
 - add interest received on investment to the principal amount invested
 - review its investment policy and the status of its investments on an annual basis
 - where the need for advice is considered to be appropriate, obtain such advice in writing from a source independent of the trustees, and one which they believe has adequate experience of both financial and investment matters
 - confirm any charge to investment portfolio at an ordinary meeting of the Association, in accordance with normal voting procedures
- the current status and performance of investments will be reviewed at each ordinary meeting of the Association as part of the Hon. Treasurer's report

HIRE PRINCIPLES

A structured and clearly documented Hire Guide and defined progresses, administered by the Booking Secretary and the Hon. Secretary, ensure that

- inappropriate hire and hirers are avoided
- the needs of all types of hirer are balanced with the operational and maintenance needs of the Hall
- a consistent and even-handed approach is taken, so that the potential complications arising from requests for preferential treatment are avoided
- financial risk is minimised

Hirers are given all necessary information relating to their specific event through the use of Hirers' Handbook (which has been widely emulated) and supporting documents which contain *inter alia*

- Comprehensive details of the Hall and its facilities
- A tariff of charges (with preferential rates for Toddington residents)
- the term and conditions of hire

The Hall holds a South Bedfordshire District Council Premises Licence (Licensing Act 2003), Performing Rights Licence and appropriate Transfer Notes for controlled waste. Occasional licences for the sale of alcohol are established by the hirers through the obtaining of Temporary Event Notices from South Bedfordshire District Council.

FIXED ASSETS

The Association owns

- The land on which the Village Hall is built (described in a Conveyance dated 29 June 1987 between Toddington Parish Council and Bedfordshire County Council). Location and site drawings are shown in Appendix 7. The land is subject to

- Covenants in the original conveyance, which
 - Require the Association to maintain the perimeter walls and fencing
 - Limit rights of access to the site to
 - TADS Theatre Group – for delivery and collection at their store (see below)
 - Bedfordshire County Council employees and agents – for inspection and maintenance of the adjacent Anapurna Centre, which belongs to the Council. Users of the Anapurna Centre have right of access only via the footpath alongside the vehicular entrance to the Hall
 - *Bona fide* users of the Hall

In the spirit of its charitable objectives and support community activities however, the Association has traditionally allowed access to, and use of the car park by, the general public subject to patrons of the Hall having priority. Persons using the car park do so entirely at their own risk. The Association prohibits use of the car park by vehicles with an overall weight of more than 7.5 tonnes), primarily because parts of the area (particularly at the rear of the Hall) are not constructed to carry heavy vehicles, and there is a consequent risk of damage. For statutory, safety and other reasons, the Association has never knowingly allowed any events to take place openly in the car park, and displays a speed restriction of 5mph.

- A lease to Toddington Parish Council dated 31 July 2002 in respect of that part of the Hall used by the Council as a Parish Office (an area of some 168 square feet/15.64 square metres). The lease expires on 31 March 2017, and attracts an initial annual rent of £900.00, subject to five-yearly reviews. In negotiating the Lease, the Association was bound by the Charities Act 1993 to be satisfied, in the light of advice from a qualified surveyor, that it had secured the best terms that it reasonably could in the circumstances, and to obtain the consent of the Charity Commission. The Association has mitigated the impact on Council Tax of costs relating to the Village Hall by paying the surveyor's fee; negotiating a 40% discount on the open market rent; undertaking all necessary work for the Charity Commission and briefing the solicitor (a substantial cost saving); and waiving utilities costs for the Parish Office and Hall hire fees for the Council pro tem (an annual benefit of some £300.00).
- A Lease to TADS theatre Group dated 21 April 1997 for a period of 20 years from 1 June 1995, at an annual rental of £300.00 (subject to five-yearly reviews). The lease was signed following expiry of a previous lease granted by Bedfordshire County Council, which had run for 20 years at an annual rent of £50.00 and incorporated an option for renewal by the lessees to which the lease relates. (This lease now surrendered and a new tenant being sought).

- The Village Hall building, the content of its surrounding landscape, and all furniture, equipment, fixtures and fittings relating to the Hall.

- The Association's assets are covered by a policy specially formulated for village halls by Aviva Insurance. Based on a professional valuation carried out in November 2008 and advice from a specialist contractor, inflation linked cover is currently set at

• buildings (inc boundary walls, fences, car park, landscaped areas)	£591,008
• contents (including equipment, furniture, fixtures and fittings)	£ 26,530

The policy embraces a number of other risks including public liability (5,000,000), employer's liability (£10,000,000) and loss of revenue (£20,000). Cover for damage of loss resulting from terrorist activity is no longer available in line with the current Insurance market practice.

