

ST. MARGARET'S HALL USERS GROUP

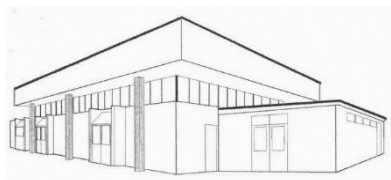
Charity Reg No 1071545

REPORT & ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

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ST MARGARET'S HALL USERS GROUP



ST. MARGARET'S HALL USERS GROUP

ADMINISTRATIVE INFORMATION

EXECUTIVE COMMITTEE (TRUSTEES)

Mrs N. Robson, Chair
Mrs V. Downing, Vice-Chair & Secretary
Mrs C. Topham, Treasurer
Mr. R. Whyborn
Mr. C. Taylor
Mr M. Chapman (outgoing Treasurer)
Mr. P. Bond
Mr. A. McKinlay
Mrs L. Collingwood
Mr M. Pound
Mr. W. Upton

HOLDING TRUSTEES

The official custodian for charities

REGISTERED OFFICE

St. Margaret's Hall Users Group
c/o 42 Fernleigh Crescent
Cheltenham. GL51 3QL
Gloucestershire

INDEPENDENT EXAMINER

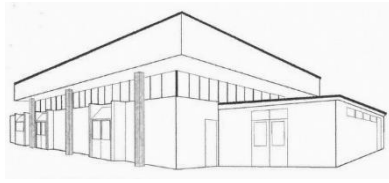
Mr. Christopher Hughes
7 Carisbrook Drive
Cheltenham
Gloucestershire
GL52 6YA

PRINCIPAL BANKERS

CAF Bank plc
25 Kings Hill Avenue
Kings Hill
West Malling, KENT
ME19 4QJ

BANKERS FOR PROJECT FUNDS

Lloyds TSB plc
The High Street
Cheltenham
Gloucestershire
GL50 1EW



ST. MARGARET'S HALL USERS GROUP

TRUSTEES' REPORT

The Trustees submit their report with the accounts of the Charity for the year ended 31 March 2021.

Principal Object & Status of the Charity & Demonstrating Public Benefit

The Charity's principal object is to promote the benefits of the inhabitants of Hatherley and surrounding neighbourhood by improving the conditions of public life, though the provision of first class public hall facilities, available to all without distinction, at affordable cost. Located at Coniston Road, GL51 3NX.

Administration of the Charity

The Charity is administered and managed by an Executive Committee, who are the managing Trustees in law and in practice.

Review of the Year – General

It has been a challenging year for us all. Whilst the hall has had to close during the pandemic in line with government guidance and legal requirements, there is much to report that is positive.

With intermittent lockdowns and re-openings, the hall has responded quickly and flexibly in all circumstances. My thanks to Victoria, Roger, Clive, Martin and others who pored over the details as they emerged and changed, and put in place a solid set of Covid protocols. These were communicated promptly and clearly to hirers and gave confidence to all hall users that St Margaret's Hall and Annex were safe places to be in.

Although our income was severely curtailed, we received considerable income from C-19 Resilience grants, fundraising and donations - covered in more detail in the Finance review below.

Moving on to personnel, this year has seen some changes to our committee. I'd like, once again, to put on record huge thanks to Roger Whyborn for his effort and energy as Chair over 14 years and to Martin Chapman for his wise counsel during his time as Treasurer for the hall. Thanks also to Clive for his work as Vice Chair. A warm welcome to Caroline Topham our new Treasurer and thank you to Victoria for her first few months as Vice Chair. I will do my best to manage and lead hall operations as Chair, in Roger's stead.

