**Collessie Victory Hall**

Scottish Charity No: SC047973

**Annual Report and Accounts**

**For the Year Ended**

**31 March 2023**

|  |  |
| --- | --- |
| **Treasurer**  Anne Walker  Willow Tree Cottage, Collessie, Fife KY15 7RQ  Tel: 01337 810325  Email: anne\_walker1@yahoo.co.uk | **Independent Examiner**  Iain R. Dryburgh CA  Parknowe, Collessie, Fife KY15 7RQ |

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**Trustees’ Annual Report**

Year ended 31 March 2023

The charity trustees present their report together with the financial statements and the Independent Examiner’s report for the year ended 31 March 2023.

**Reference and administration details**

The registered name of the charity is Collessie Victory Hall

Scottish Charity Number SC047973

The charity’s address is: Willow Tree Cottage, Collessie Brae, Collessie, By Cupar, Fife KY15 7RQ

The charity trustees are (or were during the period of this report):

|  |  |  |
| --- | --- | --- |
| John McColl | Chair |  |
| Julie Reekie | Vice-Chair |  |
| Anne Walker | Treasurer |  |
| Joanne Skilbeck | Bookings Secretary | |
| Victor Leitch |  |  |
| Ann Leitch |  |  |
| Linda McColl |  |  |
| Kevin Smith |  |  |

The AGM was held on 19 May 2022. All six committee members were re-elected and two new members joined (Julie Reekie and Joanne Skilbeck). All of these are listed as charity trustees.

**Structure, governance, and management**

Collessie Victory Hall is a trust and unincorporated association governed by its Trust Deed and Constitution. It was opened in 1924 and handed over to the residents of Collessie by the Earl of Leven and Melville in a Disposition of 1933. The original constitution was adopted by the trustees at a General Meeting held on 09 March 1933. In November 1957 the Hall Trustees, inhabitants of the Parish of Collessie resolved to consolidate all the rules for the management of the Hall and the regulation of their business. This is the Deed of Trust made on 25November 1957. The then Trustees reviewed and updated these documents in 2010 and an amended constitution was adopted at the Annual General Meeting on 20May 2010.

The Hall is run on behalf of the community by a committee whose members are the charity trustees. Committee members are normally elected annually by members of the community who attend the AGM in May. All committee members normally retire annually at the AGM but are eligible for re-election. Vacancies may be filled by co-option if necessary.

**Objectives and activities**

Section 2 ("Objects") of the Constitution of Collessie Victory Hall states:

"The objects of the Hall trustees shall be to promote the benefit of the inhabitants of Collessie and its environs (...) to advance education and to provide facilities, or assist in the provision of facilities, in the interests of social welfare for recreation and other leisure-time occupation so that the conditions of their lives may be improved. This shall all be done in accordance with Equal Opportunities legislation. The Hall must be devoted to charitable purpose, which shall mean a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005."

**Trustees’ Annual Report**

Year ended 31 March 2023

The committee fulfils the purposes of the Constitution by:

1. Providing and maintaining a resource for the community, to be used at will.

2. Organising events which are socially integrative and conducive to the welfare of the community.

3. Being a focal point for village residents to meet and socialise on a regular basis.

The Hall is available for booking every day of the week and is used for a variety of purposes. These include village gatherings; coffee mornings; yoga, ceilidh dancing, country dancing and dog training; private functions, public meetings and other social and/or fundraising events. The Hall is used as a polling place for local and national elections. The Hall became registered as a Scottish charity on 05 December 2017.

**Achievements and Performance**

The property has been maintained in good order and safe for public use. This has included servicing of the central heating boiler and fire equipment, along with the five-yearly Electrical Installation Condition Report (July 2022). The exterior woodwork (doors and windows) was painted in September 2022 and roof repaired in November. The Fife Council Public Entertainment Licence was renewed in December 2022.

A survey of local residents was undertaken in Spring 2022 and two public meetings held. This confirmed that community spirit is important to the residents and that they value the hall. Opportunities to re-connect with each other and socialise after the pandemic were the priority. The Hall Committee has used these findings to guide activities during this year. Despite concerns about rising energy costs, we have worked to increase income through fundraising rather than raising hall rental. Local residents have been remarkably generous with their time and donations.

The Hall was used as a Polling Place for the Local Council Elections on 05 May 2022, and since then, groups and classes have gradually returned. We now have weekly yoga, country dancing, ceilidh and dog training classes and a fortnightly coffee morning. Fundraising events have included a Garden Party for the Platinum Jubilee; Vintage Tea Party and Heritage Exhibition in September; well-attended performance by the local Black Cat Jook Band in October; a Quiz Night and a Bring & Buy sale in November and Willow Weaving Workshop in December. The year ended with the traditional Christmas Social Gathering. Another Quiz Night took place in February and a Vintage Tea Room in March.

The Hall committee has liaised with the organisers of the Heids and Herts Scotland project (Scottish Charitable Incorporated Organisation SC051039), which aims to reduce rural social isolation within local communities, and was used as a venue in Spring 2022.

