

**NEWPORT VILLAGE HALL TRUSTEE MANAGEMENT COMMITTEE  
ANNUAL GENERAL MEETING HELD ON  
11<sup>th</sup> MAY 2022 AT 8.00 P.M. IN  
THE MAIN HALL, NEWPORT VILLAGE HALL**

**Present:**

Patron	John Gordon, MBE	
Elected Trustee	John Oswin Smith	Acting Chair
Elected Trustee	Peter Gibson	
Secretary	Pat Pleasance	
Representative Trustee	Jane Nash	Newport Art Group
Representative Trustee	Yvonne Hannant	N.A.T.s
Project Manager	Peter Arscott	
Bookkeeper	Elaine Edwards	
Caretaker	Rob Willis	
Parish Council Rep	Sarah Burton	
Independent Examiner	Peter Hill	
Bingo	Sue Parish	
Bingo	Rob Myall	
Pilates	Tricia Ackron	
	Berenice Smith	Resident
	Sandra Amos	Resident
	Clive Edwards	Resident
	Leonie Llewellyn	Resident
	Fiona Strachan	Resident
	Maggie Pearce	Resident

**1. Apologies**

Apologies were received from Emma Murphy, Dee Harbridge and Christine Mayle.

Mr John Gordon chaired the meeting and welcomed everyone to Newport Village Hall's 2022 Annual General Meeting. He acknowledged the work of the Committee in managing the Hall through difficult circumstances throughout the COVID pandemic, and expressed his thanks to the Committee for continuing to run the Hall for the benefit of the local community over this challenging time.

**2. The Minutes of the Annual General Meeting held on the 28th September, 2021**

The minutes of the previous meeting were reviewed and approved. John Gordon asked the Meeting to accept the Minutes as a true and fair record. The Minutes were approved and signed and dated by John Gordon.

**3. Matters Arising from Minutes of the Meeting held on the 28<sup>th</sup> September, 2021**

There were no matters arising.

**4. Acting Chairman's Report**

The Acting Chairman reviewed the main issues faced by the Management Committee over the last year, namely managing the impact of the COVID pandemic and using the closures to carry out essential maintenance and decoration. The success of the vaccine programme and improved COVID treatments has permitted the Hall to run at more

normal levels. Sadly, not all our groups have been able to return to full capacity and it is likely that Ohio will not return in the near future if at all. We also lost the SLS Sports group. However, a Tea Dance has now been started and the Zumba classes have made a return. It would have been extremely difficult to maintain the running of the Hall without the assistance of Government and Uttlesford District Council (UDC) grants.

Special thanks go to Dee Harbridge for maintaining high cleaning standards and to Rob Willis for redecorating the Hall during closure and to Elaine Edwards and Emma Murphy for managing the finances and bookings. The workload for the Booking Secretary has been higher than expected with many new requests, particularly for private parties and her workload will be continued to be monitored and additional compensation made as necessary. Peter Gibson decided to step down as Chairman in the past year but is willing to continue as a Trustee. Yvonne Hannant expressed her thanks to Peter Gibson on behalf of the Committee for the many years he has devoted to the Village Hall. Clive Edwards has indicated he is willing to stand as Chairman for the forthcoming year.

Thanks were expressed to our Secretary Pat Pleasance and our Project Manager Peter Arscott. Pat Pleasance has indicated she will not be standing for re-election. Pat worked with the guidance provided by the Rural Community Council of Essex (RCCE) to establish the COVID regulations for Hall. The RCCE guidance has been invaluable in aiding the interpretation of the Government Guidance on COVID. Our Project Manager, Peter Arscott has also decided to step down but has agreed to see on-going projects to completion. Jane Nash is planning to move from the village so although willing to stand for re-election it is expected that she will be leaving before the year end. Jane is attempting to identify another representative from the Art Group. Special thanks go to Christine Mayle for securing funding from grants which will allow the refurbishment of the back stage area to take place later this year.

There is uncertainty for the coming year with increasing running costs, particularly for the utilities but the reserves are sufficient to cover the forthcoming year and the next. Storage continues to be an issue but recent changes to the table storage cupboard have alleviated the issue for the immediate future. There were some recent concerns that our Premises Licence may have needed amendment but it has been confirmed that it covers all our current activities.

John Gordon expressed his thanks to John Oswin Smith for stepping in as Acting Chair over the last few months. No day goes by without some aspect of the Hall requiring his attention! He also offered his thanks to the Secretary and the Project Manager for their long service to the Hall.

## **5. Bookkeeper's Report – Annual Report 2021/2022**

The annual report for 2021/2022 had been circulated prior to the meeting. Despite operating restrictions, we were able to show an operating surplus of £8,138, largely due to the receipt of the COVID related grants of £14,196. There was an increase of £6,740 in letting income over the financial year to £14,196. Utilities costs increased by £1,254, cleaning by £1,637, premises expenditure by £1,087 and bookkeeping by £1,684. As at 31<sup>st</sup> January 2022 cash reserves amounted to £42,492 compared with £35,983 in 2020, largely due to the receipt of the Government COVID grants.

Elaine expressed her thanks to Peter Hill for his assistance in producing the annual report and to Emma Murphy for managing the booking system and to Christine Mayle for her work in obtaining the grants. Thanks also to Pat Pleasance and John Oswin Smith for operating the new finance control for the internet banking.

## **6. Refurbishment Report**

Peter Arscott reported that no major refurbishment had been undertaken this year, just ongoing maintenance. Back stage improvements are planned for this summer with work commencing 1<sup>st</sup> August. Work is expected to take 2 weeks to complete. Peter Arscott will stay to supervise this work. No daytime activities will be allowed during this period but evening activities may be able to continue subject to a planning meeting to be held with the builder.

Concern was expressed regarding the proposed London Road development drainage plans as the Hall has previously suffered from flooding under the stage. No decision as yet has been reached where the water will discharge to the Cam from this development.

The CCTV installed in collaboration with the Parish Council has been used recently following a theft from the Village Hall car park. However, an effective method for extracting information from it is still to be resolved with the Parish Council. .

## **7. Nomination of Officers**

Currently the Hall has 5 Trustees, 2 Elected, and 3 Representatives. All Elected Trustees are required to resign at the Annual General Meeting and the following existing Trustees have offered themselves for re-election.

Peter Gibson – Yvonne Hannant nominated, seconded Rob Willis

John Oswin Smith – Yvonne Hannant nominated, seconded Sandra Amos

There being no objections both were re-elected. John Oswin Smith is also prepared to stand as Vice Chairman and was elected unopposed.

We currently have one nomination for the post of Chairman. Clive Edwards is prepared to stand as Chairman and become a Trustee. Clive runs a local theatre school and manages local venues. He is also involved with Saffron Walden Football club and is committed to supporting local clubs and activities.

Chairman – Clive Edwards – nominated John Oswin Smith, seconded Yvonne Hannant

The following have been nominated by their respective organisations to act for a year as Representative Trustees on the Hall Committee: Jane Nash, Newport Art Group and Yvonne Hannant, NATS, Christine Mayle Newport Essex Playgroup. The appointment of the Officers for the year will take place at the first Hall Committee Meeting in June.

Some potential candidates for Secretary have been identified. Rob Myall has indicated he wishes to stand down as the website manager and an alternative candidate is required.

Fiona Strachan has indicated she may be able to offer some assistance with particular activities such as Land Registry issues or sourcing alternative utility suppliers.

## **8. Appointment of Independent Examiner**

John Oswin Smith proposed that Peter Hill should be re-elected as Independent Financial Examiner for the current financial year and seconded by Elaine Edwards.