Appendix 1 - Operational Activity

Comparative Summary



Financial Year	Average Hours used per Month	Average Hours used per Day	Average Number of Events per Month		Financial Summary		
			Regular Users	Individual Users	Receipts	Payments	Difference
2000/01	153	5.02	46	9	18778	11333	7445
2001/02	143	4.71	47	8	16231	14904	1327
2002/03	157	5.16	49	9	15925	22573	- 6648
2003/04	176	5.79	56	10	21616	22619	-1003
2004/05	173	5.71	53	9	19575	15004	4571
2005/06	190	6.12	53	12	23648	21360	-2288
2006/07	185	6.04	57	12	24175	26654	- 2479
2007/08	189	6.21	66	12	24702	19920	4782
2008/09	185	6.16	67	10	21316	18584	2732
2009/10	184	6.13	57	10	20948	19010	1938

Expenditure in 2006/7 was expectedly higher than average due to refurbishment to the Hall and kitchen facilities, plus the fitting of an additional CCTV unit.

Expenditure 2007/08 included comprehensive redecoration of the toilets and treatment of all floor surfaces.

Expenditure in 2008/9 included replacing tables & replacing a majority of tap fittings throughout the facilities.

Expenditure in 2009/10 included a comprehensive upgrade of the kitchen facilities replacing crockery, the fridge and the tea urn and also the purchase of a microwave oven.

Appendix 2 - Regular Users



The list below records details for individuals and organisations who use the Hall for the activities shown, on a regular basis It excludes 'ad hoc' events arranged by them for other purposes.

The hirers shown are those using the Hall as at 30 September 2009. Changes to hirers and frequencies inevitably take place from time to time, and have done so during the year 2008/9

Day	Time	Activity	Contact	
Monday	1000 -1100	Pilates	Nichola Roussou	07861162680
	1415 – 1615	Toddington University of the Third Age (3rd week monthly)	Janet Charles	01525 872794
	1730 -1815	Rainbows	Julie Williams	01525 876452
	1915 - 2200	Toddington Carpet Bowls Club	David Whitfield	01525 873825
Tuesday	0930 - 1100	Mother, Baby & Toddler Group	Tracey Hall	01525 877346
	1900-2100	Parish Council Meetings (1st & 3rd weeks monthly)	Nicola Evans	01525 874312
	2000 - 2200	Toddington Historical Society (last Tuesday monthly)	Tony Collins	01525 873025
Wednesday	1415 - 1700	Toddington Carpet Bowls Club	David Whitfield	01525 873825
	1900 - 2200	Memory Album Club	Suzy Bay	01525 875082
	1930 - 2200	Bedfordshire Bonsai Society (fortnightly approx.)	David Jones	01525 209991
Thursday	1000-1230	Alzheimers Support Group	C.Greenland	01525 872855
	1330-1500	Mother, Baby & Toddler Group	Tracey Hall	01525 877346
	1545- 1645	Ballet Classes	Ann Hallett	01525 403454
	1900 - 2030	Toddington Karate Club	Paul Button	07715760675
Friday	0930 - 1130	'Jo Jingles' Music & Dance class	Renu Elston	01908 587299
	1200 - 1430	Senior Citizens Luncheon Club	Rachel Williams	01525 872 548
	1430-1630	U3A Local History Group.	Irene Kirkpatrick	01525 643236

Appendix 3 - Synopsis of Events 2007 – 2010

Excluding standard activity by Regular Users



The statistics below illustrate the changing use of the hall over a three year period, for a wide variety of events by different elements of the community and some outside organisations.

