



Hook Village Halls
Charitable Association

Registered Charity 1117754

Company registration number 6042998

HOOK VILLAGE HALLS CHARITABLE ASSOCIATION

(A company limited by guarantee and not having a share capital)

Accounts for the year ended 31 March 2021

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Accounts for the year ended 31st March 2021

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Statutory Information

The following information forms part of the Report of the Directors and Trustees

The company's registered office is:

Elizabeth Hall
Raven Road
Hook
Hampshire
RG27 9HH
Telephone 01256 760442

The company was incorporated on 5 January 2007, number 6042998. It is also a registered charity, number 1117754.

The following have served as Directors and Trustees during the year ended 31st March 2021

Name	Position	Notes
Barry Myall	Director	
Margaret Kirtley	Director/Treasurer/Secretary	
Jeff Burke	Director	
Graham Wickenden	Director	
Sue Hinton	Director	
Christopher Terrey	Director	
David Saunderson	Director/Chairman	
Sandra Tidy	Director	

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The independent examiner is:
Claire Connell MA, ACA, CTA
86 Silverdale Road
Earley
Reading RG6 7LT

The company's bankers are Lloyds Bank, Winchester Street, Basingstoke RG21 7EB.
Investments are held with Aldermore Business Bank, and Cambridge & Counties Bank.

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Report of the Trustees and Directors

The Trustees have pleasure in submitting their report for the period. The Trustees who have served during the period are listed on the page 1, along with the other statutory information that forms part of the annual report. This report is to be presented at the 2021 annual general meeting.

Objects and activities

The company's objects are stated in its Memorandum of Association as:

"To provide or assist in the provision of facilities in the interests of social welfare for the benefit of the inhabitants of Hook Parish and within its vicinity for recreation or other leisure time occupation of individuals including those who have the need of such facilities by reason of their youth, age infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life;

To advance education and the religious and intellectual development of the members of the community; and

Such other charitable purposes as the Charity's officers in their discretion shall see fit for exclusively charitable objects or purposes in any part of Hook Parish."

The company operates two community halls in Hook, namely the Elizabeth Hall and the Hook Community Centre. The Charity's halls provide much-needed public facilities to enable the residents and community organisations of Hook and surrounding villages to meet and pursue their mutual interests and thus enhance the social welfare of the community in general. Many of the regular users are charitable or not-for-profit organisations. The directors are mindful of the Charity Commission's guidance on public benefit.

Achievements and Performance

The two halls have been closed for a large part of the financial year due to the Covid-19 crisis. Once the halls re-opened, we were not able to charge full hire rates as customers were not able to accommodate their normal number of clients due to social distancing regulations. We also were not able to charge licensee fees whilst the premises were closed. All of these restrictions had a significant impact on our income.

The company made use of the government's furlough scheme so there were very little staff costs incurred for the periods that the halls were closed. The essential work that was required was carried out by the directors, who are all volunteers.

The company also applied for and received the local government coronavirus grants.

Thanks to these grants, the company finished the year with a surplus of £5,901 compared with a surplus of £6,408 the previous year.

The company is managing the Community Centre under the terms of a lease and accompanying service level agreement with Hook Parish Council, which were both concluded on 9th August 2017.

The lease states that the Hook Parish Council will cover any losses incurred by the Community Centre during the year.

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There has been no change in directors this year. It continues to be difficult to attract and retain new directors.

The company has reviewed its procedures and policies. A policy and procedures manual has been produced and is reviewed from time to time. A health & safety policy has been agreed along with a risk assessment document. Extra risk assessments have been carried out in accordance with Covid-19 guidelines.

Financial review

The attached Statement of Financial Activities summarises the company's income and expenditure for the year and shows a surplus of £5,901 for the year. This is supplemented by more detailed analyses in the Notes to the Accounts. The surplus comprises the following:

	£
Net surplus from hall lettings after normal expenses (see below)	3,535
Grants and donations	600
Bank interest	1,766
Surplus for the year	5,901

The surplus on hall lettings arises from:

		£
Surpluses before staff costs:	Elizabeth Hall	17,586
	Hook Community Centre	49,221
Staff costs, both facilities		-56,471
Administration		-6,802
Publicity and fund raising		
		3,534

The community halls have a strong core of regular hirers and tenants. Although some of these regular hirers were not able to continue after the Covid crisis, we have taken on some other new hirers to take their place. Marketing efforts to attract new hirers continues to be a vital part of the overall strategy to build the business. Aside from exceptional costs, income is normally sufficient to cover normal operating expenses.

