



Nether Heyford Village
Hall
Serving the Community
since 1960

Registered Charity No: 304256

Nether Heyford Village Hall

ANNUAL REPORT

&

FORWARD ACTION PLAN

April 2026

- **History and Overview**
- **Annual Report 2025/26**
- **Forward Plan 2026/27**

This Document has been reviewed and endorsed by the Nether Heyford Village Management Committee at their Meeting on the 19th May 2026

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FOREWORD FROM THE CHAIRPERSON

The past year has been busy at the hall but much has been achieved.

I would like to express my thanks for the continued hard work of this Committee. Our bookings remain frequent, our accounts healthy and up to date, our policies have been reviewed and revised and our Annual Review and Forward Action Plan produced. The work that goes into all of these things should not go unnoticed.

The hall has seen a great many repairs and essential improvements over the past year and this has been the main focus of the work. A number of capital projects and costly upgrades had been made the previous year so the focus has been on maintenance and preparation for potentially larger projects in the year to come.

Our events over the last year have largely been successful with the fete seeing its usual sizeable injection to our funds, despite having to postpone it for one week due to a last minute severe weather warning from the Met Office. We are looking to make a few improvements for the fete this year. It is after all an ongoing learning curve for us all to keep the event safe, relevant and fit for purpose.

Whilst the Pantomime showed a small shortfall in the cost of putting it on, it was a very successful community event therefore we have booked it again for this year. Earlier advertising and more concerted push with the tickets is perhaps needed.

As we look to the next financial year I am confident that the financial future of the hall is satisfactory so that we can look to carrying out some bigger improvements next year whilst also keeping ongoing maintenance and repairs up to date. However, we must be mindful that we may have large expenses looming due to the age and non standard construction of a large percentage of the hall.

Keeping our working documents up to date will enable us and trustees in the future to efficiently and effectively keep the hall running and pass on the wealth of information held within this Committee. Special thanks to Judith as our Secretary for the endless work that she has put in to this..

I look forward to the year ahead and hope that together we can fulfil the identified tasks and keep our village hall a safe and vibrant community space.

1. Purpose of this Document

This document has been compiled by the Nether Heyford Village Hall (NHVH) Management Committee. The purpose of this document is as follows;

Part One

- To give an Overview of the Village Hall - its history and day to day functioning
- To provide the Annual Report for 2025/26
- To outline Plans for 2026 and Beyond

The document is available to all members of the NHVH Management Committee, to all organisations using the hall and also to attendees of the Annual General Meeting. It will also be accessible via the website.

2. Village Hall Overview

2.1 Background and Developments over the Years

Nether Heyford Village Hall was built with the help of volunteer labour and completed in May 1960 as a prefabricated cedar wood building. Brick extensions were added in 1991 to provide new toilets and kitchen at one end, a storage room and committee room with toilet and kitchenette at the other, and an access ramp to the front door. In 2002 work started on updating the hall once again with the help of volunteer labour and local craftsmen. The following is a summary of changes and improvements that have been made to the end of March 2025;

- 2002/03 A Sound System & Induction Loop (hearing) system was fitted
- 2003/04 UPVC double glazed windows, insulation and cladding to the front and rear of the wooden section was fitted, together with new front and kitchen doors.
- 2006/07 An insulated roof was added
- 2008/09 The Pre School transformed the area at the rear of the hall with an outdoor play surface to make a secure outdoor area for the young children. The Fire Doors were also replaced,
- 2009/10 The remaining wooden doors and windows in the committee room were replaced with UPVC and two old boilers replaced with a new energy efficient combi gas boiler for heat and hot water
- 2011/12 The kitchen was completely refurbished with new units and flooring.
- 2012/13 New flooring was laid in the foyer and disabled toilet to match the new flooring in the kitchen.
- 2013/14 Ceiling fans were installed and high security locks were fitted to the main hall doors. Car park repaired and parking lines added
- 2014/15 The Ladies toilets were refurbished (Lottery Grant). New chairs were purchased for the main hall and lockable storage cupboards were bought for regular users. Two wall thermostats were installed in the main hall.
- 2015/16 External power points were installed as well as new boiler controls

