



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 2023

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Accounts for the year ended 31st March 2023

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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 2023 and subsequently.

Name	Position	Notes
Barry Myall	Director	Resigned 16/6/2022
Margaret Kirtley	Director/Treasurer/Secretary	
Jeff Burke	Director	
Graham Wickenden	Director	
Sue Hinton	Director	
Christopher Terrey	Director	Resigned 19/6/2022
David Saunderson	Director/Chariman	
Molly Drew	Director	
Marcelle Glazier	Director	Appointed 8/12/2021, Resigned 20/6/2022
Michael Ward	Director	Appointed 23/05/2022
Louise Coster-Mills	Director	Appointed 26/09/2022
Pierce Joseph Moore	Director	Appointed 24/10/2022

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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, Cambridge & Counties Bank and Charity 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 2023 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 company finished the year with a surplus of £51,769 compared with a surplus of £57,678 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.

3 directors have resigned during the year but we have also taken on 3 new directors. 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.

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Financial review

The attached Statement of Financial Activities summarises the company's income and expenditure for the year and shows a surplus of £51,769 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)	47,035
Grants and donations	1,269
Bank interest	3,464
Surplus for the year	51,769

The surplus on hall lettings arises from:		£
Surpluses before staff costs:	Elizabeth Hall	44,295
	Hook Community Centre	53,080
Staff costs, both facilities		-41,670
Administration		-6,145
Publicity and fund raising		-2,525
		47,035

The community halls have a strong core of regular hirers and tenants. 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 £340,580 at 31st March 2023, 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 Strategic Fund stands at £44,301. Also there is a re-investment fund of £86,232 and Retained Earnings of £110,047, both of which provide working capital and a contingency against unexpected costs.

A provisional budget for the year commencing 1st April 2023 indicates that the company is likely to incur a surplus of approx. £54k.

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Plans for future period

A kitchen refurbishment has been ordered for the Elizabeth Hall at a cost of £13,200. This will take place in the summer holidays of 2023.

The charity is in the process of getting quotes to make improvements to the outside area of the Elizabeth Hall and to install patio doors from the rear of the building in order to make better use of this new area.

The charity is also obtaining quotes for lift access to the upper floor of the Community Centre as the current stair lifts are not adequate. It is hoped that we may be able to apply for grants to cover some of the cost.

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.

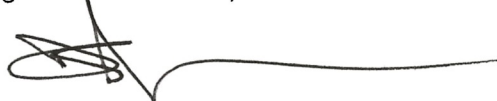
Company law requires the directors to prepare annual accounts that give a true and fair view of the state of affairs of the company at the year end and of its financial activities during the period. The Trustees should:

- 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 2023 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,



David Saunderson
Chairman and trustee

Date: 26/6/23

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

I report to the charity trustees on the accounts of the Company for the year ended 31st March 2023, which are set out on the pages 7 to 14 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').

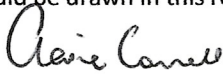
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act ('the 2011 Act'). 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: 29 June 2023

Hook Village Halls Charitable Association
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Statement of Financial Activities including Income and Expenditure Account for the year ended 31st March 2023

		<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2022</u>
	<u>Note</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Incoming and endowments from:					
Donations and legacies		269	1,000	1,269	0
Charitable activities carried out at:					
Elizabeth Hall	2	91,687		91,687	71,496
Hook Community Centre	2	138,660		138,660	132,205
Other income	3	0		0	23,500
Bank interest		3,464		3,464	1,317
Total		234,080	1,000	235,080	228,518
Expenditure on:					
Raising funds		2,525	-	2,525	2,125
Charitable activities	4	179,506	1,280	180,786	168,714
Total		182,031	1,280	183,311	170,839
Surplus/Deficit(-) for the year		52,049	-280	51,769	57,678
Transfers between funds				-	-
Net movement in funds		52,049	-280	51,769	57,678
Total funds brought forward		288,531	280	288,811	231,133
Total funds carried forward		340,580	0	340,580	288,811

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.

