

# Creech St Michael Village Hall

## Chair and Management Committee

### Annual Report 2021-2022

The Management Committee consists of Elected and Representative Trustees. The principal offices of Chair, Secretary and Treasurer are normally held by Elected Trustees. Co-opted members may also be elected after each AGM. Present committee comprises:

Jan King - Chair

Iris Chown - Secretary

Mike Palmer - Treasurer

Margaret Gover - Booking Co-Ordinator

Peter Brown - Representative Creech St Michael Parish Council

Jeremy Adams (Resigned)

Joy Osment

Helen Arnold (Resigned)

Elizabeth El Abed (Resigned)

Sarah Elliot

Kathy Partridge – Representative Creech St Michael Baptist Church

Our objective is to maintain the Hall on a self-financing basis. Hiring's revenue normally covers overheads and general expenses. Our designated reserve fund of £18,000 is held against unforeseen major expenditure that may occur during a year, that we cannot fund from normal running costs. This cannot be used without the authorisation of the Trustees. Any such use requires a full action plan for recovery. This now increases on an annual basis of 5%.

Due to the continued efforts of the Officers of the Committee, management costs are zero using the time and commitment of a dedicated team and other volunteers. Without this dedication this Hall would not run as efficiently as it does.

Our charges have remained the same during the last year. After considerable discussion it was considered that we are unable to hold the rate for a further year due to the increasing running costs of the Hall, information has been sent to all hirers in plenty of time for them to make allowances for the increase in the rentals.

The financial statement has been prepared in accordance with the accounting policies and comply with the Charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to Charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16<sup>th</sup> July 2014

This last year has again been thwarted by the Covid pandemic, but less severely than the previous year. Many groups have been hesitant in returning to the Hall, but I am glad to say we are now nearly full to bursting.

The volume of hires has increased, the workload of our Booking Coordinator and the cleaning and maintenance of the Hall has become quite all-consuming. Margaret at times has been quite overwhelmed with the numbers of enquiries. The Hall housekeeping has been difficult at times, to maintain the standards expected by the Hall users. We have been looking at ways to make this easier and have now signed up to Hall Master, an online booking platform which will take over some of the ongoing workload of both the Bookings and the invoicing. We have also just found a new Caretaker to oversee the day-to-day tidiness and maintenance of everything.

We endeavour to ensure the needs of the local community are met. At times we find this difficult, as you can't please all the people all the time! But we listen to requests on different needs and try and get them put right or improved. The Carwright Room is next on our agenda and will have soundproofing carpet and an AV system installed soon.

My job as Chair has been to steer the Hall. But the committee, and Officers, have worked hard in organising the smooth running of everything. It is often expected of us to sort things at the drop of a hat or take phone calls at all hours, with someone saying, "What's the code, I forgot it!" The Committee's work has made this Hall one of the best in our area. Something, we, as Committee and a community should be very proud of.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**CREECH ST MICHAEL VILLAGE HALL**

1. I report on the accounts of the Creech St. Michael Village Hall (CSM VH) for the year ended 31<sup>st</sup> March 2022.
2. Respective responsibilities of the CSM VH trustees and the Independent Examiner:
  - a) The trustees of CSM VH are responsible for the preparation of the accounts. They consider that an audit is not required for the 2021/22 financial year (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is appropriate.
3. It is the independent examiner's responsibility to:
  - a) Examine the accounts (under Section 43(a)) of the 1993 Act;
  - b) To follow the procedures laid down in the General Directions given by the Charity Commission in the 1993 Act.
  - c) To state whether particular matters have come to my attention.
4. Basis of the independent examiner's report:
  - a) My examination was carried out in accordance with the General Directions given by the Charity Commission.
  - b) The examination includes an inspection of the accounting records kept by CSM VH and a comparison of the accounts and supporting documentation presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and the seeking of explanations from CSM VH trustees for the same.
  - c) I have consulted the CSM VH Financial Control Policy for evidence of procedural compliance by trustees and officers of CSM VH in the operation and administration of the accounts.
  - d) The inspection did not provide all of the evidence that would be required for an audit, and consequently no opinion is expressed as to commercial viability.
5. Independent Examiner's qualified statement:
  - (a) There are now two bank accounts with the Charities Aid Foundation (CAF) and the Nationwide Bank respectively. Almost all financial transactions are now conducted through the CAF account and the VH committee may wish to consider whether the Nationwide Bank account is now required.
  - (b) It is the VH committee's intention recorded in management committee minutes to set up a finance sub-committee and to review authorised signatories.
  - (c) The signatures of the account treasurer and chair of the trustees/committee are required on the Financial Account for the year ending 31<sup>st</sup> March 2022.