- 2016/17 The Main Hall and stage lights were replaced with L.E.D. batten luminaires lighting. There was a major maintenance of the heating system which included replacing the main electric power & circuit boards. All external lights were controlled by a P.I.R sensor. The PA and sound system were upgraded
- 2017/18 The Bar area was re-painted. The men's toilets were completely refurbished. The Disabled toilet was completely refurbished (including widening the door to bring into specification). The Committee Room had lights replaced with L.E.D. lights, it was repainted and had a new carpet and blind fitted and was re-named as the Meeting Room. The main Foyer was refurbished including replacing the lights with L.E.D. lighting.
- 2018/19 New artwork for the main foyer was designed. Hand dryers were replaced in the ladies toilet
- 2019/20 The carpet in the storage area was cleaned. Outdoor lights near the meeting room were replaced. Curtain poles in the main hall were replaced. The Entrance Hall Welcome notice was installed with LED back lighting. The main hall floor was stripped and re-coated with a tough polyurethane finish. A new website was set up and a newsletter developed and distributed to all users and friends of the hall.
- 2020/21 A new outdoor storage container was installed. The main hall was completely re-decorated. The back wall of the stage was re-plastered.
- 2021/22 The roofing above the ladies toilet was repaired and the ceiling in the ladies toilet re-painted. The back wall of the stage was re-painted in matt white. Lighting was upgraded in the kitchen to LED's. Emergency doors were checked and serviced.
- 2022/23 A collage of main user groups was displayed in the main foyer. All of the main halls window glass was replaced with argon gas filled window glass. Smart meters were fitted for gas and electricity. The storage area was redesigned and improved.
- 2023/24 The hall floor was deep cleaned and 2 new coats of lacquer were applied. A post box was erected outside of the village hall and a key safe installed in the committee meeting room. An artificial Christmas tree and lights were purchased.
- 2024/25 All chairs were professionally cleaned. The cooker was cleaned and a new extractor fan installed. Electrical upgrades were carried out to the whole system to include upgraded emergency lighting, changed/upgraded LED lighting, PAT testing of all plug in equipment on site, updated Electric Compliance Certification, repaired toilet extraction fans. Re-painting part of the main hall. Upgrade of plumbing to a number of areas to address leaking pipe work from the boiler, blocked drains, leaking taps etc. A new heating timer was fitted in the store room. Guttering, soffits and fascia repairs carried out to the roof. Capital improvements included the following; Installation of solar panels and associated battery storage system. New hall curtains. Shelving to increase storage space in the container. A new gazebo for the fete. New sign for the front door. Fridge for the small meeting room. Purchase of a Sum Up machine and a new filing cabinet

Over the years, the hall has been used for all manner of events, from pre-school to pantomimes and dances to dinner parties. It is conservatively decorated and can offer seating for up to 120 people. There are facilities for wedding receptions and family parties, including:

- Main Hall with stage
- Kitchen
- Bar area
- Segregated toilets – Men, Ladies, Disabled
- Meeting Room with adjacent Kitchenette and unisex toilet
- Storage room

2.2 Governance

The Village Hall Constitution was drawn up in 1958 when work started on the hall's construction.

Appendix A Contains a summary of the Village Hall Declaration of Trust (Constitution)

The Village Hall has two sets of trustees:

- The Custodian Trustees
- The Managing Charity Trustees

The Custodian Trustee is The Parish council. The Hall is held by the Custodian Trustees and their responsibility is simply to hold the legal title of the charity's property and to act on the lawful directions of the committee in any transactions affecting this title.

The Managing Charity Trustees are the members of the Management Committee. Within that role they are responsible for the effective financial management of the hall as well as overseeing the maintenance and development of the Hall to ensure that it is fit for purpose to serve the needs of the local communities of Nether Heyford, Upper Heyford and the surrounding areas for many years to come.

The Management Committee currently comprises a representative from each user organisation, Representatives from Upper Heyford and Nether Heyford Parish Council, Bliss Charity school as well as 2 parishioners. There are 4 elected members - the Chairperson, Vice Chairperson, Secretary and Treasurer.

Alongside these elected roles there is also a committee member who acts as the Booking Secretary, managing all hall bookings and invoicing. A committee member also acts as a Facilities Manager taking responsibility for the hall inspections and maintenance. Event management is now undertaken by an Events -Sub Group of committee members.

A separate 'NHVH Working Document' details the following:

- 'Roles and Responsibilities' of each of the committee members.
- 'Processes and Procedures' for key tasks and activities that take place within the hall.
- 'Policies' covering - Safeguarding, Data Protection, Health and Safety, Hall Hire and Finance

2.3 Financial Requirements

The key financial aim is that the annual running and essential maintenance costs of the hall are covered by fees received from the use of the hall. Any shortfall in this should be recovered by fund raising activities.

Any additional funding required for capital investments and improvement projects will be generated by fundraising activities such as the Garage Sale, Fete, Harvest Festival and the Pantomime.

Applications for financial grants, such as the Lottery Fund, will be made where deemed appropriate.

The main bank account is now held with the Metro Bank. This includes a savings account and a current account. The Charibond, purchased some years ago, was cashed during the year and the money put into the Metro savings account.