Organisation	2008/9	2009/2010	2009/10
AGM'S(various)	4	2	4
Barn Dances	0	4	0
BRCC Meeting	0	0	0
Beds PCT	0	3	11
Beds Hedge Laying Scy	1	1	1
Beds Natural History	1	1	2
Beds Ramblers Ass'n	0	2	1
Charity Fund Raising	4	5	2
Children's Birthday's	32	27	2
Community Groups	5	2	0
Dance / Drama	1	1	1
Dinner/Dances	0	1	0
Health/Healing	2	1	0
Family Festive Ev'ng	1	1	0
Family Reading Grp	1	2	0
Public Consultations	1	2	1
Local Org Meetings	7	11	11
Musical Events	0	1	2
Nat Blood Service	3	3	3
Nemises Theatre	1	2	1
NSPCC	3	3	3
Other Parties	10	4	9
Parish Annual Assem'y	1	1	2
Political meetings	5	1	2
Polling Station	0	1	1
Quiz Nights	2	2	3
Race Nights	1	0	0
Religious Events	12	2	1
Senior Citizen Activities	1	1	0
Table Top Sales	1	1	2
Toddington Art Society	1	0	19
Toddington Town Band	0	1	1
Toddington Music Scy	1	1	1
Toddington Scouts	0	0	1
Wedding Receptions	3	2	2

Appendix 4 - Directory of Members 2009 - 2010



Members are the charity trustees of Toddington Village Hall Association and form its management committee.
The Status column shows the organisation which Appointed Members represent and those members elected at the Annual General Meeting.

NAME	ADDRESS	PHONE	STATUS
Jim EDWARDS	32 Manor Road Toddington, Dunstable, Beds LU5 6AH	872866	Toddington Carpet Bowls Club
Harold FLETCHER	26 Willow Way, Toddington, Dunstable, Beds, LU5 6FD	874501	Toddington Parish Council
Cyril FLOOD	8 Elm Grove, Toddington, Dunstable, Beds, LU5 6AL	876927	Toddington Parochial Church Council <i>Chairman</i>
Beryl HYDE	Windmill Cottage, Harlington Road Toddington, Dunstable, Beds LU5 6HD	872043	Toddington Historical Society
Brenda LARSON	72 Manor Road Toddington, Dunstable, Beds LU5 6AJ	877430	Elected Member
Nicola PIGGOTT	27 Willow Way, Toddington, Dunstable, Beds, LU5 6FD	872465	Elected Member
Jim ROUGHLEY	11a Leighton Road Toddington, Dunstable, Beds LU5 6AN	872680	Elected member
Nigel SAUNDERS	6 Lakefield Avenue Toddington, Dunstable, Beds LU5 6DB	635870	Elected member <i>Hon. Secretary</i>
Peter TURNER	29 Bush Close, Toddington, Dunstable, Beds, LU5 6EF	872211	Elected member
Kate VOYCE	26 Manor Road Toddington, Dunstable, Beds LU5 6AH	877005	Elected Member
Helen PAGE-WRIGHT	37 Leighton Road, Toddington, Dunstable, Beds, LU5 6AN.	873154	Elected Member
Janice YOUNG	7 Grange Gardens, Toddington, Dunstable, Beds LU5 6DH	872936	Toddington Wives Group <i>Hon. Treasurer</i>

Appendix 5 - Special Relationships



In pursuit of its charitable objectives and its operational policies and practices, the Association deals with the following individuals and bodies on an Ad Hoc basis for essential services and/or advice.

Subject	Nature of Relationship
Alliance & Leicester Commercial Bank 62 Hagley Rd, Birmingham, B16 8PE.	Bankers Current and High Interest Deposit Accounts
Allied Westminster (insurance services) Ltd Allied House, Holgate Lane Boston Spa, L23 6N	Insurers Village Hall Insurance Policy
Bedfordshire Fire Service Fire Service Headquarters, Southfields Rd, Kempston, Bedford, MK42 7NR,	Local Fire Authority Licensing Equipment inspection Requirements
Bedfordshire Police County Police Office West St, Dunstable, Beds, LU6 1SJ	Local Police Authority Incident Reporting and advisory action Liaison with Beat Manager
Bedfordshire Rural Communities Charity The Old School, Cardington, Bedford, MK44 3SX.	Rural Support Charity Affiliated Membership Liaison with Field Officer (Community Support)
CafCash Ltd, Kings Hill, West Malling, Kent, ME19 4TA.	Investment CAF Gold Account
Catherine Bianco, 18 Leighton Road, Toddington, Beds, lu5.	Independent Examiner Review of Accounting Records
CCLA Investment Management Ltd St Alphage House, 2 Fore Street, London, EC2Y 5AQ	Investment COIF Charities Deposit Fund Account
Charity Commission for England & Wales Harmsworth House, 13-15 Bouverie St, London EC4Y 8DP.	Implied Guidance and Consent on charity matters
Andrew White & Co Surveyors Bridge House, Bridge Street, Leighton Buzzard, Beds, LU7 1EB.	Surveyors and Valuers Insurance and Lease Valuations
Performing Rights Society Limited 19 Church Walk, Peterborough, PE1 2UZ.	Implied Licensing Requirements
Central Bedfordshire Council Priory House, Monks Walk, Chicksands, Shefford, SG17 5TW.	Local Authority Licence provision and associated matters
Horwood & James 7 Temple Square, Aylesbury, Bucks, HP20 2QB.	Solicitors Lease definition and associated matters
Toddington Parish Council Parish Office Leighton ROAD, Toddington, Beds, LU5 6AN.	Local Authority Custodian trustee and tenant Operational matters

