



# Trustees' Annual Report for the period

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
01	April	2020	31	March	2021

From To

## Section A Reference and administration details

Charity name

CLAPHAM VILLAGE HALL

Other names charity is known by

Registered charity number (if any) 1058419

Charity's principal address

Clapham Village Hall

High Street

Clapham, Bedford

Postcode

MK41 6BP

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr M Coy	Chairman		
2	Mr P Hedley	Vice Chairman		
3	Mrs S J Coy	Secretary Treasurer		
4	Mrs P Hurley			
5	Mrs K Power			
6	Mrs N Thapar			
7				
8				
9				
10				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(e.g. trust deed, constitution)

**Trust Deed**

How the charity is constituted  
(e.g. trust, association, company)

**Trust**

Trustee selection methods  
(e.g. appointed by, elected by)

**The Clapham Village Hall Committee are a management committee publicly elected at the Annual General meeting (AGM) to manage the Trust. All members are volunteers and retire annually at the AGM where new representatives of the Parish or user groups have the opportunity to put themselves forward to join the Clapham Village Hall Committee.**

**The Clapham Village Hall Committee shall consist of 6 Elected Members, 7 Representative members and not more than 3 Co-opted members and the quorum shall not be less than one third of the total number of the members.**

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

**To provide a facility by way of a Village Hall for educational and leisure purposes for the local community.**

To manage the building on behalf of the community by acting reasonably and prudently. Maintain accurate financial control, maintain the property. Ensure all health and safety laws are in operation. All volunteers are unpaid and avoid any potential conflicts of interest.

The Trustees confirm that they have had due regard to the Charity commission's guidance on public benefit when carrying out the activities during the year.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

#### Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

**Chairman's Report – Clapham Village Hall, 07<sup>th</sup> April 2021**

As we came to the end of the financial year March 2020 we had just been instructed to close the Village Hall on 23<sup>rd</sup> March until further notice due to the Corona Virus Covid – 19 pandemic. Little did we know for how long and the dreadful consequences this pandemic would have on our local and national livelihood.

We were able to re-open the hall in September under a Covid secure regime and managed to stay open for a total of 12 weeks but only to regular hirers who could operate in a Covid secure way. Then came the devastating news in December that the hall would have to close again and the country would be under lock down for many months.

Throughout the year we have been grateful for the advice we have received from BRCC (Bedfordshire Rural Communities Charity) and ACRE (Action with Communities in Rural England). Both groups have forwarded copious amounts of Covid information and procedures to follow. Emails with attachments can still feel like a paper mountain!

We are also thankful for the Government Business Grant and the Furlough Scheme for the hall's caretaker. These have helped us enormously with keeping routine servicing up to date, annual invoices and utility bills paid (although these are much reduced), also essential repairs which can crop up at any time.

As we enter the new financial year and Step 2 of the Government's Road Map to recovery we are hopeful that with careful consideration of all the rules and regulations we will be able to re-open the hall to some of our regular hirers. Throughout the different steps of the Road Map we will be vigilant that the hall will only be hired to those groups that are permissible at each stage and that they have taken all precautions to keep their guests safe and the hall Covid secure. We feel that this is the only way we can hope to return to anything which resembles normality as we knew it at the end of 2019.

We do also need more residents to come forward to volunteer to become Clapham Village Hall Committee Members to swell the ranks of the present Committee and eventually to take on the rank of position holders.

As always my thanks go to the present Committee and the Caretakers for their input into the management of the Village Hall. My hope for 2021 – that the worst is over and better times are ahead for all of us.

**Mick Coy  
Chairman  
Clapham Village Hall Management Committee**

## Section E Financial review

**Brief statement of the charity's policy on reserves**

The Trustees feel that the village hall is financially secure at the start of the financial year with unrestricted funds in excess of a full year's expenditure.

**Details of any funds materially in deficit**

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

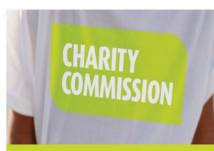
## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	M Coy	N Thapar
Full name(s)	Michael Coy	Neetu Thapar Committee Member
Position (e.g. Secretary, Chair, etc.)	Chairman	
Date	20/05/2021	20/05/2021



CLAPHAM VILLAGE HALL	1058419
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## Receipts and payments accounts

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For the period from	01/04/20	To	31/03/21
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
LETTINGS	3,070	-	-	3,070	20,275
FUNDRAISING	-	-	-	-	343
COLTS RENT	3,624	-	-	3,624	3,624
BAR RENT	-	-	-	-	45
BONDS	-	-	-	-	600
DONATIONS	-	-	-	-	400
HMRC/JRS	2,449	-	-	2,449	-
BBC GRANT	20,098	-	-	20,098	-
<b>Sub total (Gross income for AR)</b>	<b>29,241</b>	<b>-</b>	<b>-</b>	<b>29,241</b>	<b>25,287</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>29,241</b>	<b>-</b>	<b>-</b>	<b>29,241</b>	<b>25,287</b>
<b>A3 Payments</b>					
WAGES	4,631	-	-	4,631	8,994
GAS	713	-	-	713	1,857
ELECTRICITY	436	-	-	436	1,057
WATER	97	-	-	97	175
INSURANCE	1,335	-	-	1,335	1,334
PRS/PPL	487	-	-	487	493
ADMINISTRATION/BOOKINGS	201	-	-	201	183
REPAIRS/MAINTENANCE/REPLACE	6,282	-	-	6,282	12,911
BONDS/DEPOSITS RETURNED	589	-	-	589	950
LICENCE FEE	180	-	-	180	180
<b>Sub total</b>	<b>14,951</b>	<b>-</b>	<b>-</b>	<b>14,951</b>	<b>28,134</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>14,951</b>	<b>-</b>	<b>-</b>	<b>14,951</b>	<b>28,134</b>
<b>Net of receipts/(payments)</b>	<b>14,290</b>	<b>-</b>	<b>-</b>	<b>14,290</b>	<b>- 2,847</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>13,684</b>	<b>-</b>	<b>-</b>	<b>13,684</b>	<b>17,187</b>
<b>Cash funds this year end</b>	<b>27,974</b>	<b>-</b>	<b>-</b>	<b>27,974</b>	<b>13,684</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>27,974</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
M Coy	Michael Coy	20/05/21
N Thapar	Neetu Thapar	20/05/21



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name Clapham Village Hall

**On accounts for the year  
ended**

31 March 2021

**Charity no  
(if any)**

1058419

**Set out on pages**

(remember to include the page numbers of additional sheets)

**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 material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

M. Zeng

**Date:**

15/05/2021

**Name:**

Hongmei (Maizie) Zeng

**Relevant professional  
qualification(s) or body  
(if any):**

CMA (Certified Management Accountant)  
ACCA

**Address:**

17 Cody Road, Clapham, Bedford, MK41 6ED



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**