Following closure of Collessie Church in September 2022, the War Memorial plaque was relocated to the Hall and an Act of Remembrance held on Sunday 13 November. We anticipate that this will be an annual event.

We engaged a commercial energy consultant and obtained an Energy Performance Certificate in November 2022 (F+) as a first step towards reviewing the heating system and decarbonising the Hall. We are currently liaising with a Development Officer at Local Energy Scotland and consulting a building surveyor and contractor with a view to applying for funding under the CARES Let’s Do Net Zero Community Buildings Fund. If successful, the grant would cover 80% of the costs of installation. Further fundraising and additional grant applications may be needed to supplement this.

**Trustees’ Annual Report**

Year ended 31 March 2023

**Financial review**

With total income of £10626 (2022: £1809) and total expenditure of £4700(2021: £2163) the charity recorded a surplus for the year of £5926(2022: a deficit of £354).

The main source of income was a donation of £4332 from the *Friends of Collessie Church,* SC036504. This arose because the Church of Scotland has sold Collessie Church and the *Friends of Collessie Church* has closed. In line with their constitution and as agreed at their AGM, the remaining funds were donated to Collessie Victory Hall. In addition, the new owners of the Church asked people wishing to purchase items of church furniture – pews, lamps etc to make donations to Hall funds. This raised a further £120. Together with donations from car parking and other sources, total income from donations was £4828 (2022: £405).

Fundraising events made an income of £3162 (2022: £0). Hall Letting income of £2298 (2022: £704) also shows a significant increase. This is due to a return of pre-pandemic activities and active promotion of the hall locally. The annual Wayleave payment from SP for an electricity pole (£10) is included as letting income.

Expenditure on utilities and cleaning was £1279 and £200 respectively (2022: £384 and £30). The price of heating oil increased significantly (£914 for 1000 litres; 2022: £222 for 500 litres). This is a major concern despite the £150 UK Government Alternative Fuel Payment. Electricity costs were protected by a fixed-rate business electricity tariff, so the increase largely reflects greater use of the hall (£365; 2022:£162). We anticipate that electricity costs will triple in 2023-24. The three-yearly Fife Council Public Entertainment Licence was renewed in December 2022 (£160), and the Music Licence for the coming year was paid in March 2023 (£139, 2022: £132). Insurance was £745 (2022: £709). Repairs and maintenance include the cost of painting the exterior woodwork (£680) and the five-year Electrical Installation Survey (£251). Sundry expenditure includes the cost of a new Christmas tree and decorations (£429, 2022: £248).

On 31 March 2023 the Hall held a general unrestricted reserve of £22407(2022: £16747). This reserve is held primarily to cover running costs in the event of unforeseen loss of income or major repairs. It will also be used to supplement grant funding to decarbonise the heating and lighting systems.

**Donated facilities and services**

The charity received financial donations of £4828 (2022: £405). Members of the community donated home baking, garden produce and bric-a-brac for sale in aid of hall funds. Residents also gave their time and effort to control the weeds, plant and maintain tubs in the Hall car park.

**The trustees declare that they have approved the trustees’ report above.**

**Signed on behalf of the charity’s trustees.**

|  |  |  |
| --- | --- | --- |
| **Signature** | **Name** | **Date** |
|  | John McColl, Chair |  |
|  | Anne Walker, Treasurer |  |

**Independent Examiner’s Report**

Year ended 31 March 2023

I report on the financial statements of the Collessie Victory Hall for the year ended 31 March 2023 which are set out on pages 7 to 8.

**Responsibilities and basis of report**

The charity’s trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) 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.

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 accounts.

**Independent examiner’s statement**

In the course of my examination, no matter has come to my attention 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 9 of the 2006 Accounts Regulations

have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

|  |  |  |
| --- | --- | --- |
| Signed: |  | Date: |
| Name: Iain R. Dryburgh |  |  |
| Professional qualifications: Chartered Accountant |  |  |
| Address: Parknowe, Collessie, By Cupar, Fife KY15 7RQ |  |  |

