

TRUSTEES' ANNUAL REPORT 2020/21

REFERENCE and ADMINISTRATION DETAILS

Charity Name: HARKSTEAD VILLAGE HALL (CIO)

Charity Number: 1157106

Address: Church Lane, Harkstead, Ipswich, Suffolk. IP 9 1DG

Names of Trustees:

Appointed Trustees:

Cathy Crouch
Tony Hayhurst
Sarah Donnison

Nominated Trustees:

John Abbott	Millennium Green Trustees.
David Looser	Harkstead Church Heritage.
John Zalucki	Harkstead Carpet Bowls Club.
Sally Wilden	Harkstead Parochial Church Council.
William Wrinch	Harkstead Parish Council.

Co-opted Trustees:

Kim Britton
Michael Fry

Other Appointments:

Hon. Secretary	Cathy Crouch
Hon. Bookings Secretary	Diane Lay
Hon. Treasurer	Michael Fry

STRUCTURE, GOVERNANCE AND MANAGEMENT

Type of Governing Document:

Approved Constitution by Charity Commission 19th May 2014 amended and approved 17 February 2021. Charitable Incorporated Organisation, based upon Charity Commission Foundation Model Constitution.

Charity Trustee Selection Process:

Appointed Trustees: A minimum of two and a maximum of four are appointed or re-appointed at each Annual General Meeting.

Nominated Trustees: There may be a minimum of two and a maximum of six Nominated Trustees. The maximum number of Nominated Trustees has been reduced from eight to six during this year). Each of the following organizations may appoint one Nominated Trustee:

- Harkstead Parish Council
- Harkstead Parochial Church Council
- Harkstead Bowls Club
- Harkstead Church Heritage
- Harkstead Millennium Green Trust
- Art Group (currently disbanded)

Co-opted Trustees: Four Co-opted Trustees are permitted. The maximum number of Co-opted Trustees has been increased from two to four this year. The two existing Co-opted Trustees have continued in post for the year. No further Co-opted Trustees have yet been appointed.

Additional Governance Issues:

An Honorary Treasurer, Mike Fry, Secretary, Cathy Crouch and Booking Secretary Diane Lay were appointed /reappointed for the year 2020/21.

Harkstead Village Hall is a member of Community Action Suffolk which provides helpful guides, advice, services and information about running Village Halls.

All trustees give their time to the management of the hall voluntarily and receive no remuneration or other benefits. One Co-opted Trustee, Kim Britton, is employed as the cleaner.

Objects of the Charity as set out in the Constitution:

“The Provision and maintenance of a village hall for the use by the inhabitants of the area of benefit (Parish of Harkstead) without distinction of political, religious or other opinions, including use for:

- a) Meetings, lectures and classes and*

- b) *Other forms of recreation and leisure time activities, with the object of improving the conditions of the life of the inhabitants.”*

Main Activities undertaken for public benefit:

- a) Encouraging the use of the hall by hiring the hall to local various organisations and private events.
- b) Organising Auctions, Farmers Markets and other functions to raise money to maintain and improve the hall.

Our general hire charges philosophy is that we plan for the hire fees to cover the running of the hall, whilst our other fund raising events go towards improvements and our reserves for contingencies.

Main Activities of the charity during the past year:

The Covid-19 pandemic stopped nearly all activity during the 2020-21 year. The trustees used this time to undertake some works to improve the appearance of the grounds surrounding the village hall and installed a carpark barrier to enable control of parking.

We continue to be very grateful to the Millennium Green Trustees for allowing parking on the field for the more popular events.

A financial report from the Treasurer follows:

Harkstead Village Hall Financial Year-end Report – 31st March 2021

Summary:

The usual sources of activity-related income to the hall - hall hire, the Farmers' Market and the biannual auctions - were greatly curtailed this year due to the Government's Covid-19 "lockdowns". However, Harkstead Village Hall is in an improved financial position over a year ago due to the Government's Covid-19 "Business Support" grants, which included village halls and sports clubs etc. Grant payments totalling £19,907 were received. The village hall further benefited from an exemption from rates charges in recognition of the financial impact of the Covid-19 lockdown.

£10,000 of the "Business Support" grant money has been used to buy additional units in the Village Hall's COIF Ethical Investment fund. This fund plays a key role in the Hall's long-term financial security.

Electricity consumption continued to be the greatest single cost, though this was 20% lower this year at £1,490 due to reduced heating during the Covid "lockdowns". Maintenance cost was down on last year because no major works were performed. Other significant routine expenditures this year were insurance (£800), a five-yearly electrical safety inspection and associated minor repairs (£400) and the hall cleaner's wages (£258).

Extraordinary expenses of note were the purchase of new hedging plants (£199) and a capital expenditure of £1,374 for the purchase of a carpark entrance barrier. (The Trustees performed the barrier installation, which avoided additional costs.)

