

**Purpose:**

This document is to confirm the policy for the holding of reserve funds in pursuit of the maintenance and operation of Holton Village Hall. The policy has been prepared using Charity Commission Guidelines regarding Reserves Policies.

**Review:** This document should be reviewed at least annually, and the review shall be formally recorded in the minutes of Holton Village Hall Management Committee.

**Objective:**

The village hall is for the use of the inhabitants of Holton Village without distinction of political, religious, or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

- Reserve Funds need to be kept to protect the ongoing interests of the Village Hall and it's upkeep and to be able to address emergency and unforeseen events.
- This 'Reserves Policy' is to identify the risks and allocations deemed appropriate for the maintenance and operation of the Village Hall pursuant to the objective.
- The policy has been compiled with a pragmatic approach given that the Hall is insured and has past experience of both running costs and major repairs.
- It has also been compiled in the knowledge that the Hall is properly maintained and protected by the members of the Village Hall Committee.

**Risks:**

**Infrastructure:** Closure due to unexpected failure of building structures and equipment e.g. roof, boiler/heating, flooring, drainage, kitchen equipment etc.

**Revenue:** Inability to maintain the estimated day to day running costs due to lack of revenue.

- **People:** There are no paid staff or vulnerable beneficiaries at present and so staff/people are not a funding risk.

**Reserve Allocation:** Based on the identified risks the following funds are to be allocated:

- 6 Months operating expenses — Currently forecast at £8,000.
- A contingency against un-insured major infrastructure failures — Currently forecast at £7,000.

- Total reserve allocation for FY 2026 of £15,000.

**Affordability:**

Based on the current financial position of Holton Village Hall it is deemed that this reserve position is affordable with no further intervention required.

<b>Trustee Name (print)</b> MEW AULT	<b>Trustee Signature</b> 
<b>Date</b> 1/6/2026	<b>Role / Position</b> CHAIR