The Financial Year for the Village Hall is 1st April to 31st March. The treasurer provides monthly reports to the Management Committee and presents the end of year accounts to the AGM each year. These are externally examined. **See Appendix B End of Year Accounts 2025/2026**

2.4 Maintenance of the Hall

2.4.1 Monthly Checks

Monthly checks of the hall, inside, outside and of equipment, looking at both condition and safety, are made by the Maintenance Lead on the committee. These checks are recorded and presented to the committee each month. Routine monthly checks are as follows;

- All mains lighting
- Check operation of emergency lighting units (Total 9)
- Check operation of RCD on electrical fuse board
- Visual check of all Fire Fighting equipment
- Test gents' toilet flushing unit
- Check security of all doors and windows
- Check all escape routes and signage
- Check cleaner's equipment and store (Chemicals etc.)
- Check First Aid Box contents
- General visual check of building interior, exterior, furniture and storage for faults
- Overall cleanliness of hall etc.
- Refrigerator - check and record temperature
- Check disabled toilet call unit operation
- Check Boiler pressure (2)
- Check operation of ceiling fans
- Gas and Electricity and Water Meter Readings (now smart meters)

Unsatisfactory items are quarantined, repaired or replaced at the earliest opportunity.

As well as monthly inspections members of the committee and regular users of the hall are encouraged to report any faults, breakages and issues of concern regarding the fabric of the building and surrounding areas to the booking secretary NHVHbookings@gmail.com .

The monthly inspection report is presented at the committee meeting, signed by the chair and kept safely by the secretary as ongoing evidence.

Any maintenance actions required are recorded at monthly meetings and actions monitored by the committee. There are no longer any paid staff on the payroll of the village hall. A self employed cleaner who works for up to 20 hours a month is responsible for the cleanliness of the hall.

A handyman has been identified who carries out repairs and improvements to the hall at a minimal cost. Any larger improvements or those requiring specific skills are carried out by local professionals - this includes the mandatory inspections

2.4.2 Statutory Inspections

Statutory Inspections are undertaken for the following;

- Gas – Annual Safety Inspection and Certification of boilers and cooker provided by a local Gas Safe Registered specialist. This was completed on the 5th November 2025
- Fire Extinguishers – Annual Inspection and Certification provided by ISE Fire Products of Little Harrowden. This was completed on the 25th January 2026
- Portable Appliance Tests (PAT) – Annual Inspection and Certification provided by AA PAT Testing. All items used within the hall were PAT tested on the 5th July 2025
- Inspections and testing of the electrical distribution system by a Qualified Electrician. This inspection and report on the condition of the sockets and wiring must be undertaken every 2 years, although it is not necessary to inspect and test the entire system at the same time. The entire electrical system was inspected on the 5th July 2024 and is due for inspection on the 5th July 2026

All statutory inspections were carried out during 2025/6 and any remedial actions required have been undertaken. These inspections are organised by the Maintenance Lead on the management committee

2.5 Fundraising Activities and Community Events

Funding from village hall hire should cover the running costs and maintenance of the hall. Any additional funding required for upgrades and improvement projects will be generated by fundraising activities. These not only provide an opportunity to raise funds but also act as village community events to promote cohesion and wellbeing. Over the past few years events have included:

- Village Hall Fete – The main fundraising event in the annual life cycle of the Village Hall
- Harvest Supper - An annual community event but which also raises some funds
- Pantomime – An Annual community event – not necessarily contributing significantly to funds but the aim is not to operate at a financial loss
- Garage sale – Takes place every 2 years and primarily raises funds

New ideas for fundraising and community activities are always welcome.

3. Annual Report - 1st April 2025 to 31st March 2026

3.1 Village Hall Utilisation

The hall is available each week for the following number of hours.

Day	Time	Daily (Hours)	Weekly (Hours)	Annual (Hours)
Mon - Fri	8.00am to 11.30pm	15.5	77.5	4030
Sat	8.00am to 11.30pm	15.5	15.5	806
Sun	8.00am to 11.30pm	15.5	15.5	806
Total			108.5	5642

Bookings include both regular and anticipated 'one-off's' such as private parties, workshops, competitions and presentation nights.

It should also be noted that the hall is in effect available 24 hours a day, 7 days a week for 365 days of the year. Overnight bookings are rare but do occasionally happen. The utilisation data is based upon a more realistic assessment of availability.

From April 2025 to the end of March 2026 there were 11 organisations regularly using the facilities of the hall, 8 local clubs and 3 business users. In addition the hall was hired out for occasional use to private users from within and outside of the village.

Regular local club bookings (8 in total) accounted for 981.5 hours
 Regular business bookings (3 in total) accounted for 301.5 hours
 Private bookings accounted for 238.5 hours

During 2025/6 The hall was used for a total of 1,521.5 hours

Table 1 Total Number of Hours the hall was used over the last 3 years as a % of the total hours available

Year	No. of Hours Hall used	% Utilisation
2025/26	1521.5	26.9%
2024/5	1635	28.9%
2023/4	1475	26.1%
2016/17 (only previous years data)		18.3%

It can be seen from the table that during 2025/6 the hall was used for slightly fewer hours than in the previous year's although the number of regular users (club and business) remained the same. This indicates there were fewer private bookings this year although we do not have previous data on this split. As we move forward we hope to build a better picture of hall usage which may inform decision making in the future.