Appendix 6 - Qualifying Organisations



An Appendix to the Deed of Declaration of Trust listed the following Organisations as initially being eligible to appoint a representative member to the Association. The Organisations marked # are no longer in existence.

St. Elizabeth's Roman Catholic Church	Toddington Ladies Circle (part of ToddTangent Clb)
Toddington Leisure Gardens Association #	Toddington Scout Group
Toddington Methodist Church	Toddington Old Farmers
Toddington Mother Baby and Toddler Group	Toddington Festival Society
Toddington Mothers Union	Toddington Youth Club
Toddington Netball Club #	Toddington Forty One Club
Toddington Old Boys Association	Toddington Table Tennis Club
Toddington & District Young Farmers #	Toddington Tangent Club
Toddington Social & Services Club	Toddington Womens Institute #
Toddington Tennis Club	Toddington Round Table (now merged with 41 club)
Toddington Old Peoples Welfare Association	Toddington Wives Fellowship Group
Toddington Old Scholars	Toddington Town Band
Toddington Over Sixties Club	Toddington Youth Football Club (part of TRFC)
TADS Theatre Group	Toddington Junior Netball Club #
Toddington Badminton Club #	Toddington Housewives
Toddington Baptist Church	Toddington Historical Society
Toddington Bridge Club	Toddington Handicapped Persons Typing Club
Toddington Christian Council	Toddington Girl Guides
Toddington Rovers Football Club	Toddington Royal British Legion
Toddington Rambling Club	Toddington and District Riding Club
Toddington Recreation Association	Toddington Road Safety Training Committee #

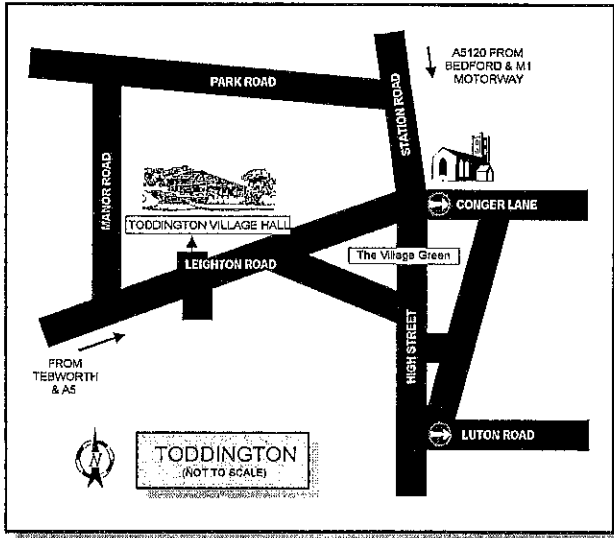
Item 3.7 of the Deed states that "in the event of any application for representation on the committee being received from any existing or newly formed organisation in the area of benefit, the committee may (upon a resolution supported at a duly constituted meeting of the committee by the votes of a majority of not less than two thirds of all the members of the committee) allow such an organisation to appoint a representative member of the committee in the same manner as if such an organisation had been named in sub paragraph 3.3 of this paragraph". Organisations subsequently admitted under that rule are

Toddington Carpet Bowls Club
Toddington Children's Book Club (widely known as Toddington Family Reading Group)
Toddington Karate Club
Toddington University of the Third Age
Wyvern Wheelers Square Dance Club
Bedfordshire Bonsai Society