## **9. Any Other Business**

Yvonne Hannant expressed her thanks on behalf of the Committee to Pat Pleasance and John Oswin Smith for all their efforts in maintaining the Hall over the COVID period.

John Gordon requested that the Committee consider obtaining pictures of past Chairman of the Village Hall for display in the Hall.

John Gordon requested an interview with Clive Edwards for inclusion in a future edition of Newport News.

**10. Date of Next Annual General Meeting**

John Oswin Smith thanked John Gordon for his support and for chairing the meeting.

The next Annual General Meeting will be held on 10<sup>th</sup> May 2023.

**There being no further business, the Meeting closed at 9.00 p.m.**

**NEWPORT VILLAGE HALL**  
**ACCOUNTS**  
**FOR THE YEAR ENDED 31 JANUARY 2022**



## ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022

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**Village Hall Kitchen**

## NEWPORT VILLAGE HALL

### LEGAL AND ADMINISTRATIVE INFORMATION AS AT 27 APRIL 2022

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<b>PATRON</b>	John Gordon MBE
<b>ELECTED AND CO-OPTED TRUSTEES</b>	John Oswin Smith (Acting Chair from 28 September 2021) Peter Gibson (Chair until 28 September 2021)
<b>REPRESENTATIVE TRUSTEES</b>	Yvonne Hannant (Newport Amateur Theatrical Society) Jane Nash (Newport Art Group) Christine Mayle (Newport Essex Playgroup)
<b>BOOKKEEPER</b>	Elaine Edwards Account2Me 1 Reynolds Court Newport, Saffron Walden Essex CB11 3RJ
<b>SECRETARY</b>	Pat Pleasance 6 Pond Cross Farm Newport, Saffron Walden Essex CB11 3RW
<b>REGISTERED OFFICE</b>	Newport Village Hall Station Road Newport, Saffron Walden Essex CB11 3PL
<b>REGISTERED NUMBER</b>	Charity number 1012618
<b>WEBSITE</b>	<a href="http://www.newporthall.org.uk">www.newporthall.org.uk</a>
<b>BANKERS</b>	National Westminster Bank plc 250 Bishopsgate London EC2M 3UR
<b>INDEPENDENT EXAMINER</b>	P W Hill FCA Hillyates, Chartered Accountants Hill House, 27 Meadowford Newport, Saffron Walden Essex CB11 3QL
<b>SOLICITORS</b>	Hewitsons Shakespeare House 42 Newmarket Road Cambridge CB5 8EP
<b>ARCHIVE</b>	Essex Record Office Accession No. A14156 Catalogue ref: D/z 675

## NEWPORT VILLAGE HALL

### TRUSTEES REPORT

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The Trustee Management Committee presents its annual report with the accounts of Newport Village Hall for the year ended 31 January 2022 and confirms that the accounts comply with the current statutory requirements.

The accounts have been prepared in accordance with the accounting policies set out on page 7 of the attached accounts and comply with the Hall's governing document and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), effective from accounting periods commencing 1 January 2015 or later.

#### Structure, governance and management

- **Constitution**

Newport Village Hall was established by deed dated 14 November 1950, which was replaced with a new Governing Document issued by the Charity Commission on 18 July 2005. Newport Village Hall was registered as a charity numbered 1012618 on 3 July 1992.

- **Organisation**

The Newport Hall Trustee Management Committee consists of not more than 8 Elected Trustees. The principal offices of Chair, Deputy Chair and Secretary are normally held by Elected Trustees. All Trustees must resign annually but may offer themselves for re-election. All Elected Trustees are appointed at the AGM on a show of hands.

The Committee also includes Representative Trustees nominated by any of the 11 user groups specified in the charity's Governing Document. Co-opted members may be elected after each AGM but there must not be more than 2 in number. Save as for John Oswin Smith, there are no co-opted members at present. A councillor from Newport Parish Council, nominated by the Council, is entitled to attend Committee meetings but is not a Trustee. Newport Parish Council holds the deeds to the Hall as the Custodian Trustee but does not have any responsibility for its management.

- **Trustee Management Committee**

The members of the Trustee Management Committee are charity Trustees of Newport Village Hall (within the meaning prescribed by the Charities Act 1993) and are responsible for the governance of the Village Hall.

The following were members of the Trustee Management Committee during the year ended 31 January 2022:

Peter Gibson (Chair until 28 September 2021)  
John Oswin Smith (Acting Chair from 28 September 2021)  
Yvonne Hannant  
Jane Nash  
Christine Mayle

Representative Trustees confirmed at the Trustee Management Committee meeting held on 18 October 2021 have continued in office as a result of the difficulties of holding an AGM satisfactorily during the COVID-19 Pandemic and will, if they so wish, be confirmed in office at the first Trustee Management Committee after the AGM at which this report is presented.

During the year ended 31 January 2022, no member of the Trustee Management Committee received any remuneration for services as a member of that Committee

- **Recruitment and Training of Trustees**

Newly elected Trustees are recruited either through advertisement, self-referral or by invitation of the Hall Committee. The policy is to recruit members who can offer specific skills or experience, particularly if they are able to fill gaps in the Committee's knowledge or capability. All new members are provided with a welcome document that outlines the duties and responsibilities of Trustees and a copy of the Charity Commission's publication 'Essential Trustees'. They are also given a copy of the Governing Document and the latest available Report and Accounts. Additional training is offered through the dissemination of information and guidance notes, together with attendance at training seminars organised by the Rural Community Council for Essex.

#### Objectives and activities

The object of the charity is the provision and maintenance of a village hall for use by the inhabitants of Newport, Essex and the surrounding area of benefit for recreational, leisure and educational purposes without distinction of political, religious or other opinions.

Newport Village Hall provides a community facility that is extensively used by a wide range of hirers. The level of use is around 22,000 individual visits annually. Regular users include the Newport (Essex) Playgroup, an Art Group, an amateur dramatic society, the Saffron Walden Orchestra as well as a number of sports and dance activity groups. It is available for commercial and private hire and is used for wedding receptions, children's parties and family occasions.



## NEWPORT VILLAGE HALL

### TRUSTEES REPORT

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#### **Achievements and performance**

The major refurbishment programme was completed in August 2017 with the cladding of the whole exterior of the building. Since that time the emphasis has been on maintenance of the Hall. The opportunity was taken to redecorate the main hall during the COVID-19 lockdown. We have worked with the Parish Council to install a defibrillator and CCTV for the benefit of the local community.

#### **People**

The Hall's restoration programme and continuing maintenance could never have taken place without the help and support of so many people. Through the work of our Trustees, volunteers, and staff the building has been greatly improved. Today, we have an excellent team helping to ensure the smooth running of the organisation. Camilla Brackstone did a first-class job in maintaining our bookings and we were sorry to see her leave for personal reasons but were grateful for her assistance in finding and helping to train her replacement, Emma Murphy. Emma joined us in September 2021 and continues to maintain our bookings. Our Cleaner, Dee Harbridge, has ensured that the building is always clean and serviced to high standards. Our Bookkeeper, Elaine Edwards, continues to keep a very sharp eye on our financial situation and our two stalwart volunteers Peter Arscott and Pat Pleasance as Project Manager and Secretary have played valuable roles. Robert Willis continues to help us with the maintenance of the Hall. Thanks also to Rob Myall and Sue Parish for maintaining our website and Facebook pages. Christine Mayle has done excellent work in pursuing grants to enable us to ride through the effects of the COVID-19 Pandemic and enable us to face the future with confidence.