3.2 Financial Health Check for 2025/6

3.2.1 End of Year Accounts 2025/6

Attached at **Appendix B** are the Village Hall End of Year Accounts for 2025/2026. Below is a breakdown of the various elements of that income and expenditure.

3.2.2 Income from Hall Hire over Running & Maintenance Costs

Income

Hall Hire

The total income from hall hire was £16,298.77

Expenditure

Running Costs

Running costs principally comprise of utility charges (electricity, gas and water), Performing Rights Licence (PRL), insurance, council tax, ACRE, website and cleaning.

The total running costs were £11,909.67

General Maintenance Costs

General Maintenance costs includes repair and ongoing maintenance work carried out to ensure the effective functioning of the hall. Our handyman carries out most of the repairs at a minimal cost.

This year has seen the following repairs and maintenance works carried out.

- New timer for the men's urinals
- New timer for the heating boiler in the kitchen
- Guttering and soffits in the roof
- New blinds in meeting room
- Plumbing in a number of areas
- PAT testing
- Fire inspection

The total repair and maintenance costs were £1,821.71

Table 2 Income over Running and Maintenance Costs for the past 3 years

Year	Income from Hall Hire	Running Costs	Maintenance Costs	Deficit/ Surplus
2025/6	+£16,298.77	-£11,909.67	-£1,821.71	+£2567.39
2024/5	+£15203.15	-£11,464.15	-£6554.12	-£2815.12
2023/4	+£13,072.95	-£11,488.47	N/A (included in running costs)	+£1584.48

As can be seen by the table the key financial aim of hall income covering all running and maintenance costs has been met this year with a considerable surplus. There have been fewer maintenance projects carried out this year due to the considerable extra work carried out in the previous year when a deficit had occurred.

3.2.3 Additional Income and Capital Expenditure

Additional Income

Fundraising and Community Events

This year there have been 3 main fundraising and community events in and around the village hall. The income from these events should primarily be used to enable capital improvements to be made to the hall.

Fete

It was touch and go with the fete this year. With amber weather warnings being issued for the original date the fete was postponed until the following week. Despite this unplanned delay the fete was once again a huge success. The weather was perfect for the day. The new arrangement for the sound system worked well and enabled all the stallholders to be effectively introduced and the music to be heard throughout the arena and beyond. The local gymnastics group did a wonderful display in the main arena and the young musicians band were enjoyed by all in between displays. The King and Queen did a sterling job opening the event and acting as ambassadors for their school and village. The local dog show and classic car demonstration were, once again, popular attractions. The stallholders, a mix of both local organisations, craft and charity stands did well and contributed a good percentage from their takings. The Raffle, which benefitted from generous donations from a range of local businesses and clubs, made a good profit. The refreshments, with cakes cooked by local volunteers were again a success.

The total raised was £2653.88

Garage Sale

There was no garage sale this year as this is a bi-annual event

Harvest Supper

The Harvest Supper, which took place towards the end of October was again well received. The supper, prepared by James Allen, a lovely three course meal, was good value for money and thoroughly enjoyed by all. The decoration of the tables were a real hit and the onsite bar was also a success. Numbers were again a little low this year but the proceeds from the raffle offset some of the costs so that a small profit was made. We will be continuing this enjoyable event each year

The total raised was £69.00

Pantomime

The pantomime, Sinbad the Sailor, performed by the Laugh Out Loud theatre, took place at the end of December. Despite disappointing ticket sales the actual pantomime was thoroughly enjoyed by all those who attended. This is such an enjoyable local community event that despite the financial loss this year the committee have agreed to continue to organise this. The theatre group have been booked again for next year when the performance will be Cinderella. With earlier ticket sales and advertising we are hoping more people will decide to attend.

The total deficit was -£67.24

Table 3 Income from Fundraising/Community Events for the last 3 years

Year	Fete	Garage sale	Harvest Supper	Panto	Total Income
2025/26	+£2653.88	N/A	£69.00	-£67.24	+£2,655.64
2024/25	+£2864.00	+£658.85	-£85.00	+£281.20	+£3,719.85
2023/24	+£2630.40	+£664.00	£110.00*	+£228.50	+£3,632.90

* This figure may not be completely accurate

As can be seen from the table the total extra income was about £1,000 less than the previous 2 years (although the figures for 2023/24 may not be fully accurate). This was due, in large part, to the loss made on the pantomime and the absence of a garage sale.