The balance sheet shows net assets of £231,133 at 31st March 2021, the majority of which is represented by cash balances. These funds have been allocated mainly to designated reserves earmarked towards future maintenance as follows:

- Elizabeth Hall sinking fund – this holds £50,000 and is set aside to cover long term capital expenditure. It will be topped up at the end of each year if necessary.
- Elizabeth Hall reserve – this holds £30,000 and is to cover short term unexpected maintenance not already provided for in the budget. It will be topped up at the end of each year if necessary.
- Community Centre sinking fund – this holds £20,000 for long term maintenance, in particular to cover any costs related to handing back the building to Hook Parish Council at the completion or termination of the lease.

The General Fund includes a coronavirus reserve of £39,000, to cover the possibility of incurring losses during the Covid-19 crisis. Also there is a re-investment fund of £86,232, which provides working capital and a contingency against unexpected costs.

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A provisional budget for the year commencing 1st April 2021 indicates that the company is likely to incur a surplus of approx. £20k. However, due the closures of the halls during the Covid-19 pandemic and the restrictions still in place, it is very difficult to estimate the income for the year. We took the difficult decision to make the halls manager redundant in October 2020 and this has reduced our staff costs by a significant amount.

Structure, governance and management

Whilst the directors have overall responsibility for the company's affairs and meet monthly, day to day operational responsibilities have been delegated to the staff. The financial ledgers are maintained by the treasurer, who is also a director. Financial reports are presented at each monthly meeting.

The company's statutory particulars, including names of directors, are on pages 1 & 2.

The directors have considered the major risks to which the company is exposed, and the systems that have been established to mitigate these risks. Many of these risks are appropriately covered by the insurance policies, and its policies are communicated to all staff and consultants.

Company law requires the directors to prepare annual accounts that give a true and fair view of the state of affairs of the company at the year end and of its financial activities during the period. The Trustees should:

- Select suitable accounting policies and apply them prudently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare accounts on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy the financial position of the company to enable them to ensure that the accounts comply with the Companies' Act 2006 and the charities accounting SORP 2019. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The company is entitled to exemption from audit for the year ended 31st March 2021 both under the Companies Act 2006 and the Charities Act 2011; but, as a charity, it is required to have independent scrutiny of its accounts. The directors have therefore taken advantage of audit exemption. This report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

Signed for the Trustees,



Chairman

Date: 20/7/21

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Independent examiner's report to the Trustees of Hook Village Halls Charitable Association

I report to the charity trustees on the accounts of the Company for the year ended 31st March 2021, which are set out on the pages 7 to 12 attached.

Responsibilities and basis of report

As the charity trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

- a) Accounting records were not kept by the Company as required by section 386 of the 2006 Act; or
- b) The accounts do not accord with those records; or
- c) The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts should give a 'true and fair view', which is not a matter considered as part of the independent examination; or
- d) The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 to enable a proper understanding of the accounts to be reached.



Claire Connell MA, ACA, CTA
Member of the Institute of Chartered Accountants in England and Wales
86 Silverdale Road
Earley
Reading RG6 7LT

Date: 5th August 2021

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Statement of Financial Activities including Income and Expenditure
Account for the year ended 31st March 2021

		<u>2021</u>	<u>2021</u>	<u>2021</u>	<u>2020</u>
		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	
	<u>Note</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Incoming and endowments from:					
Donations and legacies		-	700	700	1,525
Charitable activities carried out at:					
Elizabeth Hall	2	17,088	-	17,088	78,724
Hook Community Centre	2	42,136	-	42,136	127,819
Other income	3	83,743	-	83,743	417
Bank interest		1,766	-	1,766	2,468
Total		144,733	700	145,433	210,953
Expenditure on:					
Raising funds		-	-	-	871
Charitable activities	4	139,432	100	139,532	203,674
Total		139,432	100	139,532	204,545
Surplus/Deficit(-) for the year		5,301	600	5,901	6,408
Transfers between funds		-	-	-	-
Net movement in funds		5,301	600	5,901	6,408
Total funds brought forward		225,232	-	225,232	218,824
Total funds carried forward		230,533	600	231,133	225,232

The Notes referred to above form part of these financial statements

The statement of financial activities includes all gains and losses recognised during the year.