The Hall Committee appreciates the many volunteers who freely give of their time, including the Trustees, to run the clubs and activities that use our premises. However, and like many other charitable organisations of a similar size and nature, the Hall is facing yet another major challenge in sustaining its core volunteers. The long serving Project Manager, Peter Arscott, has recently stepped down from his position but will see current projects through to completion. The Secretary, Pat Pleasance, and the Acting Chairman, John Oswin Smith plan not to stand for re-election at the forthcoming AGM. In addition, the former Chairman, Peter Gibson, is also looking to be replaced as a Trustee. The hunt is on for new blood, and it is hoped that following the AGM on 11 May 2022, the Hall will be able to positively move forward.

There are other hirers who run activities on a commercial basis. We value all our customers and will always provide as much help and support as possible.

#### **Accountability**

Trustees are required to resign each year at the AGM but may stand again for re-election. Members of the public are welcome to attend any of the Hall Committee's meetings and copies of the minutes and monthly financial reports are made available on the Hall's website <https://www.newporthall.org.uk>. The Representative Trustees on the Hall Committee provide invaluable feedback as regular users of the premises.

In planning the activities for the year and for the future, the Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.



## NEWPORT VILLAGE HALL

### TRUSTEES REPORT

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#### Financial review

- **Results for the year**

Despite the operating restrictions imposed because of COVID-19 but with the help of COVID-19 related grants, the Hall posted an operating surplus of £8,136 for the year, a slight decrease from £8,307 of the previous year. The Trustees are delighted that the years of restoration have led to a greater awareness of the value of the facility and particularly so as we exit from lockdowns and operating restrictions. However, as the building becomes busier so does the bill for its maintenance.

- **Reserves and financial position**

As at 31 January 2022, cash at bank and on deposit amounted to £42,492, compared with £35,983 in 2021.

In 2011 the Trustees implemented a depreciation policy to write off the buildings based on an initial reinstatement valuation of £380,000 over the maximum allowed period of 50 years. This annual provision for depreciation is charged to the Millennium Fund.

The Trustees have historically sought to maintain a minimum level of reserves equivalent to 4 months of annual expenditure and a maximum of 12 months of annual expenditure. On 6 September 2004, the Trustees voted unanimously to suspend the Reserves Policy while resources were being accumulated to fund the proposed refurbishment project. With the completion of the refurbishment works to the Hall, there is a continuing need to maintain it in a satisfactory condition. The Trustees have reviewed the position and the intention is to maintain a level of reserves in the Village Hall Fund equivalent to no less than 4 months but no more than 12 months of annual operating expenses which are approximately at a level of £21,500. Ideally the level should be in the region of £21,500 but urgent work will not be deferred.

The COVID-19 outbreak has created a major challenge and a high level of uncertainty for many, but the Trustees continue to have every expectation that the Hall has sufficient resources to continue in operation for the next twelve months in meeting its liabilities as they fall due and that the going concern basis of accounting remains appropriate. The receipt of a £10,000 Uttlesford District Community Grant helped to cover essential ongoing costs and maintenance during 2021 and further grants that extend into 2022 will continue to support operating costs.

- **Details of Financial Controls**

Newport Village Hall uses a professional bookkeeper Elaine Edwards of Account2Me to deal with income and expenditure and is supervised by the Chairman and/or the Vice Chairman and another account signatory. Mr Peter Hill FCA acts as the Independent Examiner for the charity, compiling the annual accounts from the records maintained. The Hall Committee regularly reviews the financial controls and arrangements in place and are satisfied that these are appropriate to the Hall's financial requirements.

- **Staff Employment Policy**

Newport Village Hall employs up to three part time staff whose hours are determined by the needs of the charity. The staff members are paid a fixed hourly rate above minimum levels and all payments are subject to PAYE if appropriate.

#### Plans for the future

Still outstanding is the registration of the building with the Land Registry and a change in the status of the Hall to a Charitable Incorporated Organisation.

Approved by the Trustee Management Committee on 27 April 2022 and signed on its behalf by:

John Oswin Smith  
Acting Chair

# NEWPORT VILLAGE HALL

## 5 YEAR SUMMARY OF KEY FINANCIAL INFORMATION

	2022 £	2021 £	2020 £	2019 £	2018 £
<b>Income and expenditure</b>					
<b>Hall lettings</b>	11,387	4,647	21,430	19,366	20,848
<b>COVID – 19 related grants</b>	14,196	15,261	-	-	-
<b>Car park rental</b>	625	625	625	650	575
Utilities	4,222	2,968	4,070	4,635	4,517
Office supplies and services	512	305	607	618	676
Administration and cleaning fees	5,860	4,223	6,050	6,545	5,527
Bad debts written off	-	-	-	30	-
Premises expenditure	2,519	1,432	5,596	3,792	3,117
Hall insurance	906	929	956	929	883
Advertising	-	-	-	-	75
Bookkeeping	3,753	2,069	4,563	3,808	3,714
Payroll services	300	300	300	300	300
<b>Hall operating expenses</b>	<b>(18,072)</b>	<b>(12,226)</b>	<b>(22,142)</b>	<b>(20,657)</b>	<b>(18,809)</b>
<b>Operating surplus/(deficit)</b>	<b>8,136</b>	<b>8,307</b>	<b>(87)</b>	<b>(641)</b>	<b>2,614</b>
Interest and other income	2	16	47	68	321
Donations and grants	1,020	2,033	5,315	1,520	14,645
Governance costs	(831)	(907)	(825)	(825)	(825)
Other premises costs	(990)	-	(3,085)	-	-
Depreciation	(5,089)	(5,089)	(5,089)	(4,836)	(6,116)
Reduction in Newport Parish Council reserve funding	-	-	-	(1,630)	-
<b>Net incoming/(outgoing) resources</b>	<b>2,248</b>	<b>4,360</b>	<b>(3,724)</b>	<b>(6,344)</b>	<b>10,639</b>
<b>Balance sheet</b>					
Fixed assets	345,659	350,748	355,837	360,926	365,762
Debtors	2,145	470	6,701	3,423	4,554
Cash at bank	42,492	35,983	19,891	19,070	18,054
Creditors	(6,906)	(6,059)	(5,647)	(2,913)	(1,520)
	<b>383,390</b>	<b>381,142</b>	<b>376,782</b>	<b>380,506</b>	<b>386,850</b>
<b>Reserves</b>					
Village Hall	40,941	32,703	23,343	21,012	20,726
Millennium Fund	240,566	246,556	251,556	257,611	264,241
Building Revaluation Reserve	101,883	101,883	101,883	101,883	121,213
	<b>383,390</b>	<b>381,142</b>	<b>380,506</b>	<b>380,506</b>	<b>386,850</b>

## **NEWPORT VILLAGE HALL**

### **INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31 JANUARY 2021 TO THE TRUSTEES OF NEWPORT VILLAGE HALL**

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I report to the trustees on my examination of the accounts of Newport Village Hall for the year ended 31 January 2022 which comprise the statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

#### **Responsibilities and basis of report**

As trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view, and my report is limited to those specific matters set out in the independent examiner's statement.

