

**Bar Hill Village Hall**  
Registered Charity No. 1002579

Trustees' Annual Report  
1 August 2020 - 31 July 2021

**Clerk to the Trustees**

Mrs Gillian Wells  
3 Partridge Drive  
Bar Hill  
Cambridge  
CB23 2EN

**Names of Trustees**

Mrs Anne Sweeney  
Mrs Sonya York-Wright  
Mrs Gillian Wells  
Mrs Linda Pyle  
Mr Robert Wells  
Mrs Sarah Whitfield  
Mr Richard Mayer

Chair	
Vice Chair	
Secretary	
Treasurer	Stood down at AGM 26.11.20

**Sources of advice and support**

Bar Hill Parish Council  
Cambridgeshire ACRE

## **Governance**

Bar Hill Village Hall as established as a charity by a Trust Deed dated 21st November 1978.

The hall was purpose built in 1974 as part of the new development of Bar Hill Village.

The Village Hall is owned by the Management Committee, but the Village Hall is held upon Trust by the Parish Council as Custodian Trustees. The Village Hall Management Committee is responsible for keeping the building in good state of repair.

## **Appointment of Trustees**

The Trust Deed governs the appointment of trustees and the management of the charity.

Four trustees (the Chair, Vice-Chair, Secretary and Treasurer) are elected at the Annual General Meeting held in November: each trustee serves for 1 year and is re-elected should they confirm their wishes to do so in writing.

In addition, each user group listed in the Trust deed, of which there are ten, nominates one trustee. The trustees form the Management Committee of the Village Hall which has the power to co-opt up to five further trustees on an annual basis.

## **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted:

- Health & Safety Policy
- Financial Policy

The policies are included in the Trustees' Welcome Pack.

## **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The Hiring Agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

## **Licences**

The hall has a Premises Licence (not including alcohol) with South Cambridgeshire District Council and a copy of the Licence can be found on the Management Committee Notice Board in the foyer of the hall. The hall is licensed by the Performing Right Society for live and recorded music.

## **Risk Management**

### **Insurance**

The village hall is insured with respect to property damage (buildings insurance) by Aviva Insurance Limited (£2.625M Cover). It is insured with the same company with respect to contents (up to £5,014 - following recommendation from the Hallmark assessors the contents insurance will be increased to £25,000 at the next renewal date), public liability (£5M), employers' liability (£10M) and legal assistance.

### **Building Issues**

Gas appliances and portable electrical appliances are tested by qualified personnel annually.

The mains electrical installation is checked by a qualified engineer every five years.

Firefighting appliances are inspected annually under contract with the supplier.

Volunteers from the Committee carry out regular maintenance checks.

### **Objectives of the Charity**

- Provision of a village hall for the benefit of the inhabitants of the Parish of Bar Hill without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.
- Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interest of social welfare and with the object of improving the social conditions of the life of the inhabitants.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

### **Principal Activities in pursuit of Objectives**

The hall is in use most days of the week for a variety of activities including dance classes, keep fit activities, martial arts, football lessons and bingo.

The hall is available for hire for private functions including celebration and children's parties, wedding receptions and social functions.

### **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by the users of the hall are set to achieve this.

### **Volunteers' Effort**

Management costs are kept to a minimum through the use of volunteers for regular maintenance and administration. On average 10 hours of volunteer time are given each week to cover routine tasks such as maintenance and administration. In addition, the Trustees give 2 hours a month for meetings.

### **2020-2021 Achievements**

The Trustees continue to work hard to make the hall attractive to potential users and measure their success by the range of users and the hall occupancy. The Trustees believe that this has been achieved by our loyal hirers returning after the lockdown periods. New blinds were installed throughout the hall during the year. The hall achieved Hallmark 1 accreditation in June 2021.

### **Reserves Policy**

The village hall does not currently have a Reserves Policy. However, the Trustees intend to make this an Agenda item over the next 12 months.

The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works far in excess of funds held. On identifying such major works, alternative funds will be sourced by way of grants with the object of meeting the costs in full. Such funds would be restricted. There are no restricted funds in hand.

### **Future Plans**

LED lighting is still high on the plans of the hall. It is proving difficult to locate a grant that would enable us to do this, but the Trustees will persevere.

As mentioned above, the hall was granted Hallmark 1 accreditation. It is now the Trustees plan to work towards Hallmark 2.

The Trustees proceeded with the online booking and invoicing system, and this was integrated with our website. There have been teething problems, but progress is slowly being made and this will benefit the hall in the long term.

The Trustees declare that they have approved the Trustees' Report above.