Other Income

Donations

Donations of £20.00 were received from the British Legion

Interest on Savings

Total interest was £373.92

Electricity

Export £213.79

Octopus reward £100

Grants

There were no applications for grant monies made this year.

Table 4 Total Additional Income from Community Events/Donations/Interest and Grants for the last 3 years

Year	Community Events	Donations	Grants	Interest	Electricity Export	Grand Total Additional Income
2025/26	+£2,655.64	+£20.00	N/A	+£373.92	£313.79	+£3,363.35
2024/25	+£3,719.85	+£150.00	+£6,607.50	+£435.33	N/A	+£10,912.68
2023/24	+£3,632.90	+£250.00	N/A	+£434.00	N/A	+£4,316.90

Capital Expenditure

This year there have been no major capital projects undertaken and only one new item of capital expenditure- a microwave for the small meeting room. **Total Capital Expenditure £56.00**

Table 5 Total Income from Additional Sources against the Expenditure on Capital Projects for the last 3 years

Year	Additional Income - Community Events/Other	Expenditure - Capital projects/items	Balance
2025/6	+£3,363.35	-£56,00	+£3,307.35
2024/5	+£10,447.35	+£15,662.29	-£5,214.94
2023/4	+£4,316.90	-£3,148.48	+£1,062.42

3.2.4 Finance Summary

Whilst there has been a steady stream of repairs and maintenance work carried out on the hall this year there have been no major capital projects undertaken or new items purchased. Overall there has been considerably less expenditure on repairs and improvements compared to the year before.

This has been due, in large part, to the fact that during the previous year (2024-25) there were a number of essential maintenance and upgrades outstanding which needed substantial financial input to complete. The solar panels had also been a significant spend although we have started to see the benefits of these since selling excess energy back to the grid last July.

The substantial surplus in our total income over expenditure of £5874.74 this year will stand us in good stead for some potentially costly major improvement projects in the year ahead. (see Forward Action Plan)

3.3 Village Hall Hourly Hire Rates

The hourly hire rates are reviewed annually taking into account the income generated from hall hire, the running and maintenance costs, the underlying financial situation of the accounts and the hourly rates of other halls in the area, with equivalent facilities.

Main Hall

The hourly rates were last increased in January 2025.

The rates were reviewed in March 2026 taking account of the income from usage of the hall as well as the financial analysis for the year. In light of these the hourly rates from April 2026 will remain the same as the previous year

Village Regular Users Clubs/Organisations	£10.00 per hour
External Organisations/Businesses	£13.50 per hour
Village Residents Private Parties	£15.00 per hour
External Residents Private Parties	£25.00 per hour

* Given the current volatility in oil and gas prices due to the global situation these hourly rates will be reviewed again in September 2026

Users have a discretionary half an hour both before and after the booking time to set up and clear away. Additional time out side of this will be charged at the hire rate.

The booking forms for the hire of the hall give more details about the conditions of hire and are available on the NHVH website at www.netherheyfordvillagehall.org

Meeting Room

The small meeting room, with kitchen area and toilet facilities is available to smaller groups of up to 18 people

The Meeting Room hiring rates from April 2026 will be £8 per hour

3.4 Committee Membership

There have been few changes to the committee membership this year. Louise Isgar was welcomed as the Parish Council representative in November 2025. Andrew Wallace stood down as a co-opted Parishioner in January. He will be missed on the committee although we are pleased he will continue to offer his support to our main events. Our thanks are extended to him for his time and contributions.

Last year's officers agreed to stand again this year and were duly elected at the AGM in April as follows

Chairman: Carol Tuckley
Vice Chair: Veneeta Rayner
Treasurer: Lynn Adey
Secretary: Judith Cattermole

In addition to the Elected Officers the constitution allows for representation by appointment from up to 12 user groups and local organisations . At the AGM in April 2026 the following representatives were confirmed for the 10 user groups and local organisations as detailed below:

Bowls Club - Michael Tench
Crafty Club - Lorraine Streeter
Picturedrome - Rosemary Dunkley
Heyford Singers - Geoff Allen
Bugbrooke and District Flower Society - Simone Squire
Patchwork Group - Patricia Paterson
Womens Institute - Wendy Goodman
Bliss Charity Trustees - Veneeta Raynor
Upper Heyford Parish Meeting - Sian Slater
Nether Heyford Parish Council - Vacancy

The following 2 Parishioners were co-opted
Parishioner - Kim Woodbridge -Dodd
Parishioner - Susan Francis- Brown
Parishioner - Vacancy

4. Forward Action Plan for 2026 and Beyond

4.1 Upgrade and Improvement Projects

A project to upgrade or improve the facilities of the hall can be identified as viable if:

- It caters to the needs of the Community and the organisations either using or wanting to use the Hall
- It is required by Government or Local Authority regulations
- It does not threaten the Hall's financial stability
- It results in a tangible reduction in running costs

The priorities for action identified in last year's working document have mainly been carried out.