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

I confirm that I am qualified to undertake the examination because I am a member of the ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Hillyates, Chartered Accountants  
Hill House, 27 Meadowford  
Newport, Saffron Walden  
Essex CB11 3QL

P W Hill FCA  
Independent Examiner

# NEWPORT VILLAGE HALL

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JANUARY 2022

	Village Hall	Millennium Fund	Building Revaluation Reserve	Total funds 2022	Total funds 2021
	£	£	£	£	£
<b>Income from:</b>					
Grants and donations (note 1)	1,020	-	-	1,020	2,033
COVID – 19 related grants	14,196	-	-	14,196	15,261
Income from charitable activities – Hall lettings	11,387	-	-	11,387	4,647
Income from investments – interest received	2	-	-	2	16
Other income – car park rental	625	-	-	625	625
<b>Total income</b>	<b>27,230</b>	<b>-</b>	<b>-</b>	<b>27,230</b>	<b>22,582</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities					
Hall operating expenses (note 2)	18,072	-	-	19,062	12,226
Governance costs (note 3)	831	-	-	831	907
Other expenses (note 4)	-	990	-	-	-
Depreciation (note 6)	89	5,000	-	5,089	5,089
<b>Total resources expended</b>	<b>18,992</b>	<b>5,990</b>	<b>-</b>	<b>24,982</b>	<b>18,222</b>
<b>Net income/(expenditure)</b>	<b>8,238</b>	<b>(5,990)</b>	<b>-</b>	<b>2,248</b>	<b>4,360</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	32,703	246,556	101,883	381,142	376,782
<b>Total funds carried forward (note 5)</b>	<b>40,941</b>	<b>240,566</b>	<b>101,883</b>	<b>383,390</b>	<b>381,142</b>

All of the Village Hall's activities were derived from continuing operations during the above two financial years.

All recognised gains are included in the above statement of financial activities.

# NEWPORT VILLAGE HALL

## BALANCE SHEET AT 31 JANUARY 2022

	Note	2022	2021
		£	£
<b>Fixed assets</b>			
Tangible assets	6	345,659	350,748
<b>Current assets</b>			
Debtors	7	2,145	470
Cash at bank and in hand		42,492	35,983
		<u>44,637</u>	<u>36,453</u>
<b>Creditors:</b> amounts falling due within one year	8	<u>(6,906)</u>	<u>(6,059)</u>
<b>Net current assets</b>		<u>37,733</u>	<u>30,394</u>
<b>Total assets less current liabilities</b>		<u>383,390</u>	<u>381,142</u>
<b>Funds</b>			
Unrestricted funds			
Village Hall		40,941	32,703
Restricted funds			
Millennium Fund		240,566	246,556
Building Revaluation Reserve		<u>101,883</u>	<u>101,883</u>
<b>Total funds</b>	5	<u>383,390</u>	<u>381,142</u>

The accounts were approved by the Trustee Management Committee on 27 April 2022 and signed on its behalf by:

John Oswin Smith  
Acting Chair

Trustees

Christine Mayle

## **NEWPORT VILLAGE HALL**

### **PRINCIPAL ACCOUNTING POLICIES**

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The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

#### **Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction values unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), issued on 16 July 2014, Update Bulletin 1 issued on 2 February 2016, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Newport Village Hall constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

#### **Assessment of going concern**

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts and have made this assessment in respect to a period of one year from the date of approval of these accounts. The COVID-19 outbreak has created a major challenge and a high level of uncertainty for many but the Trustees continue to have every expectation that the Hall has sufficient resources to continue in operation for the next twelve months in meeting its liabilities as they fall due and that the going concern basis of accounting remains appropriate.

#### **Income recognition**

All incoming resources are included in the statement of financial activities when the Village Hall is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to the main categories of income:

- Voluntary income comprises donations.
- Investment income is included in these Accounts when receivable.
- Hall lettings and car park rental income is included in these Accounts on an accruals basis, with lettings of the Hall invoiced monthly in arrears

#### **Expenditure recognition**

Expenditure is included in the statement of financial activities on an accrual basis, inclusive of VAT.

- Hall operating expenses comprise all those costs incurred in directly supporting the income generating activities of the Village Hall.
- Charitable expenditure comprises any costs incurred that do not specifically generate income.
- Depreciation is a provision calculated to write off the cost of fixtures and fittings in equal annual instalments over ten years.
- Governance costs include those costs associated with meeting statutory requirements of the Village Hall.

#### **Ownership, valuation and refurbishment expenditure relating to Newport Village Hall**

Newport Parish Council holds the title deeds to Newport Village Hall as custodian trustee. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and are now included at a January 2012 valuation made by the Trustees, principally determined by the current reinstatement value of the Hall on the land on which Newport Village Hall occupies. Expenditure incurred in the final phases of the refurbishment have been absorbed into the current valuation.

With the refurbishment of the Village Hall complete, the Trustees consider it appropriate to continue to make provisions for depreciation on the building's element of the valuation on a straight line basis at 2% per annum. This has been charged against the Millennium Fund, its income of which was the source of funding of the refurbishment.

## NEWPORT VILLAGE HALL

### PRINCIPAL ACCOUNTING POLICIES

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#### **Equipment, furniture and fittings**

Over a period of many years Newport Village Hall has acquired, either by purchase or by donation, equipment, furniture and fittings appropriate to its use within the Hall and its activities. No value has been attributed to these items in the accounts but they have been insured for a replacement value of £10,500.

The Trustees have implemented a policy of capitalising individual items with a cost greater than £500 or clearly larger items of furniture. These items are being depreciated over their estimated useful life of 10 years. Other sundry equipment purchases relating to the Hall Refurbishment have to date been written off in premises expenditure as costs of the Millennium Fund.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the Village Hall in furtherance of its general charitable activities. The Millennium Fund is a Restricted Fund and can only be used for major repairs, renewals, refurbishment or rebuilding of the Village Hall.

#### **Cash flow**

The accounts do not include a cash flow statement because Newport Village Hall is exempt from the requirement to prepare such a statement under the Charities SORP (FRS 102) Update Bulletin 1.

#### **Taxation**

Newport Village Hall is a registered charity and therefore is not liable for income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.



**The Marion Faber room**



# NEWPORT VILLAGE HALL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022

### 1. Grants and donations

	2022	2021
	£	£
Grants and donations		
UDC grant	-	-
Newport Fete	500	-
Other sundry and anonymous donations	520	2,033
	<b>1,020</b>	<b>2,033</b>

### 2. Hall operating expenses

	2022	2021
	£	£
Utilities	4,222	2,968
Office supplies and services	512	305
Administration and cleaning fees	5,860	4,223
Premises expenditure	2,519	1,432
Hall insurance	906	929
Bookkeeping	3,753	2,069
Payroll services	300	300
	<b>19,072</b>	<b>12,226</b>

### 3. Governance costs – Village Hall Fund

	2022	2021
	£	£
Trustee indemnity insurance	250	250
Independent examiners fees	480	480
Office services – data protection fee	35	35
Training and subscriptions	66	142
	<b>831</b>	<b>907</b>

### 4. Other costs – Millennium Fund major repairs

	2022	2021
	£	£
Premises expenditure - repainting the Hall	990	-

# NEWPORT VILLAGE HALL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022

### 5. Analysis of funds

	Village Hall	Millennium Fund	Building Revaluation Reserve	Total funds 2022	Total funds 2021
	£	£	£	£	£
Tangible fixed assets	659	243,117	101,883	345,659	350,748
Debtors	2,145	-	-	2,145	470
Cash at bank:					
Nat West accounts	42,492	-	-	42,492	28,274
COIF deposits	-	-	-	-	7,709
Creditors	(4,355)	(2,551)	-	(6,906)	(6,059)
	<b>40,941</b>	<b>240,566</b>	<b>101,883</b>	<b>383,190</b>	<b>381,142</b>

#### Village Hall

The Village Hall Fund represents accumulated unrestricted funds available for use at the discretion of the Village Hall in furtherance of its general charitable activities.

#### Millennium Fund

The Millennium Fund is a Restricted Fund and can only be used for major repairs, renewals, refurbishment or rebuilding of the Village Hall. It represents the accumulation of appeal monies, grants and donations received during the period 2000 to 2018 to fund the cost of the refurbishment of the hall. The vast majority of such refurbishment expenditure has been capitalised and forms the basis of the hall's reinstatement valuation. From 2011 onwards the Millennium Fund will bear the annual provision for depreciating the building element of the hall's valuation, currently set at £5,000 per annum.