(d) It is believed that the CAF bank account bank balance as at 31/03/2022  
(01/04/2022) is understated by £26.34. *FOUND & CORRECTED 15/6/22*

*MD*



Mike Evans

Independent Examiner

16, Dillons Road,

Creech St. Michael,

Taunton TA3 5DS

29<sup>th</sup> May 2022

M. J. PALMER  
TREASURER

*M. J. Palmer* 17/6/22.

J. KING.

*Jan King* CHAIR

22/6/22.

*C. B. Chow* (secretary) "

*Wish* "

*Margaret* BOOKING CO-ORDINATOR

*Dr. King*

*John Osmont*

**Background Information to The Independent Examination of the 2021 Account**  
**of the Creech St. Michael Village Hall**

Accounts for the year ended 31<sup>st</sup> March 2022 prepared by Mr. Mike Palmer.

**Reference and administration details:**

Registered charity number: 1068001.

Principal address: c/o Willows, Bull Street, Creech St. Michael, Taunton TA3 5PW.

Names of trustees: Jan King (Chair), Sarah Elliot, Barbara Williams, Joy Osment, Peter Brown, Derek King, Mike Palmer (Treasurer), Jeremy Adams (now retired from the committee), Margaret Gover (Booking Co-ordinator) and Iris Chown (Secretary),

The charity was established by a Trust Deed dated November 1984.

**Summary of main activities:**

The trust provides and maintains a building and grounds as a venue for community activities and events.

The building continues in use by a wide range of organisational and individual customers.

This year the trading activities of the Village Hall (VH) have been less affected by the Covid 19 pandemic than in the previous years.

**The VH committee have received grants as follows:**

Section 106 monies - £6,147.24.

Statutory Grants (Pandemic Relief) - £1,000.00.

Somerset West and Taunton Council Grants - £8,185.00.

Hospitality and Leisure Grant - £2,667.00.

**Income and Expenditure:**

Income - £51,317.57

Expenditure - £44,611.12

Surplus for the year was £6,706.45

**Bank balances at year's end were:**

Nationwide £195.73. ✓

CAF £36,324.04. ✓

Trust assets are a building valued for insurance purposes at £792,334.00 (2022.)

CREECH ST MICHAEL VILLAGE HALL FINANCIAL ACCOUNT FOR THE YEAR ENDING 31ST MARCH 2022

£29,786.98

BALANCE BROUGHT FORWARD FROM PREVIOUS YEAR

FROM BANK STATEMENTS

INCOME		EXPENDITURE	
Month	Income Received	Cheques etc	Total
01-Apr-21	£8,000.00	£1,329.28	£1,329.28
01-May-21	£1,670.25	£13,019.37	£13,019.37
01-Jun-21	£7,292.02	£893.78	£893.78
01-Jul-21	£2,736.50	£468.39	£468.39
01-Aug-21	£1,207.00	£1,645.07	£1,645.07
01-Sep-21	£11,336.43	£10,223.82	£10,223.82
01-Oct-21	£3,369.51	£1,308.41	£1,308.41
01-Nov-21	£2,308.00	£1,543.95	£1,543.95
01-Dec-21	£2,671.37	£2,416.85	£2,416.85
01-Jan-22	£2,642.00	£2,209.65	£2,209.65
01-Feb-22	£5,515.02	£4,741.52	£4,741.52
01-Mar-22	£2,569.47	£4,784.69	£4,784.69
	£0.00		£0.00