Appendix C is an updated inventory of the main assets of the village hall. This will be used as a basis to record the history of changes made to help inform any future developments and actions. It has been updated for 2026/7

The main priorities identified this year are detailed below.

4.2 Priorities for Action and/or Expenditure from April 2026 to March 2027

Some outstanding actions that will be carried forward into next year's plan and have been incorporated below:

Energy Saving initiatives

- Explore the use of more efficient electric instantaneous water heaters for sinks and toilets, (to make the most of the "cheap electricity").

Improvement to the outside area

- Renovation of the back of the hall
- Apply tarmac to the side of the hall
- Renovation of the main car park area - including painting of parking bays and drain improvement
- Install precautionary rodent bait stations around hall and storage container

Re-decoration

- Re-decoration of the entrance to the storeroom and the storeroom itself
- Re-decoration of all soffits

Kitchen Upgrades

- Explore options for kitchen upgrade- worktops, kick boards and potential re-design

Risk Management

- Obtain advice on potential life of the main roof and estimates for a replacement
- Obtain quotes for boiler replacement and assess risk of failure in near future
- Develop an Investment /Savings Policy based upon all of the above

In order to ensure that we are able to take full advantage of grant opportunities this coming year we will need to identify our priorities for project development and obtain viable quotes for carrying out the work. This will not only put us in a better position to apply for grant assistance but will also help inform an investment and savings policy for next year in order to make the best use of our capital monies

Appendix A: Summary of Key Points - Nether Heyford Declaration of Trust (Constitution

This Declaration of Trust is made the Fourth day of December One thousand nine hundred and fifty eight by The Parish Council of the Parish of Nether Heyford in the County Of Northampton (hereinafter called "the Trustees").

THE FIRST SCHEDULE

1. The Trust Property shall be held upon trust for the purposes of a Village Hall for the use of the inhabitants of Nether Heyford, Upper Heyford and the neighbourhood, without distinction of sex or of political, religious or other opinions and in particular for use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the objective of improving the conditions of life for the said inhabitants.
2. The general management and control of the Trust Property and the arrangements for its use shall be invested in a Committee of Management (hereinafter called "the Committee") consisting of not more than sixteen Members (exclusive of members co-opted under the power hereinafter contained) of whom four shall be elected at the first general meeting referred to in Clause 3 hereof in the first instance and on each subsequent election of members at the Annual General Meeting. The village hall user groups and organisations identified in Nether Heyford, Upper Heyford and the neighbourhood shall each have the right to appoint one member of the Committee both in the first instance and on the occasion of each annual appointment of members (up to 12 organisations)
In addition to the members of the Committee appointed and elected as above the Committee shall have the power to co-opt not more than three* members to represent interests in Nether Heyford, Upper Heyford and the neighborhood not represented by any organisation.
3. There shall be an Annual General Meeting to be convened by the Committee in the month of April in each year advertised with one week's notice to be affixed to some conspicuous part of the Trust property or other conspicuous place or places in Nether Heyford- Upper Heyford and the surrounding neighbourhood. This will invite the inhabitants of the neighbourhood eighteen years of age or over to the AGM for the purpose of receiving the Report and Accounts of the Committee and for accepting the resignations of members of the Committee and for the purpose of electing four members under Clause 2 hereof and for taking such action as it may decide under Clause 7 hereof. If in any year an Annual General Meeting shall not be convened in the month of April the Annual General Meeting for that year shall be held as soon as practicable after the month of April.
4. The Committee shall have power by a Resolution of the Committee passed at a meeting at which not less than two-thirds of all the Members of the Committee vote in favour of the Resolution to allow any existing organisation in Nether Heyford, Upper Heyford and the neighbourhood not mentioned in the Second Schedule hereto and any other organisation shall be effective until it has been approved in writing by the Charity Commission.

