

# THE HOUGHTON REGIS MEMORIAL HALL FUND

Registered Charity Number 1045459

## END OF YEAR STATEMENT FOR THE YEAR ENDING 31st JULY 2021



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**The Houghton Regis Memorial Hall Fund  
Trustees annual report  
for year ending 31st July 2021**

**Full Name:** Houghton Regis Memorial Hall Fund  
Registered Charity number 1045459

**Principle Address:** Houghton Regis Memorial Hall  
The Green,  
Houghton Regis  
Bedfordshire LU55DX

**Trustees**

The following members served on the Committee during the year 2020/2021

Mr K Wattingham - Chairman  
Mr D Hill - Vice Chairman  
Mrs A Cheta - Treasurer  
Mrs J Cawthorne - Booking Secretary / Caretaker  
Mrs L Brinkley - Minute Secretary  
Mrs R Paterson  
Mr R Paterson  
Mr S Riddell  
Mrs Y Farrell (Council Member)  
Mrs S Thorne (Council Member)

Note: Ms Laura Ellaway served as Treasurer for the earlier part of the Year.

**Independant Examiner**

Mr Dudley Smy, 15 Kingsbury Gardens, Dunstable Bedfordshire LU44PX

**Governance and Management**

The charity is operated under the rules of its Trust Deed adopted 7th August 1946: as amended by the Rules adopted 30th October 2018.

# **The Houghton Regis Memorial Hall Fund**

## **Trustees annual report**

### **for year ending 31st July 2021**

#### **Aims and objectives**

In keeping with the aims of the founding document, the Trustees are empowered, under the rules of the governing instrument:-

Maintain the hall for the purpose of physical and mental training and recreation and social, Moral and intellectual development through the medium of reading and recreation rooms, library, lecture classes, recreations and entertainment or otherwise as may be found expedient for the benefits of the inhabitants of the parish, without distinction of sex, or of political, religious or other opinions.

#### **Review of the Financial Year ending 31st July 2021**

The Houghton Regis Memorial Hall (the Hall) has continued to provide a facility for many activities. However, due to Coronavirus, the hall had to shut down for periods under the Guidance Rules brought in by the Government. Under the access rules, we were allowed to open for bookings from the NHS Blood Transfusion Service who used the hall on several occasions during lockdown and continue to do so.

September saw us undertake the biggest project since the hall was built. Through Grants and some of our own funds we managed to have a new drainage system put in to our Car Park, this included the laying down of a new tarmac surface.

When Covid lockdown began we brought in systems so that we could be covid compliant using guidance from the Government and ACRE, Action with Communities in Rural England. In May this year, we had a Health & Safety at Work Act 1974 inspection. We were complimented on our high standards of compliance. This was achieved by the special efforts of three trustees, Ken Wattingham, David Hill, and Julie Cawthorne.

The Lockdown has had a severe effect on the hall's finances throughout the times of closure. The Government's Grant scheme called 'Local Restriction Support' along with other grants we applied for enabled us to offset part of our loss of income. While the hall was closed to the public we have managed through grants that we received to carry out a series of refurbishments internally and externally to the of all who use the hall.

As the year draws to a close, many of the groups that met in the hall before Covid want to return, in addition we have had many party booking enquiries. Our bookings diary is looking very healthy as the year comes to an end.

As at the 31st of July the Hall has a significant balance at the Bank of £54,913.62.

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## **Grants**

We had carried forward from last year a Grant, although received, it was not actioned till this year.

C/forward	£5213.00	
Wixam Tree	£1000.00	Floor
Central Bedfordshire Council	£22,500.00	Car Park
Houghton Regis Town Council	£10,000.00	Car Park (Key Partner Grant)
Central Bedfordshire council	£1,334.00	Covid Grant
Central Bedfordshire Council	£2,810.93	Covid Grant
Central Bedfordshire Council	£4,000.00	Covid Grant
Central Bedfordshire Council	£2,096.00	Covid Grant
Central Bedfordshire Council	£8,000.00	Covid Business Grant
Central Bedfordshire Council	£1,980.00	Doors/Windows
Central Bedfordshire Council	£9,300.00	Roof
Central Bedfordshire Council	£4,832.60	Hall / Foyer
Central Bedfordshire Council	£2,887.40	Hall / Foyer
TOTAL	£75953.93	

**The Houghton Regis Memorial Hall Fund**  
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**for the year ended 31st July 2021**

**Summery of the main activities undertaken for the public benefit, each run by separate groups.**

**Mondays**

**Tea Dance**

Featuring Ballroom, Latin & Sequence types of dance.

**Country & Western**

A popular evening of dance Country & Western Style.

**Tuesdays**

**Fitness Moves**

An easy to follow exercise group with music.

**Phoenix Ballroom & Sequence**

A popular group that was established in 1990 .

**Women's Institute**

Meets on the last Tuesday of the month, talks & crafts, etc.

**Wednesdays**

**Headway**

A support group.

**Bingo**

This is run by the Memorial Hall Team.