#### Building Revaluation Reserve

The Building Revaluation Reserve is a Restricted Fund. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and the initial insurance valuation of the Village Hall formed the basis of the revaluation reserve. A subsequent January 2004 valuation, based on the value of land on which Newport Village Hall occupies has now been amended by a January 2012 valuation made by the Trustees, principally determined by a current reinstatement value of the hall.

### 6. Tangible fixed assets

	Fixtures & fittings	Plant & machinery	Village Hall valuation	Total
	£	£	£	£
<b>Valuation or cost</b>				
1 February 2021 and 31 January 2022	<b>2,506</b>	<b>5,137</b>	<b>400,000</b>	<b>407,643</b>
<b>Depreciation</b>				
1 February 2021	1,758	5,137	50,000	56,895
Charge for the year	89	-	5,000	5,089
31 January 2022	<b>1,847</b>	<b>5,137</b>	<b>55,000</b>	<b>61,984</b>
<b>Net book value</b>				
31 January 2022	<b>659</b>	<b>-</b>	<b>345,000</b>	<b>345,659</b>
31 January 2021	<b>748</b>	<b>-</b>	<b>350,000</b>	<b>350,748</b>

## NEWPORT VILLAGE HALL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022

#### 7. Debtors

	2022 £	2021 £
Hall lettings	1,723	-
UDC grant	-	-
Newport Parish Council reserve fund	200	200
Sundry debtors and prepayments	222	270
	<u>2,145</u>	<u>470</u>

#### 8. Creditors: amounts falling due within one year

	2022 £	2021 £
Lettings in advance	140	-
Lettings deposits	400	257
Stage refurbishment grant in advance	4,600	-
COVID – 19 grants relating to future periods	-	4,100
Other creditors and accruals	1,766	1,702
	<u>6,906</u>	<u>6,059</u>

#### 9. Members of the Trustee Management Committee remuneration

During the year ended 31 January 2022, no member of the Trustee Management Committee received any remuneration for services as a member of the Trustee Management Committee (2021 - £nil).

#### 10. Related party transactions

During the year ended 31 January 2022, 4 members of the Trustee Management Committee had costs totalling £356 reimbursed relating to hall operating costs (2021 – 3 members and £86). These costs were paid against receipts and were wholly incurred on behalf of the Village Hall.

No member of the Trustee Management Committee had any beneficial interest in any contract with the Village Hall during the year. Whilst some Trustees are members of organisations that make regular use of the Village Hall's facilities, the Trustees do not consider that there is any material benefit received by individual Trustees.

#### 11. Financial commitments

As at 31 January 2022, the Hall had received a grant in advance from the Essex Community Fund of £4,600 in support of the stage refurbishment project which is forecast to cost in the region of £10,000. The balance for the first part of the project (£2,000) will be met from Hall funds while we continue to seek further funding for the remainder of the work.

#### 12. Post balance sheet events

The effects of the COVID-19 Pandemic continue to be felt with a total lockdown at the beginning of the year with no revenue generated until April. Since then, there has been a steady increase in the activity within the hall to about 55% of its normal level in July with a forecast of increasing activity to the end of the year. Even then, though, there may still be the odd group that has not yet resumed its full activity. However, we have seen an increase in the interest in using the Hall which has translated into new groups using the Hall, including a Farmer's Market, Boccia, Yoga, Baby Yoga and Massage and Uttlesford Falls Prevention classes.

We continue to advise groups to observe the guidance for managing COVID-19 to meet their own members concerns. We provide financial and in-kind support to those groups that find themselves suffering from reduced income as a consequence in order to help them through this period and safeguard their return to full viability as users of the hall. We are able to do this as a result of the continued generous support and assistance from Government and local authority Grants.

We fully expect to be able to maintain our reserves at the minimum level of £21,500 with an additional cushion to cope with any further uncertainties. On this basis we envisage that the hall will be able to continue operating to perform its functions within our society satisfactorily throughout this year and well into the future beyond.

**NEWPORT VILLAGE HALL**  
**ACCOUNTS**  
**FOR THE YEAR ENDED 31 JANUARY 2022**



## ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022

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**Village Hall Kitchen**

## NEWPORT VILLAGE HALL

### LEGAL AND ADMINISTRATIVE INFORMATION AS AT 27 APRIL 2022

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<b>PATRON</b>	John Gordon MBE
<b>ELECTED AND CO-OPTED TRUSTEES</b>	John Oswin Smith (Acting Chair from 28 September 2021) Peter Gibson (Chair until 28 September 2021)
<b>REPRESENTATIVE TRUSTEES</b>	Yvonne Hannant (Newport Amateur Theatrical Society) Jane Nash (Newport Art Group) Christine Mayle (Newport Essex Playgroup)
<b>BOOKKEEPER</b>	Elaine Edwards Account2Me 1 Reynolds Court Newport, Saffron Walden Essex CB11 3RJ
<b>SECRETARY</b>	Pat Pleasance 6 Pond Cross Farm Newport, Saffron Walden Essex CB11 3RW
<b>REGISTERED OFFICE</b>	Newport Village Hall Station Road Newport, Saffron Walden Essex CB11 3PL
<b>REGISTERED NUMBER</b>	Charity number 1012618
<b>WEBSITE</b>	<a href="http://www.newporthall.org.uk">www.newporthall.org.uk</a>
<b>BANKERS</b>	National Westminster Bank plc 250 Bishopsgate London EC2M 3UR
<b>INDEPENDENT EXAMINER</b>	P W Hill FCA Hillyates, Chartered Accountants Hill House, 27 Meadowford Newport, Saffron Walden Essex CB11 3QL
<b>SOLICITORS</b>	Hewitsons Shakespeare House 42 Newmarket Road Cambridge CB5 8EP
<b>ARCHIVE</b>	Essex Record Office Accession No. A14156 Catalogue ref: D/z 675

## NEWPORT VILLAGE HALL

### TRUSTEES REPORT

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The Trustee Management Committee presents its annual report with the accounts of Newport Village Hall for the year ended 31 January 2022 and confirms that the accounts comply with the current statutory requirements.

The accounts have been prepared in accordance with the accounting policies set out on page 7 of the attached accounts and comply with the Hall's governing document and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), effective from accounting periods commencing 1 January 2015 or later.

#### Structure, governance and management

- **Constitution**

Newport Village Hall was established by deed dated 14 November 1950, which was replaced with a new Governing Document issued by the Charity Commission on 18 July 2005. Newport Village Hall was registered as a charity numbered 1012618 on 3 July 1992.

- **Organisation**

The Newport Hall Trustee Management Committee consists of not more than 8 Elected Trustees. The principal offices of Chair, Deputy Chair and Secretary are normally held by Elected Trustees. All Trustees must resign annually but may offer themselves for re-election. All Elected Trustees are appointed at the AGM on a show of hands.

The Committee also includes Representative Trustees nominated by any of the 11 user groups specified in the charity's Governing Document. Co-opted members may be elected after each AGM but there must not be more than 2 in number. Save as for John Oswin Smith, there are no co-opted members at present. A councillor from Newport Parish Council, nominated by the Council, is entitled to attend Committee meetings but is not a Trustee. Newport Parish Council holds the deeds to the Hall as the Custodian Trustee but does not have any responsibility for its management.

- **Trustee Management Committee**

The members of the Trustee Management Committee are charity Trustees of Newport Village Hall (within the meaning prescribed by the Charities Act 1993) and are responsible for the governance of the Village Hall.