**Statement of Receipts and Payments**

Year ended 31 March 2023

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2023**  **Unrestricted funds** |  | **2023**  **Restricted funds** |  | **2023**  **Total** |  | **2022**  **Unrestricted funds** |  | **2022**  **Restricted funds** |  | **2022**  **Total** |
|  | **£** |  | **£** |  | **£** |  | **£** |  | **£** |  | £ |
| **Receipts** |  |  |  |  |  |  |  |  |  |  |  |
| Donations | 4828 |  | - |  | 4828 |  | 405 |  | - |  | **405** |
| Legacies | - |  | - |  | - |  | 500 |  | - |  | **500** |
| Grants | 338 |  | - |  | 338 |  | 188 |  | - |  | **188** |
| Fundraising | 3162 |  | - |  | 3162 |  | 0 |  | - |  | **0** |
| Hall lets | 2298 |  | - |  | 2298 |  | 704 |  | - |  | **704** |
| PPL Licence Refund | - |  | - |  | **-** |  | 12 |  | - |  | **12** |
| *Sub-total* | *10626* |  | *-* |  | ***10626*** |  | *1809* |  | *-* |  | ***1809*** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Proceeds from sales of assets or investments | - |  | - |  | **-** |  | - |  | - |  | **-** |
| **Total receipts** | 10626 |  | - |  | **10626** |  | 1809 |  | - |  | **1809** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Payments** |  |  |  |  |  |  |  |  |  |  |  |
| Fundraising expenses | 382 |  | - |  | **382** |  | - |  | - |  | - |
|  |  |  |  |  |  |  |  |  |  |  |  |
| *Payments for charitable activities* |  |  |  |  |  |  |  |  |  |  |  |
| Utilities: Electricity + heating oil | 1279 |  | - |  | **1279** |  | 384 |  | - |  | **384** |
| Water & waste | - |  | - |  | **-** |  | - |  | - |  | **-** |
| Insurance | 745 |  | - |  | **745** |  | 709 |  | - |  | **709** |
| Licences | 299 |  | - |  | **299** |  | 132 |  | - |  | **132** |
| Cleaning | 200 |  | - |  | **200** |  | 30 |  | - |  | **30** |
| Repairs & maintenance | 1061 |  | - |  | **1061** |  | 420 |  | 88 |  | **508** |
| Fire precautions, health & safety | 305 |  | - |  | **305** |  | 152 |  | - |  | **152** |
| Hall equipment | - |  | - |  | **-** |  | - |  | - |  | **-** |
| Sundries | 429 |  | - |  | **429** |  | 248 |  | - |  | **248** |
| *Sub-total* | *4318* |  | *-* |  | ***4318*** |  | *2075* |  | *88* |  | ***2163*** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Purchase of fixed assets or investments | - |  | - |  | **-** |  | - |  | - |  | **-** |
| **Total payments** | 4700 |  | - |  | **4700** |  | 2075 |  | 88 |  | **2163** |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **(Deficit)/ surplus** | 5926 |  | - |  | **5926** |  | (266) |  | (88) |  | **(354)** |

**Statement of Balances**

Year ended 31 March 2023

**Cash funds**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Unrestricted funds |  | Restricted funds |  | **2023**  **Total** |  | 2022  Total |
|  | £ |  | £ |  | **£** |  | £ |
|  |  |  |  |  |  |  |  |
| Cash and bank balance at start of year | 16481 |  | 255 |  | **16736** |  | 17090 |
| (Deficit)/ surplus shown on receipts and payments account | 5926 |  | 0 |  | **5926** |  | (354) |
|  |  |  |  |  |  |  |  |
| **Cash at bank and in hand at end of year** | 22407 |  | 255 |  | **22662** |  | 16736 |

**Bank & Cash Balances**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **2023**  **Total** |  | 2022  Total |
|  |  |  |  |  | **£** |  | £ |
|  |  |  |  |  |  |  |  |
| Bank current account |  |  |  |  | **22583** |  | **16567** |
| Cash in hand |  |  |  |  | **79** |  | **169** |
|  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  | **22662** |  | **16736** |

**Investments or other assets**

Second-hand Heartsine 500P Defibrillator and External Heated/ Alarmed Cabinet purchase price £800 on 03 April 2018, for public use.

**Liabilities and contingent liabilities**

None

Signed by one or two trustees on behalf of all the trustees

|  |  |  |
| --- | --- | --- |
| **Signature** | **Name** | **Date** |
|  | John McColl, Chair |  |
|  | Anne Walker, Treasurer |  |

**Notes to the Financial Statements**

Year ended 31 March 2023

1. **Basis of Preparation**

These accounts have been prepared on a Receipts and Payments basis in accordance with the:

* The Charities & Trustee Investment Act (Scotland) 2005, and
* Charities Accounts (Scotland) regulations 2006 as amended in 2010.

1. **Trustee Remuneration and Expenses**

No trustees or connected persons received any remuneration during the year (2022: nil).

Expenses totalling £811 were reimbursed to five trustees (2022: £160). These were £250 for a new Christmas tree and decorations; £160 for the Fife Council Public Entertainment Licence; £110 for roof repairs; £111 for the Christmas Gathering refreshments; £15 for a replacement kettle and £9 to replace a damaged tap head. The remaining expenses related to fundraising events (£156).

1. **Restricted Funds**

The residents of the village decided to raise funds for a defibrillator following a public meeting in February 2016. The Hall committee agreed that the defibrillator could be located at the hall and that the hall bank account could be used as a repository for the funds raised. All monies donated towards the defibrillator fund are restricted for the purpose of purchase, installation, and maintenance of the defibrillator. Fundraising was completed in 2017-18 and funds were used to purchase and install a second-hand defibrillator in 2018. This left a balance of £343 in the defibrillator fund which will be used to pay for future maintenance costs (e.g., servicing and replacement of the battery). Once these funds are exhausted this function will revert to the hall unrestricted funds. The battery was replaced in April 2021 at a cost of £88 leaving a balance of £255 in the restricted fund.