5. All members of the Committee shall retire annually at the AGM. Every organisation entitled to appoint a member of the Committee to take the place of a member retiring at an AGM shall make the appointment at any time within one month before the AGM at which the retiring member shall retire. A retiring member shall be eligible for re-appointment or re-election.
6. Vacancies arising from death, retirement or removal of members. The Committee can fill until the next AGM.
7. If any organisation entitled to appoint a member of the Committee ceases to exist or fails to make an appointment in manner aforesaid before the AGM in any year the AGM shall decide in what way if at all the vacancy shall be filled.
8. The proceedings of the Committee shall not be invalidated by any vacancy among its members or by any defect in the appointment or qualification of any member.
9. The Committee may from time to time make and alter Rules for the conduct of its business and for the summoning, conduct, and recording in a Minute Book, of its meetings and in particular with reference to:
 - a) The terms and conditions upon which the Trust property may be used and the sum (if any) to be paid for such use
 - b) The appointment of an Auditor**, Treasurer and any such other unpaid offices it may consider necessary and the fixing of their respective terms of office
 - c) The engagement and dismissal of such paid officers and servants for the Trust Property as it may consider necessary
 - d) The number of members who shall form a quorum at its meetings provided that the number of members who shall form a quorum shall never be less than a third of the total number of members of the Committee.
10. Banking account at Metro Bank, Abington Street, Northampton. This can be changed by the committee and the resolution making these changes must be recorded
11. The moneys standing to the credit of the said Account shall be applied as the Committee shall decide in maintaining, repairing and insuring the Trust Property or the furniture and effects therein and in paying rent, rates taxes salaries wages and other outgoings and in providing furniture equipment books newspapers periodicals literature means of recreation and leisure-time occupation and otherwise for the maintenance and improvement of the Trust Property.
12. The Committee shall provide the Trustees with sufficient funds to meet all such expenditure in connection with the Trust Property as the Trustees may be liable for and shall keep the Trustees indemnified against all liability in respect thereof.

* This was increased from 2 by a committee vote in 2024

** This can be an independent examiner

Appendix B: NHVH End of Year Accounts 2025/2026

<u>Income</u>	<u>£</u>	
Lettings	16298.77	
Fundraising Events	4883.83	
M&G	14278.20	
Donations	20.00	
Export Electricity	213.79	
Octopus Reward & Refund	130.64	
Gas Refund	533.38	
<u>Total Income</u>		<u>36358.61</u>
<u>Expenditure</u>		
Wages	3330.00	
Electricity	401.43	
Gas	1809.08	
Water	1091.72	
Council Tax	263.68	
First Aid		
Cleaning Materials	772.64	
Repairs & Maintenance	1821.71	
Capital Expenditure	56.00	
Fundraising Costs	2038.14	
Insurance	3343.68	
Donations	150.00	
Other	61.70	
Subscriptions	48.00	
Music Licence	446.24	
Website	403.20	
Transfer to Reserve Account	14278.20	
Bank Charges	9.00	
<u>Total Expenditure</u>		<u>30414.42</u>
<u>Excess Income over Expenditure</u>		<u>5755.13</u>

Nether Heyford Village Hall

Registered Charity – 304256

Balance Sheet as of 31st March 2026

	<u>£</u>
Metro Bank Current Account carried forward from 2025	1969.18 credit
Income	36358.61
Expenditure	30603.48
<u>Total</u>	<u>+5755.13</u>
Balance of Current Account 31 st March 2026	<u>7724.31 credit</u>
Metro Bank Reserve Account carried forward from 2025	39501.95
Credit Interest earned	373.92
Net Transfer from Current Account	14278.20
Balance of Reserve Account 31 st March 2026	<u>54154.97 credit</u>
<u>Other Assets</u>	
Storage Container at Cost	2639.20

Appendix C NHHV Inventory - Information and Analysis of Current Situation and Future Requirements and/or Actions in 2026/27

Item/Area	Information	Questions	Responses 2026/27	Actions 2026/27
Tables - Go-Pak Folding	These are regularly used in the Main Hall, some of which will become more unstable as time goes on	Do any tables need replacing this year ?	No - some have been identified for repair which have been carried out by Simon. Replacements will be minimal cost	Monitor and replace as required
Chairs	The 120 chairs in the Main Hall were replaced in 2014 and should have a working life of at least 10 years. They are now 12 years old	Do these chairs need a professional clean? Are any becoming unstable?	Chairs were professionally cleaned in 2024/25 Monitor each year They continue to be stable and useable	Monitor and clean or replace individual chairs as required
Boilers	Both replaced in 2009 with a combi boiler. The design life of a Combi boiler is approximately 10 years. These are now 15 years old.	Do we need to give consideration to replacing these with a new Air Source Heat Pump ?	One boiler pipework replaced in 2024/25. Both seem to be working OK so don't need immediate replacement. Heat pump replacement not a viable option at present	Continue with present boilers Monitor and investigate replacement when and if required
Cooker (Gas)	This is an ageing piece of equipment – it was refurbished in 2012 with re-enamelling of the pan stands and a deep clean in 2014.	Do we need to ascertain if spare parts are still available?	Cooker professionally cleaned in 2024 and still in good working order so the decision was to continue with this one.	Cooker needs another clean Book professional clean
Cooker - air extraction system	An air extraction system over the cooker is required to meet the requirements of effective ventilation (HSE Catering Information Sheet No.10).	Has this been done ?	Cooker air extraction system replaced in 2024/25	No Action required
Kitchen Units and Worktops	These were replaced in 2011. They are now 13 years old. This was looked at last year and we were told it doesn't need replacing.	Do we need to consider at what stage an upgrade, possibly to stainless steel worktops and splash-backs, will be required?	The kitchen floor, work surfaces and possibly units need to be improved this year	Get quotes for improvements and for full kitchen upgrade
Kitchen Crockery	This pre-dates the current kitchen. Replacement considered desirable a few years ago	Has this been replaced?	All crockery OK Review yearly	No Action required
Main Hall Floor	This was upgraded and a special 2 pack sealant applied in 2020. This was re-sealed in 2023.	Will likely need a re-seal every few years	Looks good now. No action	Review in 2027/8
Sound System	Upgraded in March 2016.	Is this functioning effectively ?	This seems to be fine Review yearly	No Action