In conclusion, the village hall's financial health has significantly improved over the last year due to Covid-19 grants. The hall now faces the challenge of restarting activities and events once the Covid-19 restrictions are lifted. The trustees have considered using some of the Covid-19 grant monies to subsidise activities at the hall to assist the re-establishment of previously held activities and events and to encourage new activities and events.

Annual Income Breakdown:

There are normally three key sources of income. The first is from hire of the hall to users. The second is from events staged by the village hall and the third is the solar panel feed-in-tariff (the solar panels were installed 2015-16). Refreshments sales during events make a smaller but significant contribution with small amount of interest and donations making up the balance. During the 2020/21 financial year the above sources of income were severely diminished but were more than made up by Government grants.

Net Annual Income:-

Income	Typical of last 3 years	2020-21*
Hall hire	£2,500	£857
Events (Farmers' Markets & Auctions)	£2,100	£342
Solar Panels	£1,500	£1,704
Refreshments Sales	£420	£17
Other (interest, donations)	£75	£99
Covid-19 Grants	0	19,907
TOTAL	£6,595	£22,926

Annual Expenditure Breakdown:

Expense	Typical of last 3 years	2020-21*
Light & Heating	£1,700	£1,490
Repairs & Maintenance	£1,600	£1,285
Wages (Cleaner)	£600	£258
Insurance	£770	£800
Water & Sewage	£340	£460
Donations & Gifts	£250	£35
Rates	£170	£0
Licences	£130	£23
Capital Expenditure	£0	£1,374

Other	£250	£50
TOTAL	£5,810	£5,775

**These are annualised figures that do not necessarily match exactly to the published accounts. The intention is to show costs associated with the period whether or not they were actually incurred in the period.*

Current Account:

At 31st March 2021 our current account held £11,441.

Cash:

At 31st March 2021 we held £222 in cash.

Reserves:

At 31st March 2021 we held approximately £46,000 in reserve, which is considered by the trustees to be adequate given the age and condition of the hall. This is around 53% up on the previous year-end due to the addition of £10,000 of our COVID 19-related Government grants into our COIF Ethical Investment Fund and due to good performance of our investments. The reserve is split into around £7,000 on deposit earning a low rate of interest and around £39,000 in the ethical investment unit trust fund. This is a fund designed for use by small charities.

Mike Fry, Treasurer
15th June 2021



Charity Name Harkstead Village Hall (CIO)		No (if any) 1157106		CC16a
Receipts and payments accounts				
For the period from	Period start date 01-Apr-20	To	Period end date 31-Mar-21	

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 £
A1 Receipts					
Hire of Hall and Equipment	857	-	-	857	2,572
Farmers' Market + Farmers' Market Raffle	342	-	-	342	1,318
Auction	-	-	-	-	476
Events	-	-	-	-	500
Income from Solar Pannels	1,704	-	-	1,704	1,545
Refreshments	17	-	-	17	438
COIF Charities Deposit Fund	9	-	-	9	44
Donations	90	-	-	90	64
Government Grant	19,907	-	-	19,907	-
Sub total (Gross income for AR)	22,926	-	-	22,926	6,957
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	22,926	-	-	22,926	6,957

A3 Payments

Light and Heating	1,490	-	-	1,490	1,872
Repairs and Maintenance (inc. cleaning & gardening)	1,025	-	-	1,025	2,210
Wages	258	-	-	258	571
Insurance	-	-	-	-	777
Water and Sewage	460	-	-	460	366
Rates	-	-	-	-	161
Licences	23	-	-	23	272
Events	-	-	-	-	550
Community Action Suffolk	-	-	-	-	-
Sundry Expenses	50	-	-	50	278
Donations	35	-	-	35	288
Capital Expenditure	1,374	-	-	1,374	-
Sub total	4,715	-	-	4,715	7,346

A4 Asset and investment purchases, (see table)

Tables	-	-	-	-	-
COIF Charities Ethical Investment Fund	10,000	-	-	10,000	-
Solar Pannels	-	-	-	-	-
Sub total	10,000	-	-	10,000.00	-
Total payments	14,715	-	-	14,715	7,346

Net of receipts/(payments)	8,211	-	-	8,211	389
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	10,764	-	-	10,764	11,153
Cash funds this year end	18,975	-	-	18,975	10,764

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

Categories

B1 Cash funds

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
Cash	222	-	-
Barclays Current Account	11,441	-	-
COIF	7,311	-	-
Total cash funds	18,975	-	-
(agree balances with receipts and payments account(s))	OK	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
COIF Charities Ethical Investment Fund	Unrestricted	24,000	38,675
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

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

B5 Liabilities

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

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

Hon. Treasurer (& Co-opted Trustee)

Appointed Trustee

Independent Examiner

Signature

Print Name

Date of approval

M. J. Fry
S. C. Crouch
J. Buitenhuys

Michael J. Fry
S. C. CROUCH
Jeremy Buitenhuys FMATT, CIMA
Cert in B.A

17/06/2021
24/6/2021
22/06/2021