### **Signed on behalf of the Charity's Trustees**

**Signature**     *Anne Sweeney*

**Full Name**     Anne Elizabeth Sweeney

**Position**       Chair

**Date**             16th November 2021

**BAR HILL VILLAGE HALL  
MANAGEMENT COMMITTEE**

**ACCOUNTS FOR THE YEAR ENDED 31 JULY 2021**

## **BAR VILLAGE HALL MANAGEMENT COMMITTEE**

### **INDEPENDENT EXAMINER'S REPORT**

Report to the trustees/members of Bar Hill Village Hall Management Committee, on accounts for the year ended 31 July 2021, set out on pages 3 and 4

#### **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 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to 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 Commission. 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 no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in, any material aspect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act
- to prepare accounts which accord with the accounting records and comply with the accounting

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

*Hilary Whipp*

Hilary Whipp

04 November 2021

74 Hollytrees

Bar Hill

Cambridge

CB23 8SG

# BAR HILL VILLAGE HALL MANAGEMENT COMMITTEE

## PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 JULY 2021

	This year	Last year
<b>INCOME - rent receivable</b>		
Sports and Social Club	12,354.75	20,083.08
General hall hire	6,548.29	7,363.07
Playgroup	5,000.03	5,008.38
Weightwatchers	233.38	1,066.88
Changing rooms	-	131.25
Feed in Tariff	879.57	950.86
Business Support grant COVID-19	20,907.43	10,000.00
<b>TOTAL INCOME</b>	<b>45,923.45</b>	<b>44,603.52</b>
<b>EXPENDITURE</b>		
Water rates	427.27	713.02
Less: due from Bar Hill Scouts	(1,542.63)	-
Sewerage charges	765.00	491.68
Electricity	6,003.96	7,527.40
Gas	1,991.61	1,686.40
Repairs & renewals ≤ £450	2,238.28	1,592.59
<b>Repairs &amp; renewals ≥ £451</b>		1,942.50
Balcony repairs	13,991.28	-
Less grant received from BHSSC	(1,639.33)	0.00
Fire & PAT testing	589.39	-
Saxon Blinds	1,860.00	-
Cleaning materials	86.81	171.19
Window cleaning	380.00	560.00
Wages inc Pension - cleaning & booking	8,354.45	8,368.03
Job Retention Scheme funding received	(2,035.60)	(2,240.01)
Bar Hill PC loan interest adjustment	(300.65)	2,264.81
Insurance	2,067.54	2,075.10
Accountancy	150.00	50.00
Waste disposal costs	2,171.72	1,664.00
Print, post, phone, broadband	473.30	550.01
Mileage	103.72	345.16
Hallmaster inc £80 training (one-off)	329.92	
Sundry	340.79	579.36
<b>TOTAL EXPENDITURE</b>	<b>36,806.83</b>	<b>28,341.24</b>
<b>SURPLUS FOR THE YEAR</b>	<b>9,116.62</b>	<b>16,262.28</b>
<b>GENERAL FUND BROUGHT FORWARD</b>	<b>249,735.10</b>	<b>233,472.82</b>
<b>GENERAL FUND CARRIED FORWARD</b>	<b>258,851.72</b>	<b>249,735.10</b>

# BAR HILL VILLAGE HALL MANAGEMENT COMMITTEE

## BALANCE SHEET AS AT 31 JULY 2021

	This year	Last year
<b>FIXED ASSETS</b>		
Cost of building and furniture	1,074,580.57	1,074,580.57
<b>GRANTS RECEIVED</b>		
Bar Hill Parish Council	678,062.67	678,062.67
South Cambs District Council	50,000.00	50,000.00
Bar Hill Social Club	75,000.00	75,000.00
	<u>803,062.67</u>	<u>803,062.67</u>
	271,517.90	271,517.90
<b>CURRENT ASSETS</b>		
Debtors -due from Bar Hill Scouts	1,542.63	-
Debtors - lettings invoices	1,548.53	1,373.44
Debtors - Job Retention Scheme	-	561.97
Cash at bank	31,822.40	21,907.50
	<u>34,913.56</u>	<u>23,842.91</u>
<b>LESS CURRENT LIABILITIES</b>		
Short term loan from BHSSC	5,601.95	-
Advance bookings received	100.00	145.83
Trade creditors and accruals	2,416.31	604.91
VAT owing	1,528.09	1,748.53
	<u>9,646.35</u>	<u>2,499.27</u>
<b>NET CURRENT ASSETS</b>	25,267.21	21,343.64
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<u><u>296,785.11</u></u>	<u><u>292,861.54</u></u>
<b>REPRESENTED BY</b>		
Long term loan from Bar Hill Parish Council	37,933.39	43,126.44
General fund	258,851.72	249,735.10
	<u><u>296,785.11</u></u>	<u><u>292,861.54</u></u>

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