All of the income and expenditure derive from continuing activities.

All of the funds were unrestricted in the prior year

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Balance Sheet as at 31st March 2021

	Note	<u>31 March 2021</u>		<u>31 March 2020</u>	
		£	£	£	£
Fixed assets					
Tangible assets	6		12,394		7,084
Current assets					
Debtors	7	3,470		8,659	
Prepaid expenses		10,392		8,021	
Bank Interest accrued		814		1,148	
		14,676		17,828	
Cash at bank and in hand	8	217,885		218,402	
		232,561		236,230	
Creditors: amounts falling due within one year					
Creditors and accruals	9	13,822		18,082	
			218,739		218,148
Net assets			231,133		225,232
Funds					
Called up share capital	10		-		-
Unrestricted income funds	11		230,533		225,232
Restricted income funds	12		600		-
Total: Funds			231,133		225,232

The Notes referred to above form part of these financial statements

For the financial period ended on 31st March 2021, the Company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ('the Act') relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved at a meeting of the trustees held on 26th May 2021



David Saunderson
Chairman and trustee

Company Registration Number: 6042998



Margaret Kirtley
Treasurer and trustee

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Notes to the accounts for the year ended 31 March 2021

1. Accounting policies

a) General matters

These accounts have been prepared in compliance with Financial Reporting Standard 102 and the Statement of Recommended Practice on Accounting by Charities SORP 2019 (FRS 102), and in accordance with charity and company law in the jurisdiction of England. The Company is a public benefit entity.

b) Going concern

The Charity manages (rather than owns) the facilities it operates. It is unlikely to generate sufficient surpluses from its current operations to replace those facilities when they need to be refurbished or replaced. It is also reliant on having long-term leases at peppercorn rents at both Elizabeth Hall and Hook Community Centre to enable it to continue its operations.

c) Income and expenditure

Donations are accounted for when received. All income and expenditure in furtherance of the charity's objectives is recognised in the period to which it relates.

d) Depreciation

Fixed assets are depreciated over their estimated useful lives (generally 5 years) on the straight line basis.

e) Taxation

As a charity, income is exempt from income and corporation taxes. Its activities are exempt from value added tax (VAT), and expenditure is therefore inclusive of applicable VAT.

2. Income from charitable activities

The amounts included represent charges for lettings, rentals and use of sports facilities from the two community halls as follows:

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Elizabeth Hall		
Lettings fees	13,986	70,645
Other income	3,102	8,079
	17,088	78,724
Hook Community Centre		
Lettings fees	8,714	62,770
Tenant licence fees	28,281	50,460
Other income	5,141	14,589
	42,136	127,819
3. Other income		
Sale of Raffle tickets :		417
Coronavirus Grants Hart DC:		
Elizabeth Hall	19,907	
Community Centre	39,857	
Coronavirus Job Retention Scheme:	23,979	
	83,743	417

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Notes to the accounts for the year ended 31 March 2021 (continued)

4. Charitable expenditure	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
Operational expenses (excluding staff) at:		
Elizabeth Hall, recurring expenditure	29,729	55,248
Hook Community Centre	46,530	78,510
Staff costs, both facilities (see below)		
Salaries	48,047	62,425
Redundancy Pay	7,652	-
Employer National Insurance	-	882
Employer Pension Contribution (NEST scheme)	772	1,136
Independent examiner's fees (no other services provided)	500	500
Administration expenses	6,302	4,973
	139,532	203,674

5. Employees and trustees

Employees' remuneration is disclosed in Note 4. The company had 4 (2020: same) part-time employees in the year. No employee was able to exert significant influence over the running of the company. No employee received total employee benefits of more than £60,000.