I also welcome the formation of the sub-committee: known as CAN (Community Action Network). In a few short months the group (Victoria Downing, Louisa Collingwood and Martyn Pound) have worked together with me to deliver our first (bi-monthly) community café. These are themed events, held on the first Friday of every second month. Last week we hosted an expert panel and had a community conversation about the pandemic and how people are feeling, over cakes and a cuppa. Feedback has been very positive and local residents already have the next one in the diary! The network is also on the cusp of delivering a major event – a Sunday Fun Day, comprising over 30 contributors – to bring the community together safely as we emerge from the pandemic, to support small local businesses and to raise funds for charity – in this instance, Sue Ryder, Leckhampton Hospice and Hospice at Home. We are hoping that our publicity drive, including an interview on BBC Radio Gloucestershire will attract lots of people for an enjoyable afternoon.

Looking forwards, we will add in more community events. People are very much looking forward to the return of the bingo and the CAN will continue to meet to discuss and plan community activities.

Review of the Year – Finance

Firstly, I would like to introduce myself as the incoming Treasurer and apologise for being unable to attend the AGM in person this evening. I have asked SMH Chair, Nikki Robson, to read this report on my behalf, covering the period 1 April 2020 – 31 March 2021.

I am delighted to advise that the final accounts for the year ended 21 March 2021 (copies of which are available in the hall this evening) have now been inspected by our external examiner Chris Hughes and found to be satisfactory. I would like to thank outgoing Treasurer Martin Chapman and outgoing Chair Roger Whyborn for all their work in managing SMH finances so well and preparing the accounts for examination.

We started the year with considerable funds in hand, derived from a surplus of income over expenditure thanks to high levels of hall bookings together with successful fundraising. And, while we have an outstanding loan to Cheltenham Borough Council, for the first time our funds exceeded our liabilities (Funds £45,602/Loan £-43,137).

Impact of the pandemic on SMH finances:

Hall operations have been hugely impacted over the past year by the Pandemic and 3 periods of lockdown, during which time all bookings were suspended. As a result, income from bookings was 70% down on the previous year, at only just over £10,500 for both Hall and Annex combined. However, income from Covid-19 Resilience grants, fundraising and donations totalled over £25,000. This, together with slightly lower outgoings for the year, meant that we finished the year with another surplus of income over expenditure of £8,448. We finished the year with a total balance of £54,051, while our liabilities (CBC loan) had reduced to £-40,246.

Repairs and Improvements

We had only one significant repair cost during the year, which was the heat exchanger in the boiler. The total for this work was £3979. We were fortunate to receive a grant from the Mayor's Fund, which enabled us to make improvements to the lighting in both the Hall and Annex.

Forward Look

We have not set a budget for the current Financial Year due to the ongoing uncertainties of the Pandemic. However, assuming no further delays to the easing of lockdown, we anticipate bookings returning to their normal levels by the second half of the financial year. We also secured a further Covid resilience grant of £8,000.

In April 2021, air conditioning was installed in the Annex at a cost of £3,488. Work is now underway to replace the boiler and we will review and potentially increase loft insulation in the Autumn.

Given our strong financial position, we remain well-placed not only to carry out necessary repairs and improvements to SMH facilities, but also to invest for the benefit the local community.

Risks

The Charity has completed a review of the usual the major risks to which it is exposed, to its satisfaction.

N. Robson, Chair

Approved on Behalf of the Executive Committee on

Independent Examiners' Report



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
ST. MARGARET'S HALL USERS GROUP

**On accounts for the year
ended**

31ST MARCH, 2021

**Charity no
(if any)**

1071545

Set out on pages

1 & 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

**Responsibilities and
basis of report**

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

**Independent
examiner's statement**

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~) in connection with the examination which gives me cause to believe that in, any material respect:

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

I have no concerns and 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:

Date:

29/6/2021

Name:

MR. CHRISTOPHER HUGHES

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

RETIRED BANK OFFICIAL

Address:

7, CARISBROOKE DRIVE
CHARLTON KINGS
CHELTENHAM. GL52 6YA

ST. MARGARET'S HALL

RECEIPTS AND PAYMENTS ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021

UNRESTRICTED (GENERAL) FUNDS

RECEIPTS	2021-2022	2020-2021	2019-2020
	£ Budget	£ Actual	£ Examined
Hall & annex hire Hire		8757	£28k Hall 28320
Annex Hire		2788	£11k Annex 10526
Fund Raising Events *		5113	1320
Grants, Gifts & Loans	Res- tricted = £4599	19967	38
Investment Income -		100	221
Less Restricted monies	Lighting	-4599	0
TOTAL		32,127	40,426