The following were members of the Trustee Management Committee during the year ended 31 January 2022:

Peter Gibson (Chair until 28 September 2021)  
John Oswin Smith (Acting Chair from 28 September 2021)  
Yvonne Hannant  
Jane Nash  
Christine Mayle

Representative Trustees confirmed at the Trustee Management Committee meeting held on 18 October 2021 have continued in office as a result of the difficulties of holding an AGM satisfactorily during the COVID-19 Pandemic and will, if they so wish, be confirmed in office at the first Trustee Management Committee after the AGM at which this report is presented.

During the year ended 31 January 2022, no member of the Trustee Management Committee received any remuneration for services as a member of that Committee

- **Recruitment and Training of Trustees**

Newly elected Trustees are recruited either through advertisement, self-referral or by invitation of the Hall Committee. The policy is to recruit members who can offer specific skills or experience, particularly if they are able to fill gaps in the Committee's knowledge or capability. All new members are provided with a welcome document that outlines the duties and responsibilities of Trustees and a copy of the Charity Commission's publication 'Essential Trustees'. They are also given a copy of the Governing Document and the latest available Report and Accounts. Additional training is offered through the dissemination of information and guidance notes, together with attendance at training seminars organised by the Rural Community Council for Essex.

#### Objectives and activities

The object of the charity is the provision and maintenance of a village hall for use by the inhabitants of Newport, Essex and the surrounding area of benefit for recreational, leisure and educational purposes without distinction of political, religious or other opinions.

Newport Village Hall provides a community facility that is extensively used by a wide range of hirers. The level of use is around 22,000 individual visits annually. Regular users include the Newport (Essex) Playgroup, an Art Group, an amateur dramatic society, the Saffron Walden Orchestra as well as a number of sports and dance activity groups. It is available for commercial and private hire and is used for wedding receptions, children's parties and family occasions.

## NEWPORT VILLAGE HALL

### TRUSTEES REPORT

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#### **Achievements and performance**

The major refurbishment programme was completed in August 2017 with the cladding of the whole exterior of the building. Since that time the emphasis has been on maintenance of the Hall. The opportunity was taken to redecorate the main hall during the COVID-19 lockdown. We have worked with the Parish Council to install a defibrillator and CCTV for the benefit of the local community.

#### **People**

The Hall's restoration programme and continuing maintenance could never have taken place without the help and support of so many people. Through the work of our Trustees, volunteers, and staff the building has been greatly improved. Today, we have an excellent team helping to ensure the smooth running of the organisation. Camilla Brackstone did a first-class job in maintaining our bookings and we were sorry to see her leave for personal reasons but were grateful for her assistance in finding and helping to train her replacement, Emma Murphy. Emma joined us in September 2021 and continues to maintain our bookings. Our Cleaner, Dee Harbridge, has ensured that the building is always clean and serviced to high standards. Our Bookkeeper, Elaine Edwards, continues to keep a very sharp eye on our financial situation and our two stalwart volunteers Peter Arscott and Pat Pleasance as Project Manager and Secretary have played valuable roles. Robert Willis continues to help us with the maintenance of the Hall. Thanks also to Rob Myall and Sue Parish for maintaining our website and Facebook pages. Christine Mayle has done excellent work in pursuing grants to enable us to ride through the effects of the COVID-19 Pandemic and enable us to face the future with confidence.

The Hall Committee appreciates the many volunteers who freely give of their time, including the Trustees, to run the clubs and activities that use our premises. However, and like many other charitable organisations of a similar size and nature, the Hall is facing yet another major challenge in sustaining its core volunteers. The long serving Project Manager, Peter Arscott, has recently stepped down from his position but will see current projects through to completion. The Secretary, Pat Pleasance, and the Acting Chairman, John Oswin Smith plan not to stand for re-election at the forthcoming AGM. In addition, the former Chairman, Peter Gibson, is also looking to be replaced as a Trustee. The hunt is on for new blood, and it is hoped that following the AGM on 11 May 2022, the Hall will be able to positively move forward.

There are other hirers who run activities on a commercial basis. We value all our customers and will always provide as much help and support as possible.

#### **Accountability**

Trustees are required to resign each year at the AGM but may stand again for re-election. Members of the public are welcome to attend any of the Hall Committee's meetings and copies of the minutes and monthly financial reports are made available on the Hall's website <https://www.newporthall.org.uk>. The Representative Trustees on the Hall Committee provide invaluable feedback as regular users of the premises.

In planning the activities for the year and for the future, the Trustees confirm that they have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.





## NEWPORT VILLAGE HALL

### TRUSTEES REPORT

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#### Financial review

- **Results for the year**

Despite the operating restrictions imposed because of COVID-19 but with the help of COVID-19 related grants, the Hall posted an operating surplus of £8,136 for the year, a slight decrease from £8,307 of the previous year. The Trustees are delighted that the years of restoration have led to a greater awareness of the value of the facility and particularly so as we exit from lockdowns and operating restrictions. However, as the building becomes busier so does the bill for its maintenance.

- **Reserves and financial position**

As at 31 January 2022, cash at bank and on deposit amounted to £42,492, compared with £35,983 in 2021.

In 2011 the Trustees implemented a depreciation policy to write off the buildings based on an initial reinstatement valuation of £380,000 over the maximum allowed period of 50 years. This annual provision for depreciation is charged to the Millennium Fund.

The Trustees have historically sought to maintain a minimum level of reserves equivalent to 4 months of annual expenditure and a maximum of 12 months of annual expenditure. On 6 September 2004, the Trustees voted unanimously to suspend the Reserves Policy while resources were being accumulated to fund the proposed refurbishment project. With the completion of the refurbishment works to the Hall, there is a continuing need to maintain it in a satisfactory condition. The Trustees have reviewed the position and the intention is to maintain a level of reserves in the Village Hall Fund equivalent to no less than 4 months but no more than 12 months of annual operating expenses which are approximately at a level of £21,500. Ideally the level should be in the region of £21,500 but urgent work will not be deferred.

The COVID-19 outbreak has created a major challenge and a high level of uncertainty for many, but the Trustees continue to have every expectation that the Hall has sufficient resources to continue in operation for the next twelve months in meeting its liabilities as they fall due and that the going concern basis of accounting remains appropriate. The receipt of a £10,000 Uttlesford District Community Grant helped to cover essential ongoing costs and maintenance during 2021 and further grants that extend into 2022 will continue to support operating costs.

- **Details of Financial Controls**

Newport Village Hall uses a professional bookkeeper Elaine Edwards of Account2Me to deal with income and expenditure and is supervised by the Chairman and/or the Vice Chairman and another account signatory. Mr Peter Hill FCA acts as the Independent Examiner for the charity, compiling the annual accounts from the records maintained. The Hall Committee regularly reviews the financial controls and arrangements in place and are satisfied that these are appropriate to the Hall's financial requirements.

- **Staff Employment Policy**

Newport Village Hall employs up to three part time staff whose hours are determined by the needs of the charity. The staff members are paid a fixed hourly rate above minimum levels and all payments are subject to PAYE if appropriate.

#### Plans for the future

Still outstanding is the registration of the building with the Land Registry and a change in the status of the Hall to a Charitable Incorporated Organisation.