Trustees' emoluments for service as trustees	Nil	Nil
Trustees' travel and sundry expenses reimbursed	Nil	Nil

6. Fixed assets

	<u>Total</u>	<u>General</u>	<u>Furniture</u>
	<u>£</u>	<u>equipment</u>	<u>& fittings</u>
<u>Cost</u>		<u>£</u>	<u>£</u>
As at 1 st April 2020	25,111	14,152	10,959
Additions during the year	8,928	-	8,928
As at 31 st March 2021	34,039	14,152	19,887
<u>Depreciation</u>			
As at 1 st April 2020	18,027	10,657	7,370
Charge for the year	3,619	892	2,726
As at 31 st March 2021	21,646	11,549	10,096
<u>Net book value</u>			
31 st March 2021	12,394	2,603	9,791
31 st March 2020	7,084	3,495	3,589

The Company has leasehold interests at an annual peppercorn rental in Elizabeth Hall and Hook Community Centre. The lease for Elizabeth Hall runs until 2057; and until 2027 for Hook

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Community Centre, after which the property reverts to Hook Parish Council. Since the Company has not incurred any expenditure on the properties and the leases have no commercial value, those assets (including furniture and fittings already provided) have been included in these accounts at nil value. The amounts included in fixed assets represent expenditure by the Company since moving into these facilities.

Notes to the accounts for the year ended 31 March 2021 (continued)

	<u>2021</u>	<u>2020</u>
	<u>£</u>	<u>£</u>
7. Debtors		
Lettings charges	3,470	8,659
Accrued income	-	-
	3,470	8,659
8. Cash at bank and in hand		
Cambridge & Counties Bank	72,985	71,749
Aldermore Business Bank	70,523	69,680
Lloyds Bank plc		
Instant access savings account	68,137	66,117
Current account	5,820	10,606
3-Year Fixed Rate Bond		
Petty cash and floats	420	250
	217,885	218,402
9. Creditors and accruals		
Trade and other creditors	5,336	5,118
Taxation and National Insurance.	514	2,877
Pension	-	221
Accrued expenses	500	500
Bonds and deposits from hirers	6,975	8,297
Hall lettings income received in advance	497	1,069
	13,822	18,082
10. Share capital		

The company does not have a share capital. The company has 8 members, (9 in 2019) and their individual liability towards the company's debts is limited to £10 in the event of the company being wound up within 12 months of ceasing to be a member.

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Notes to the accounts for the year ended 31 March 2021 (continued)

11. Movements on reserves	<u>Opening balance</u>	<u>Activities</u>	<u>Transfers</u>	<u>Closing balance</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Designated reserves</u>				
Elizabeth Hall sinking fund	50,000	-	-	50,000
Elizabeth Hall general reserve	20,000	-	10,000	30,000
Community Centre sinking fund	<u>20,000</u>	-	-	<u>20,000</u>
	90,000	-	10,000	100,000
<u>General fund</u>				
Strategic reserve	60,000	-	-60,000	-
Retained earnings	75,232	5,301	-75,232	5,301
Reinvestment fund	-	-	86,232	86,232
Coronavirus reserve	-	-	39,000	39,000
Restricted funds	--	600		600
	135,232	5,901	-10,000	131,133
	225,232	5,901	-	231,133

The sinking fund designated reserves are for long-term maintenance at the two facilities. The Elizabeth Hall general reserve is to support annual maintenance.

The strategic balance element of the General Fund is primarily to enable recurring expenditure to be met, should income from the facilities fall substantially.

12. Restricted Funds	<u>Opening balance</u>	<u>Income</u>	<u>Expenditure</u>	<u>Transfers to Unrestricted Funds</u>	<u>Closing balance</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Donation for Elizabeth Hall	-	100	100	-	-
Half-term activities	-	600	-	-	600
	-	700	100	-	600

A donation was received towards the costs of the half-term activities, which had to be cancelled because of Covid 19. The donor agreed that we could keep it for a re-launch activity.

13. Contingent liabilities

The company had no contingent liabilities at 31st March 2021 (2020: none)

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14. Related party transactions

The only transactions with a related party during the year were the rent and service charges of £12,038 (2020: £ 11,515) paid by Hook Parish Council for its office.

The Base Youth Centre has been a long term hirer from HVH Charitable Association for many years. In February 2020, Sandra Tidy, manager of The Base Youth Centre, became a Trustee of HVH Charitable Association. During the year to 31st March 2021, The Base Youth Centre was not operational due to the constraints of the pandemic. The Trustees of HVH Charitable Association granted a rent holiday to The Base during this year – Sandra Tidy did not participate in this decision. At 31st March 2021 The Base Youth Centre did not owe HVH Charitable Association anything.