

TRUSTEES ANNUAL REPORT

For the year ended 31st December 2025

Colliston Village Hall

1.Reference and Administration Information

Charity Name: Colliston Village Hall

Scottish Charity number: SC026902

Principal address: Station Road, Colliston, DD11 3RR

Current trustees/Management Committee

Alexander Whitton, Chair

Alison Metcalf, Vice chair

Gladys Whitehead, Secretary

Carrie Ann Nowak, Treasurer

2. Structure, Governance and Management

Colliston Village Hall is a village hall run by volunteers and committee members from the village for the village. Anyone is welcome to join the committee, and the Chair/Vice Chair/Secretary/Treasurer are voted for at the annual AGM.

3. Objectives and Activities

The hall is available for anyone to hire. We currently have a Bridge Club, Colliston WI and the local primary school using the hall on a regular basis. We also have a weekly dance class, although that is suspended at the moment due to medical issues. There is a village Ceilidh that is held at New Year, this brings village residents as well as some of the wider community together. We are open to other groups using the hall but at the moment have not had any enquiries.

4. Achievements for this year January 2025-December 2025

In March 2025, the Chair, Secretary, Treasurer and several long-serving committee members resigned from their positions. Following these changes, Alexander Whitton, a longstanding committee member, was elected Chair. Alison Metcalf joined the committee and was elected Vice Chair, while Gladys Whitehead was elected Secretary and Carrie Ann Nowak Treasurer. The committee actively encouraged greater community involvement and was pleased to welcome several younger members. As a result, the committee now consists of 11 members, providing a strong and diverse team to support the ongoing management of the hall.

A significant focus during the year has been improving health and safety standards. New signage has been installed advising that parking is restricted to hall users, that vehicles are parked at the owner's risk, and that pathways may become slippery during wet or icy conditions. Following an incident in which a vehicle reversed into a pillar at the hall entrance, a fence was built to prevent vehicles from reversing directly up to the building. This was considered particularly important as local schoolchildren regularly use the nearby gate to access the hall for lunches and PE lessons. Fire safety procedures are robust, with the fire alarm tested weekly and a log book in a secure fireproof box in the kitchen.

Grounds maintenance has been undertaken to improve the appearance and safety of the site. Hedges and trees surrounding the hall were cut back to a more manageable height, enabling the guttering to be cleared. During this work, a wasp nest was discovered and subsequently treated and removed.

To further enhance site safety, a heavy concrete cover has been installed over the septic tank to prevent unauthorised access. In addition, a motion-activated external light has been fitted near the rear fire exit to ensure safe access to the pathway and car park in the event of an evacuation during hours of darkness.

The committee has also invested in improving facilities within the hall. New cleaning equipment has been purchased, together with a replacement cooker, as the previous appliances had been in use since the hall was built and were no longer fit for purpose. A new entrance mat has also been installed to replace an existing rug that presented a trip hazard.

To simplify the booking process and ensure fairness for all users, the committee introduced a standard hall hire charge of £15 per hour. This rate will be reviewed annually at the Annual General Meeting. Previously, a number of different pricing

The Hall's total income for the year amounted to £3,692.05 (2024: £12,246.90). The reduction in income compared with the previous year was primarily due to the absence of rent received from Angus Council during 2025. This has been recovered in 2025. Income during the year was generated mainly from hall lettings, regular user groups, bank interest, and small contributions towards grounds improvements.

Total expenditure for the year was £17,266 (2024: £6,661). Expenditure was significantly higher than the previous year because of several essential maintenance, safety and improvement projects undertaken by the committee. The most significant costs related to electricity supplied by Scottish Southern Energy (£8,242), grounds improvements (£4,538), cleaning services (£2,130), insurance (£860), and the purchase of replacement equipment (£604).

The increase in electricity costs was primarily due to backdated charges from Scottish Southern Energy. Following a review of the account, the supplier issued a credit note on 5 May 2026 for £2,437 in respect of an overpayment.

The committee prioritised investment in the safety, maintenance and long-term sustainability of the hall during the year. This included improvements to the grounds, health and safety measures, replacement equipment, and general repairs necessary to maintain the facility for community use.

As a result of these planned expenditures, the Hall recorded a deficit for the year of £13,574 (2024: surplus of £5,586). The deficit was met from the charity's accumulated reserves.

The trustees continue to monitor income and expenditure closely and remain committed to maintaining adequate reserves to meet future operating costs and unforeseen expenditure. The Hall remains an important community asset, and the trustees will continue to seek opportunities to increase hall usage and secure additional funding where appropriate to support its long-term sustainability.

6. Plans for the Future

We plan on moving the glass bins from the hall car park into a specially made space. This will stop glass from being broken in the car park and so reduce the risk of puncture or anyone falling into the glass and injuring themselves. It will also give more parking spaces for the parents when dropping off/collecting from school.

Statement of Trustees' Responsibilities

The trustees are responsible for ensuring that proper accounting records are kept, financial statements are prepared in accordance with relevant legislation and guidance and that the charity is administered in line with its constitution and charitable purposes.

3. Approval of the Trustees' Annual Report

This Trustees' Annual Report was approved by the Board of Trustees and signed on its behalf by:

Chair: A White

Date: 08/06/26

Treasurer: L. Brown

Date: 08/06/26