Approved by the Trustee Management Committee on 27 April 2022 and signed on its behalf by:

John Oswin Smith  
Acting Chair

# NEWPORT VILLAGE HALL

## 5 YEAR SUMMARY OF KEY FINANCIAL INFORMATION

	2022 £	2021 £	2020 £	2019 £	2018 £
<b>Income and expenditure</b>					
<b>Hall lettings</b>	11,387	4,647	21,430	19,366	20,848
<b>COVID – 19 related grants</b>	14,196	15,261	-	-	-
<b>Car park rental</b>	625	625	625	650	575
Utilities	4,222	2,968	4,070	4,635	4,517
Office supplies and services	512	305	607	618	676
Administration and cleaning fees	5,860	4,223	6,050	6,545	5,527
Bad debts written off	-	-	-	30	-
Premises expenditure	2,519	1,432	5,596	3,792	3,117
Hall insurance	906	929	956	929	883
Advertising	-	-	-	-	75
Bookkeeping	3,753	2,069	4,563	3,808	3,714
Payroll services	300	300	300	300	300
<b>Hall operating expenses</b>	<b>(18,072)</b>	<b>(12,226)</b>	<b>(22,142)</b>	<b>(20,657)</b>	<b>(18,809)</b>
<b>Operating surplus/(deficit)</b>	<b>8,136</b>	<b>8,307</b>	<b>(87)</b>	<b>(641)</b>	<b>2,614</b>
Interest and other income	2	16	47	68	321
Donations and grants	1,020	2,033	5,315	1,520	14,645
Governance costs	(831)	(907)	(825)	(825)	(825)
Other premises costs	(990)	-	(3,085)	-	-
Depreciation	(5,089)	(5,089)	(5,089)	(4,836)	(6,116)
Reduction in Newport Parish Council reserve funding	-	-	-	(1,630)	-
<b>Net incoming/(outgoing) resources</b>	<b>2,248</b>	<b>4,360</b>	<b>(3,724)</b>	<b>(6,344)</b>	<b>10,639</b>
<b>Balance sheet</b>					
Fixed assets	345,659	350,748	355,837	360,926	365,762
Debtors	2,145	470	6,701	3,423	4,554
Cash at bank	42,492	35,983	19,891	19,070	18,054
Creditors	(6,906)	(6,059)	(5,647)	(2,913)	(1,520)
	<b>383,390</b>	<b>381,142</b>	<b>376,782</b>	<b>380,506</b>	<b>386,850</b>
<b>Reserves</b>					
Village Hall	40,941	32,703	23,343	21,012	20,726
Millennium Fund	240,566	246,556	251,556	257,611	264,241
Building Revaluation Reserve	101,883	101,883	101,883	101,883	121,213
	<b>383,390</b>	<b>381,142</b>	<b>380,506</b>	<b>380,506</b>	<b>386,850</b>

## **NEWPORT VILLAGE HALL**

### **INDEPENDENT EXAMINERS REPORT FOR THE YEAR ENDED 31 JANUARY 2021 TO THE TRUSTEES OF NEWPORT VILLAGE HALL**

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I report to the trustees on my examination of the accounts of Newport Village Hall for the year ended 31 January 2022 which comprise the statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

#### **Responsibilities and basis of report**

As trustees of the charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit go beyond the limited assurance that an independent examination can provide. Consequently, I express no opinion as to whether the financial statements present a 'true and fair' view, and my report is limited to those specific matters set out in the independent examiner's statement.

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

I confirm that I am qualified to undertake the examination because I am a member of the ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Hillyates, Chartered Accountants  
Hill House, 27 Meadowford  
Newport, Saffron Walden  
Essex CB11 3QL

P W Hill FCA  
Independent Examiner

# NEWPORT VILLAGE HALL

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JANUARY 2022

	Village Hall	Millennium Fund	Building Revaluation Reserve	Total funds 2022	Total funds 2021
	£	£	£	£	£
<b>Income from:</b>					
Grants and donations (note 1)	1,020	-	-	1,020	2,033
COVID – 19 related grants	14,196	-	-	14,196	15,261
Income from charitable activities – Hall lettings	11,387	-	-	11,387	4,647
Income from investments – interest received	2	-	-	2	16
Other income – car park rental	625	-	-	625	625
<b>Total income</b>	<b>27,230</b>	<b>-</b>	<b>-</b>	<b>27,230</b>	<b>22,582</b>
<b>Expenditure on:</b>					
Expenditure on charitable activities					
Hall operating expenses (note 2)	18,072	-	-	19,062	12,226
Governance costs (note 3)	831	-	-	831	907
Other expenses (note 4)	-	990	-	-	-
Depreciation (note 6)	89	5,000	-	5,089	5,089
<b>Total resources expended</b>	<b>18,992</b>	<b>5,990</b>	<b>-</b>	<b>24,982</b>	<b>18,222</b>
<b>Net income/(expenditure)</b>	<b>8,238</b>	<b>(5,990)</b>	<b>-</b>	<b>2,248</b>	<b>4,360</b>
<b>Reconciliation of funds</b>					
Total funds brought forward	32,703	246,556	101,883	381,142	376,782
<b>Total funds carried forward (note 5)</b>	<b>40,941</b>	<b>240,566</b>	<b>101,883</b>	<b>383,390</b>	<b>381,142</b>

All of the Village Hall's activities were derived from continuing operations during the above two financial years.

All recognised gains are included in the above statement of financial activities.

# NEWPORT VILLAGE HALL

## BALANCE SHEET AT 31 JANUARY 2022

	Note	2022	2021
		£	£
<b>Fixed assets</b>			
Tangible assets	6	345,659	350,748
<b>Current assets</b>			
Debtors	7	2,145	470
Cash at bank and in hand		42,492	35,983
		<u>44,637</u>	<u>36,453</u>
<b>Creditors:</b> amounts falling due within one year	8	<u>(6,906)</u>	<u>(6,059)</u>
<b>Net current assets</b>		<u>37,733</u>	<u>30,394</u>
<b>Total assets less current liabilities</b>		<u>383,390</u>	<u>381,142</u>
<b>Funds</b>			
Unrestricted funds			
Village Hall		40,941	32,703
Restricted funds			
Millennium Fund		240,566	246,556
Building Revaluation Reserve		<u>101,883</u>	<u>101,883</u>
<b>Total funds</b>	5	<u>383,390</u>	<u>381,142</u>

The accounts were approved by the Trustee Management Committee on 27 April 2022 and signed on its behalf by:

John Oswin Smith  
Acting Chair

Trustees

Christine Mayle

## **NEWPORT VILLAGE HALL**

### **PRINCIPAL ACCOUNTING POLICIES**

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The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

#### **Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction values unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102), issued on 16 July 2014, Update Bulletin 1 issued on 2 February 2016, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Newport Village Hall constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

#### **Assessment of going concern**

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts and have made this assessment in respect to a period of one year from the date of approval of these accounts. The COVID-19 outbreak has created a major challenge and a high level of uncertainty for many but the Trustees continue to have every expectation that the Hall has sufficient resources to continue in operation for the next twelve months in meeting its liabilities as they fall due and that the going concern basis of accounting remains appropriate.

#### **Income recognition**

All incoming resources are included in the statement of financial activities when the Village Hall is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to the main categories of income:

- Voluntary income comprises donations.
- Investment income is included in these Accounts when receivable.
- Hall lettings and car park rental income is included in these Accounts on an accruals basis, with lettings of the Hall invoiced monthly in arrears

#### **Expenditure recognition**

Expenditure is included in the statement of financial activities on an accrual basis, inclusive of VAT.

- Hall operating expenses comprise all those costs incurred in directly supporting the income generating activities of the Village Hall.
- Charitable expenditure comprises any costs incurred that do not specifically generate income.
- Depreciation is a provision calculated to write off the cost of fixtures and fittings in equal annual instalments over ten years.
- Governance costs include those costs associated with meeting statutory requirements of the Village Hall.

#### **Ownership, valuation and refurbishment expenditure relating to Newport Village Hall**

Newport Parish Council holds the title deeds to Newport Village Hall as custodian trustee. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and are now included at a January 2012 valuation made by the Trustees, principally determined by the current reinstatement value of the Hall on the land on which Newport Village Hall occupies. Expenditure incurred in the final phases of the refurbishment have been absorbed into the current valuation.