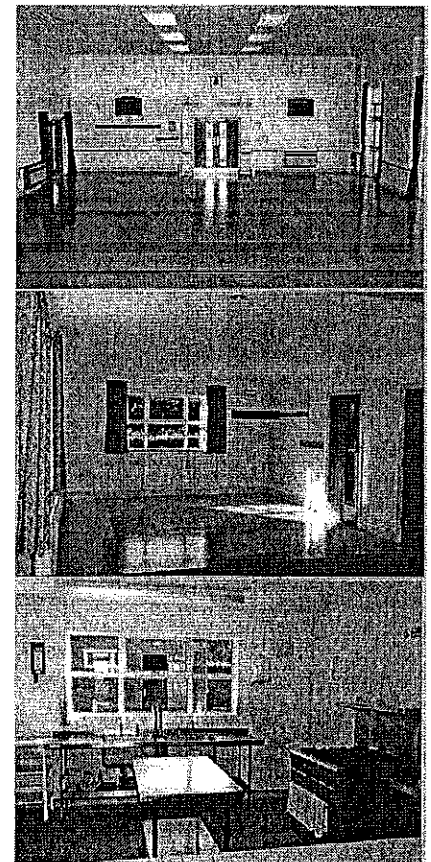
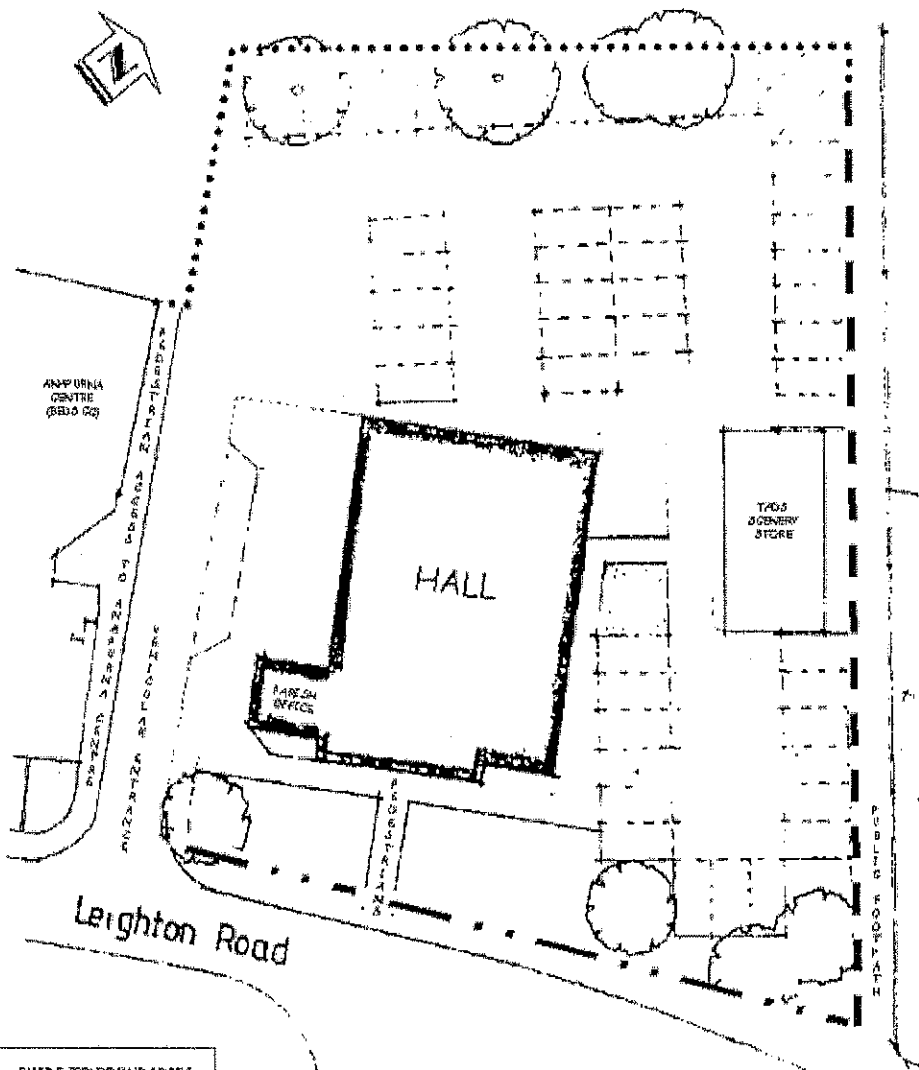
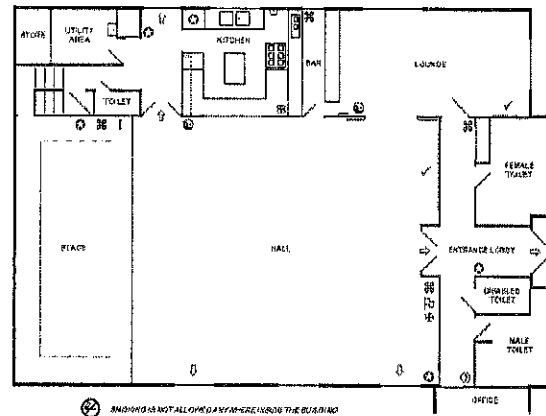
Appendix 7 - Locations and Site Details