PAYMENTS

Charitable Activities -

Caretaker		8145	7009
Cleaning & Gardening		2314	2063
Maintenance	New boiler Loft ins'ln	Inc Boiler HeatEx	Including Brickwork
Security & Phone line		3979	4733
Gas & Electricity		766	498
Feed-in tariffs		1737	2518
Insurance & Rates		-1960	-1901
Rent (net)		875	2185
		2430	2430

Support Costs

Management/Publicity	1074	1499
ICT Stationery, Sundry	155	231
Fundraising event costs	0	37

Loan repayments	4164	4164
Special projects &		
Replacements, not		
from restricted funds		New Shed 2615

TOTAL **23,679** **28,082**

NET RECEIPTS/(PAYMENTS) **8448** **12,344**

Less NET (PAYMENTS to)
/RECEIPTS from

RESTRICTED FUNDS

FUNDS LAST YEAR END 45,602 33,259

FUNDS THIS YEAR END **54,051** **45,602**

- UNRESTRICTED FUNDS

* Including Community Bingo (Net)

& Cheltenham Borough Council, original loan was £50,000.

CBC & LOAN 2017-2032 –	-37,267	-40,246	-43,137
AMOUNT OUTSTANDING			

ST. MARGARET'S HALL

<u>RESTRICTED FUNDS</u>	2021-2022	2020-2021	2019-2020
	Actual	Actual	Actual
Designated Grants & Loans		Mayor 4778	0
Designated Trading & Events	net		net
Less Costs of Project		Lighting 4599	0
less Fundraising cost			
Balance from General Fund		-179	0
NET RECEIPTS/(PAYMENTS)	0	0	0
FUNDS LAST YEAR END c/f	0	0	0
FUNDS THIS YEAR END b/f	0	0	0

<u>BINGO FUND</u>	Actual 2021-2022		Actual 2020-2021		2019-2018 Actual	
	Income	Expense	Income	Expense	Income	Expense
Stake money less winnings			0	0	4193	3866
Raffle			0	0	644	112
Refreshments			0	0	729	265
Tickets and Miscellaneous				0		84
Transferred to General fund				0		1259
NET RECEIPTS/(PAYMENTS)			0		1239	
FUNDS LAST YEAR END c/f			145		165	
FUNDS THIS YEAR END b/f			145		145	
Assets/Liabilities ("Snowball")				145		145
NET FUNDS THIS YEAR END			0		0	

STATEMENT OF ASSETS AND LIABILITIES
AT THE YEAR ENDED 31 MARCH 2021

ALL FUNDS

ASSETS	TBA	2021	TBA	2020
CASH FUNDS & OTHER MONETARY ASSETS		£		£
Bank Current Account	CAF	28,525	CAF	19,646
Bank Reserve Account	Lloyds	185	Lloyds	490
Petty Cash		218		305
Prepayment card		120		161
Bingo (cash)		0		0
INVESTMENT FUNDS – Nationwide Building Society		25003		25,000
Sub-total CASH FUNDS & MONETARY ASSETS		54051		45,602
Debtors		0		0
Uncleared cheques		0		0
ASSETS RETAINED FOR CHARITY'S OWN USE -		0		0
Other (e.g. fixed) Assets		0		0
Sub-total ASSETS		54,051		45,602
LIABILITIES				
Creditors & Unreturned hiring deposits		0		-100
Uncleared cheques		0		0
Sub-total LIABILITIES		0		-100
TOTAL NET ASSETS REPRESENTED BY:-		54,051		45,502
GENERAL FUND		54,051		45,502
BINGO FUND		0		0
RESTRICTED FUNDS		0		0

NOTE: The above would be offset upon winding up by the loan from CBC, shown on previous page.