With the refurbishment of the Village Hall complete, the Trustees consider it appropriate to continue to make provisions for depreciation on the building's element of the valuation on a straight line basis at 2% per annum. This has been charged against the Millennium Fund, its income of which was the source of funding of the refurbishment.

## NEWPORT VILLAGE HALL

### PRINCIPAL ACCOUNTING POLICIES

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#### **Equipment, furniture and fittings**

Over a period of many years Newport Village Hall has acquired, either by purchase or by donation, equipment, furniture and fittings appropriate to its use within the Hall and its activities. No value has been attributed to these items in the accounts but they have been insured for a replacement value of £10,500.

The Trustees have implemented a policy of capitalising individual items with a cost greater than £500 or clearly larger items of furniture. These items are being depreciated over their estimated useful life of 10 years. Other sundry equipment purchases relating to the Hall Refurbishment have to date been written off in premises expenditure as costs of the Millennium Fund.

#### **Fund accounting**

Unrestricted funds are available for use at the discretion of the Village Hall in furtherance of its general charitable activities. The Millennium Fund is a Restricted Fund and can only be used for major repairs, renewals, refurbishment or rebuilding of the Village Hall.

#### **Cash flow**

The accounts do not include a cash flow statement because Newport Village Hall is exempt from the requirement to prepare such a statement under the Charities SORP (FRS 102) Update Bulletin 1.

#### **Taxation**

Newport Village Hall is a registered charity and therefore is not liable for income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.



**The Marion Faber room**

# NEWPORT VILLAGE HALL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022

### 1. Grants and donations

	2022	2021
	£	£
Grants and donations		
UDC grant	-	-
Newport Fete	500	-
Other sundry and anonymous donations	520	2,033
	<b>1,020</b>	<b>2,033</b>

### 2. Hall operating expenses

	2022	2021
	£	£
Utilities	4,222	2,968
Office supplies and services	512	305
Administration and cleaning fees	5,860	4,223
Premises expenditure	2,519	1,432
Hall insurance	906	929
Bookkeeping	3,753	2,069
Payroll services	300	300
	<b>19,072</b>	<b>12,226</b>

### 3. Governance costs – Village Hall Fund

	2022	2021
	£	£
Trustee indemnity insurance	250	250
Independent examiners fees	480	480
Office services – data protection fee	35	35
Training and subscriptions	66	142
	<b>831</b>	<b>907</b>

### 4. Other costs – Millennium Fund major repairs

	2022	2021
	£	£
Premises expenditure - repainting the Hall	990	-



# NEWPORT VILLAGE HALL

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022

### 5. Analysis of funds

	Village Hall	Millennium Fund	Building Revaluation Reserve	Total funds 2022	Total funds 2021
	£	£	£	£	£
Tangible fixed assets	659	243,117	101,883	345,659	350,748
Debtors	2,145	-	-	2,145	470
Cash at bank:					
Nat West accounts	42,492	-	-	42,492	28,274
COIF deposits	-	-	-	-	7,709
Creditors	(4,355)	(2,551)	-	(6,906)	(6,059)
	<b>40,941</b>	<b>240,566</b>	<b>101,883</b>	<b>383,190</b>	<b>381,142</b>

#### Village Hall

The Village Hall Fund represents accumulated unrestricted funds available for use at the discretion of the Village Hall in furtherance of its general charitable activities.

#### Millennium Fund

The Millennium Fund is a Restricted Fund and can only be used for major repairs, renewals, refurbishment or rebuilding of the Village Hall. It represents the accumulation of appeal monies, grants and donations received during the period 2000 to 2018 to fund the cost of the refurbishment of the hall. The vast majority of such refurbishment expenditure has been capitalised and forms the basis of the hall's reinstatement valuation. From 2011 onwards the Millennium Fund will bear the annual provision for depreciating the building element of the hall's valuation, currently set at £5,000 per annum.

#### Building Revaluation Reserve

The Building Revaluation Reserve is a Restricted Fund. The land and buildings comprising Newport Village Hall were originally gifted to the charity in 1950 and the initial insurance valuation of the Village Hall formed the basis of the revaluation reserve. A subsequent January 2004 valuation, based on the value of land on which Newport Village Hall occupies has now been amended by a January 2012 valuation made by the Trustees, principally determined by a current reinstatement value of the hall.

### 6. Tangible fixed assets

	Fixtures & fittings	Plant & machinery	Village Hall valuation	Total
	£	£	£	£
<b>Valuation or cost</b>				
1 February 2021 and 31 January 2022	<b>2,506</b>	<b>5,137</b>	<b>400,000</b>	<b>407,643</b>
<b>Depreciation</b>				
1 February 2021	1,758	5,137	50,000	56,895
Charge for the year	89	-	5,000	5,089
31 January 2022	<b>1,847</b>	<b>5,137</b>	<b>55,000</b>	<b>61,984</b>
<b>Net book value</b>				
31 January 2022	<b>659</b>	<b>-</b>	<b>345,000</b>	<b>345,659</b>
31 January 2021	748	-	350,000	350,748

## NEWPORT VILLAGE HALL

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JANUARY 2022

#### 7. Debtors

	2022 £	2021 £
Hall lettings	1,723	-
UDC grant	-	-
Newport Parish Council reserve fund	200	200
Sundry debtors and prepayments	222	270
	<b>2,145</b>	<b>470</b>

#### 8. Creditors: amounts falling due within one year

	2022 £	2021 £
Lettings in advance	140	-
Lettings deposits	400	257
Stage refurbishment grant in advance	4,600	-
COVID – 19 grants relating to future periods	-	4,100
Other creditors and accruals	1,766	1,702
	<b>6,906</b>	<b>6,059</b>

#### 9. Members of the Trustee Management Committee remuneration

During the year ended 31 January 2022, no member of the Trustee Management Committee received any remuneration for services as a member of the Trustee Management Committee (2021 - £nil).

#### 10. Related party transactions

During the year ended 31 January 2022, 4 members of the Trustee Management Committee had costs totalling £356 reimbursed relating to hall operating costs (2021 – 3 members and £86). These costs were paid against receipts and were wholly incurred on behalf of the Village Hall.

No member of the Trustee Management Committee had any beneficial interest in any contract with the Village Hall during the year. Whilst some Trustees are members of organisations that make regular use of the Village Hall's facilities, the Trustees do not consider that there is any material benefit received by individual Trustees.

#### 11. Financial commitments

As at 31 January 2022, the Hall had received a grant in advance from the Essex Community Fund of £4,600 in support of the stage refurbishment project which is forecast to cost in the region of £10,000. The balance for the first part of the project (£2,000) will be met from Hall funds while we continue to seek further funding for the remainder of the work.

#### 12. Post balance sheet events

The effects of the COVID-19 Pandemic continue to be felt with a total lockdown at the beginning of the year with no revenue generated until April. Since then, there has been a steady increase in the activity within the hall to about 55% of its normal level in July with a forecast of increasing activity to the end of the year. Even then, though, there may still be the odd group that has not yet resumed its full activity. However, we have seen an increase in the interest in using the Hall which has translated into new groups using the Hall, including a Farmer's Market, Boccia, Yoga, Baby Yoga and Massage and Uttlesford Falls Prevention classes.

We continue to advise groups to observe the guidance for managing COVID-19 to meet their own members concerns. We provide financial and in-kind support to those groups that find themselves suffering from reduced income as a consequence in order to help them through this period and safeguard their return to full viability as users of the hall. We are able to do this as a result of the continued generous support and assistance from Government and local authority Grants.

We fully expect to be able to maintain our reserves at the minimum level of £21,500 with an additional cushion to cope with any further uncertainties. On this basis we envisage that the hall will be able to continue operating to perform its functions within our society satisfactorily throughout this year and well into the future beyond.