Toddington Village Hall is situated in Leighton Road, Toddington, Dunstable, Bedfordshire - approximately one mile from Junction 12 of the M1 Motorway and three miles from the A5.



These drawing are for illustrative purposes only, and are not to scale



GUIDE TO BOUNDARIES

- Hedge and walls
- Chain-link fence
- - - Brick wall

The south east boundary accedes to the north eastern side of the footpath alongside the Arupura Centre

These drawings are for illustrative purposes only, and are not to scale

Appendix 8 - Statutory Requirements and Authentication



The essence of the charity's Annual Report is for it to explain

- what the charity is trying to do and how it is going about it
- whether the charity has achieved its objectives during the year
- what its plans are for the future
- how the figures shown in the accounts relate to the organisational structure and activities of the charity.

The information specified by the references in the *Charities (Accounts and Reports) Regulations (SI 2000 No 2868)* and the *Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2000)* for inclusion in the Annual Report can be found at the pages shown below.

The Association is categorised by the *Statement* as a registered charity with an annual gross income or total expenditure of more than £10,000 and gross income of less than £100,000.

REF	SI2000 and SORP2000 REQUIREMENTS	PAGE
7(4)(a)	The name of the charity as it appears in the register of charities and any other name by which it makes itself known (<i>the latter is not applicable</i>)	Front cover
7(4)(b)	The number assigned to the charity in the register of charities	Front cover
7(4)(b) 7(5)	The principal address of the charity	7
7(3)	The financial year to which the Report relates	Front cover
7(4)(e)	A description of the objects of the charity	7
7(4)(d)	Particulars of any deed or other document containing provisions which regulate the purposes and administration of the charity	7
SORP 30(f)	Details of any specific restrictions imposed by the governing document concerning the way in which the charity can operate	7;12
7(3)(a)	A brief summary of the main activities and achievements of the charity during the financial year in relation to the charity's objects	1 <i>et seq.</i>
SORP 30(e)	The names and addresses of other relevant organisations or persons including those acting as bankers, solicitors, independent examiner, or other principal advisers	17
7(4)(f)	The names of any bodies of persons entitled by the trusts of the charity to appoint one or more new charity trustees, and a description of the method provided by those trusts for such appointment	18
7(4)(g)	The name of any person who is a charity trustee of the charity on the date when the report is signed	16
7(4)(h)	The name of any other person who has, at any time during the financial year in question, been a trustee of the charity	16
7(4)(i)	The name of any person who is a trustee for the charity (that is those holding property on behalf of the charity) on the date the report is signed	7

REF	SI 2000 AND SORP 2000 REQUIREMENTS	PAGE
7(4) (K)	A description of the policies which have been adopted by the charity trustees for the:	
	➤ Purpose of determining the level of income reserves which is appropriate for the charity to maintain in order to meet effectively the needs designated by its trusts.	9
	➤ Selection of investments for the charity.	10-11
	➤ Selection of the individuals and institutions (if any) who are to receive grants out of the charity.	N/A
SORP 30(G)	Details of any specific investment powers and their authority	10-11
SORP 31(C)	A statement regarding the relationships between the charity and related parties and with any other charities and organisations with which it co-operates in pursuit of its charitable objectives.	17
7 (3) (c)	The report shall be dated and signed by one or more of the charity trustees, each of whom has been authorised to do so.	21

ANNUAL REPORT -- AUTHENTICATION

By a unanimous resolution made at an ordinary meeting of members on Thursday 4 November 2010 this Annual report is approved as an accurate representation of the Association's affairs and is authorised for signature by the undersigned as at that date.

Cyril Flood
Chairman

Nigel Saunders
Hon Secretary

Date

Date



Toddington Village Hall Association
Registered Charity Number 1001875