£6,732.79

Surplus in Year  
Based on Bank  
Statements

£44,584.78

Total

£0.00

Total

£51,317.57

FROM INCOME AND EXPENDITURE TABS

	Income	Bank Statement	Check Calc	Expenditure	Bank Statement	Profit / Loss	Check Calc
Nationwide	£453.36	£453.36	£0.00	£9,413.04	£9,413.04	-£8,959.68	£0.00
CAF	£50,864.21	£50,864.21	£0.00	£35,198.08	£35,198.08	£15,666.13	£0.00
From Income Tab	£51,317.57			£44,611.12		£6,706.45	

FROM BANK STATEMENTS AT END OF MARCH 2022

FROM BANK STATEMENTS		FROM INCOME AND EXPENDITURE TABS	
Nationwide Bank Statement Balance Statement 147 - 01/03/22	£195.73	Nationwide Bank Statement Statement 26 - 01/04/22	£36,324.04
Less outstanding costs	£0.00	Less outstanding costs	£0.00
Balance upto 5th April 2021	£195.73	Balance upto 5th April 2022	£36,324.04
		Balance up to 1st April 2022	£36,519.77

Nationwide Bank Statements      CAF Bank

	Nationwide Bank Statements			CAF Bank			TOTAL			
	Payments	Receipts	Balance	Payments	Receipts	Balance	Payments	Receipts	In month loss / profit	Balance
01-Apr			9,155.41	Apr-21	1,329.28	8,000.00	0.00	0.00	0.00	29,786.98
			9,155.41	May-21	13,019.37	1,670.25	1,329.28	8,000.00	6,670.72	36,457.70
			9,155.41	Jun-21	893.78	7,289.71	13,019.37	1,670.25	-11,349.12	25,108.58
01-Jul		2.31	9,157.72	Jul-21	468.39	2,531.50	893.78	7,292.02	6,398.24	31,506.82
02/08/2021		205.00	9,362.72	Aug-21	1,645.07	1,207.00	468.39	2,736.50	2,268.11	33,774.93
			9,362.72	Sep-21	858.78	11,334.11	1,645.07	1,207.00	-438.07	33,336.86
01/10/2021	9,365.04	2.32	-0.00	Oct-21	1,308.41	3,321.51	10,223.82	11,336.43	1,112.61	34,449.47
01-Nov	48.00	48.00	48.00	Nov-21	1,495.95	2,308.00	1,308.41	3,369.51	2,061.10	36,510.57
24-Nov	48.00		-0.00	Dec-21	2,416.85	2,610.66	1,543.95	2,308.00	764.05	37,274.62
01/01/2022	0.00	60.71	60.71	Jan-22	2,209.65	2,642.00	2,416.85	2,671.37	254.52	37,529.14
			60.71	Feb-22	4,741.52	5,380.00	2,209.65	2,642.00	432.35	37,961.49
01-Mar		135.02	195.73	Mar-22	4,784.69	2,569.47	4,741.52	5,515.02	773.50	38,734.99
05-Apr			195.73		35,171.74	50,864.21	4,784.69	2,569.47	-2,215.22	36,519.77
	9,413.04	453.36					44,584.78	51,317.57	6,732.79	
			195.73				0.00	0.00		36,519.77
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**Notes**  
Reserve increased from £10k to £18k on 12/01/22 at Village Hall meeting  
Also agreed to be increased by 5% at the end of each financial year until further notice

Less Amount to keep as reserves  
**Available to Spend**

18,000.00  
**18,519.77**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
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