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Balance Sheet as at 31st March 2023

		<u>2023</u>	<u>2022</u>
	Note	£	£
Fixed assets			
Tangible assets	6	13,554	8,519
Current assets			
Debtors	7	16,115	12,841
Prepaid expenses		13,234	7,052
Bank Interest accrued		2,157	678
		31,505	20,571
Cash at bank and in hand	8	316,601	277,667
		348,107	298,238
Creditors: amounts falling due within one year			
Creditors and accruals	9	21,081	17,946
		327,026	280,292
Net assets		340,580	288,811
Funds			
Called up share capital	10	-	-
Unrestricted income funds	11	340,580	288,531
Restricted income funds	12	0	280
Total: Funds		340,580	288,811

The Notes referred to above form part of these financial statements

For the financial period ended on 31st March 2023, 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 June 2023



David Saunderson
Chairman and trustee

Company Registration Number: 6042998



Margaret Kirtley
Treasurer and trustee

Hook Village Halls Charitable Association
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Notes to the accounts for the year ended 31 March 2023

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>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Elizabeth Hall		
Lettings fees	81,621	64,406
Other income	10,065	7,090
	91,687	71,496
Hook Community Centre		
Lettings fees	84,990	69,851
Tenant licence fees	40,018	49,001
Other income	13,652	13,353
	138,660	132,205
3. Other income		
Coronavirus Grants Hart DC:		
Elizabeth Hall	-	9,500
Community Centre	-	13,500
	-	23,000

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Notes to the accounts for the year ended 31 March 2023 (continued)

4. Charitable expenditure	2023	2022
	<u>£</u>	<u>£</u>
Operational expenses (excluding staff) at:		
Elizabeth Hall, recurring expenditure	47,391	42,657
Hook Community Centre	85,580	78,953
Staff costs, both facilities (see below)		
Salaries	41,002	41,711
Redundancy Pay	-	-
Employer National Insurance	-	-
Employer Pension Contribution (NEST scheme)	668	690
Independent examiner's fees (no other services provided)	500	500
Administration expenses	5,645	4,203
	180,786	168,714

5. Employees and trustees

Employees' remuneration is disclosed in Note 4. The company had 3 (2022: 3) 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 equipment</u>	<u>Furniture & fittings</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>Cost</u>			
As at 1 st April 2022	34,039	14,152	19,887
Additions during the year	8,717	-	8,717
As at 31 st March 2023	42,756	14,152	28,604
<u>Depreciation</u>			
As at 1 st April 2022	25,520	12,442	13,078
Charge for the year	3,682	683	2,999
As at 31 st March 2023	29,202	13,125	16,077
<u>Net book value</u>			
31 st March 2023	13,554	1,027	12,527
31 st March 2022	8,519	1,710	6,809

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Notes to the accounts for the year ended 31 March 2023 (continued)

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 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.

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
7. Debtors		
Lettings charges	16,115	24,133
Provision for bad debt	-	11,292
Accrued income	-	-
	16,115	12,841

The Base Youth Centre, who had been a lease holder of HVH Charitable Association for many years, owed a total of £11,292 at the end of March 2022. A provision for bad debt was allowed for at the end of March 2022 and it has subsequently been decided to write this amount off.

8. Cash at bank and in hand

Cambridge & Counties Bank	74,598	73,860
Aldermore Business Bank	71,583	70,745
Charity Bank	60,000	
Lloyds Bank plc:		
Instant access savings account	95,302	100,145
Current account	14,291	32,058
Petty cash and floats	827	859
	316,601	277,667

9. Creditors and accruals

Trade and other creditors	6,206	871
Taxation and National Insurance.	1,553	2,020
Pension	-	-
Accrued expenses	500	500
Bonds and deposits from hirers	9,608	9,713
Hall lettings income received in advance	3,215	4,842
	21,081	17,946

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Notes to the accounts for the year ended 31 March 2023 (continued)

10. Share capital

The company does not have a share capital. The company has 9 members, (7 in 2022) 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.

11. Movements on reserves	<u>Opening balance</u>	<u>Activities</u>	<u>Transfers</u>	<u>Closing balance</u>
	£	£	£	£
<u>Designated reserves</u>				
Elizabeth Hall sinking fund	50,000	-	-	50,000
Elizabeth Hall general reserve	30,000	-	-	30,000
Community Centre sinking fund	20,000	-	-	20,000
	100,000	-	-	100,000
<u>General fund</u>				
Strategic reserve	44,301	-	-	44,301
Retained earnings	57,998	52,049	-	110,047
Reinvestment fund	86,232	-	-	86,232
Restricted funds	280	280	-	-
	188,811	51,769	-	240,580
	288,811	51,769	-	340,580

The sinking fund designated reserves are for long-term maintenance at the two facilities. The 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>
	£	£	£	£	£
Half-term activities	280	1,000	-1,280		-
	280	1,000	-1,280	-	-

13. Contingent liabilities

The company had no contingent liabilities at 31st March 2023 (2022: none)

14. Related party transactions

Rent and service charges of £13,661 (2022: £ 12,373) were paid by Hook Parish Council for its office.