**Thursdays**

**I.L.T Taekwon-do**

A class run by a qualified Teacher of the Arts

**Spiritual Church**

A Church well supported in the Community

**Fridays**

**U3A Sequence**

This group is part of U3A, it is a weekly group specialising in Sequence Dance with a professional Dance Teacher.

**Dunstable Dance Club**

Members learn learn new dances throughout the Year.

**Saturday**

**Ballroom**

This Club meets on the last Saturday of the month, and offers a range of different dance types, The club is well established in the Memorial Hall.

Other hall hires on a regular basis are, NHS Blood Transfusion Service and Full House Theatre.

As can be seen the hall has an extensive range of activities. Our website at [www.houghtonregismemorialhall.com](http://www.houghtonregismemorialhall.com) gives further information and contact details of our regular groups.

Our Hall and Gardens are regularly maintained to a high level of standard by Mrs J Cawthorne our Caretaker. The Trustees thank her for all the efforts she has made over the Year.

**The Charities policy on reserves**

The Trustees consider it prudent to maintain an appropriate level of reserves of an equivalent of at least six months of operating costs and this is reviewed on a regular basis by the Trustees.

Signed on behalf of the charities Trustees: K. Wattingham

Date 5/10/21 Mr K Wattingham, Chairperson.

**The Houghton Regis Memorial Hall Fund  
Trustees annual report (continued)  
for the year ended 31st July 2021**

**Independent examiner's report to the Trustees**

I report on the accounts of the charity, which are set out on pages attached.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charities trustees consider that an audit is not required for this year under section 144(2) of the Charities act (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- \* examine the accounts under section 145 of the 2011 Act;
- \* follow the procedures laid down in the general directions given by the charity commissioners under section 145(5)(b) of the 2011 Act; and state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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 examiners 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 respect the requirements: to keep accounting records in accordance with section 130 of the 2011 Act ; and to prepare accounts which accord with the accounting requirements of the 2011 Act have not been met; or
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Dudley Smy  
15 Kingsbury Gardens  
Dunstable  
Beds LU44PX

Signature D. G. Smy Date 28/9/21

**The Houghton Regis Memorial Hall Fund**  
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**INCOME & EXPENDITURE REPORT**

**2020**

**2021**

**INCOME**

30.00	Bank interest	5.73
0.00	Car Park Letting	600.00
30.00	Donations	0.00
58.00	Lunch Forum	0.00
10000	Grant Income	75953.93
16787	Hall Hire Charges	8788.00
3489	Net Income From Trading Activities	0.00
0	Sundry Income	50.00
30394	TOTAL INCOME	85397.66

**EXPENDITURE**

112	Advertising	0.00
180	Auditor	200.00
0	Broadband - WiFi	905.50
0	Car Park Refurbishment	78819.40
1453	Cleaning & Waste Disposal	26.00
0	Committee Expenses	147.47
0	Fire Protection	82.48
2189	Lighting & Heating	1362.58
968	Insurance	973.02
948	Maintenance / Repairs	7947.11
868	Misc	204.68
336	Music Licence	244.01
311	Postage & Stationery	190.45
0	Rates	274.43
0	Servicing	714.66
0	Subscriptions	111.95
4960	Wages	2324.18
467	Water	238.47
757	Depreciation	151.87
0	Grant Transfer	9300.00
14318	TOTAL EXPENDITURE	104506.64
16076	Profit / Deficit	-19108.98

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**FIXED ASSETS**

**2020**

**2021**

£434,409.00	Building		£434,409.00
	Furniture & Fittings	£17,818.71	
	Less Grant	-£16,300.00	
	Less Depreciation	-£151.87	
			£1,366.84
£434,409.00	Total		£435,775.84

**CURRENT ASSETS**

£340.00	Debtors	£2542.00
£515.00	Stock	£0.00
£71,379.00	Savings Account	£40,385.08
£20,914.00	Current Account	£14,528.54
£28.00	Cash	£59.27
£93,176.00	Total	£57,514.89

**CURRENT LIABILITIES**

-£7,499.00	Creditor	-£200.00
-5213	Grants	
-2740	Lettings in advance	
-£15,452.00	Total	-£200.00
£512,133.00	Assets Less Liabilities	£493,090.73

Represented by

£425,000.00	Permanent Endowment Fund	£425,000.00
£87,200.00	Unrestricted Income Funds B/fwd	£87,199.71
	Balance from income expenditure	-£19,108.98
£512133		£493,090.73



**The Houghton Regis Memorial Hall Fund**  
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**Notes on Accounts (continued)**  
**for year ending 31st July 2021**

**Independent Examination**

During the period, the cost of the examination was £200.00

**Glossary of General terms**

**Debtors:** These are lettings whereby the hirers had to be invoiced and the invoice is unpaid at the Balance Sheet date.

**Creditors:** These are amounts owed to the charity, but not paid for in advance, but not used during the accounting period.

**Accruals:** These are allowances for expenses incurred but not paid at the Year-end.

**Lettings in advance:** These include deposits received from Hall hirers and advance hir fees for future periods.