Ladies Washroom	This was fitted with new cubicles, hand basins, lighting and hand dryer in 2014 and should have a working life of 10-12 years.	Do we assume this will need to be considered in a few years time ?	Yes this is generally fine at the moment. Consider instant hot water heaters to take advantage Of solar energy	Get quotes for instant hot water heaters
Gents Washroom	This was refurbished during 2017. This should have a working life of 10 - 12 years.	Do we assume this will not need to be reviewed for at least 5 years?	Damaged door has been mended in 2026. Yes this is fine at the moment Consider instant hot water heaters to take advantage Of solar energy	Get quotes for instant hot water heaters
Disabled Washroom	Improvements to access were carried out in 2017 at the same time as the work on the gents washroom.	Do we assume this will not need to be reviewed for at least 5 years?	Yes this is fine at the moment	No action Review 2027/8
Storeroom and Storage Facilities	The storeroom was re-organised in 2025/25 with extra cabinets to meet rising demand	Is the storage space adequate this year. Does the area need renovating?	The storage space appears adequate at the moment. The storage area needs tidying and decorating	Tidy and re-decorate the storage area
Lighting -	All lighting in the main hall and committee room has been replaced with LED Batten Luminaires which has both improved the lighting and reduced running costs.	Replacement of some LED Batten Luminaires may be required in the longer term. All lighting fully updated to LED's in 2024/5	All working well Replace individual items if required at minimal cost	No Action except individual replacements
Ceiling Fans	Were installed in 2013 and should have a working life of at least 10 years.	Still functioning well ?	Yes no issues reported	No Action Review yearly
Stage Curtains (Back)	May extend working life with a professional clean.	Are these OK - how long for?	Curtains are OK and are hanging much better since major overhaul in 2025. Can be tied back during singers performances	No Action Continue to monitor
Stage Curtains (Front)	May extend working life with a professional clean	Are these OK? How long for?	Yes they look OK and work well	No Action
Windows Main Hall -	New UPVC windows were fitted in 2002 and the glass was upgraded in 2022.	These should have a working life of at least another 10 years	Have improved the warmth in the hall	No Action Review in 2034/35 unless issues arise before then
Window Curtains Main Hall	May benefit from a professional clean	Are these OK? - how long for?	Poles were replaced in 2018. All curtains in main hall replaced during 2024/5	No Action
Windows/ blind Committee	These were replaced with UPVC windows in 2009	Are they still OK?	Yes- windows OK. Blind in meeting room replaced in 2025	No Action

Room				
WiFi installation-	None installed	Should we be re-considering this - especially with so few people using cash now.	Yes Sum up machine bought to enable card payment but relies on good internet connection from hotspot	Get another quote from Gigaclear
Car Park Surface	This was patched with lines painted in 2018	Is this likely to require repairs in the next few years?	Yes -car park needs a complete re-surface, re-painting and drain area needs repair	Get quotes for tarmac
Outside Area to the Rear of the Hall	This had a special surface put down in 2008 when the playgroup utilised this area. This area is now disused and damaged.	Should we consider improving this area and possibly make it more accessible?	Trees trimmed back in 2024/25 Tidying up and pressure washing to be completed in 2026/27 Yes - this area is neglected and if improved could be additional seating for events such as the fete/private parties etc	Research costs of renovating this area and carry out if considered feasible. Install rodent bait stations as a precaution
Outside Area near Committee Room Entrance	This area continues to be difficult to maintain due to weeds	Do we need to prioritise a more permanent solution?	Something must be done this year -either consider managing this on a long-term basis or find a more permanent solution	Needs to be re-surfaced in 2026/27 Research and cost up both options consider alongside re-surface of the back and front of the hall
Solar Panels	It is our understanding that the roof is not able to support these	Should we get an assessment of this?	Solar panels and battery storage fitted in 2024/25	No Action All functioning well
Fire Doors in main hall	It is unclear if these have been draught proofed	Are these draughty?	The doors were draught proofed in 2025 and are working better	No Action
Main Roof - timber construction	Old original construction	Will this need replacing in the near future ?		Seek professional opinion as to the life of the existing original roof