

## Harwell Village Hall 2020 – 2021

Charity Number 1157858

### Chair's report

Duncan Chappell took over as Chair in January 2021 as Mike Fox-Davies, the acting Chair, is standing down from being a Trustee in July 2021. Thanks to Mike for being the acting chair for nearly 3 years!

April 2020 to 2021 was not a good year for the Hall due to the Covid 19 Pandemic and associated loss of earnings. With most of the year spent in lockdown, when there was an easing of restrictions, some socially distanced events and some children's activities went ahead. However, thanks to the grants and funding made available from central funds, the financial impact has been kept to a manageable level.

The Trustees numbers were diminished with the loss of David Marsh at the end of his term and Wah Cheng Lee and Martin Rickets who left for personal reasons. The remaining trustees need to make a determined effort to recruit so as to remain quorate and to be able to spread the load. To this end a booking administrator was employed so as to take on some of the work previously undertaken by one of the trustees.

Heat management continues to be the main issue within the new hall and several trustees continue to work on cost effective solutions to the issue. During very warm weather, Orchard Hall and the foyer can become uncomfortably hot, especially because of the issues with noise and the need to keep the patio doors closed. Trustees have investigated the possibility of fitting skylights that can be opened in the Foyer and Ladies toilet so as to improve ventilation.

The year finished with the lockdown still in progress, which meant that the Hall was closed to all users. Our challenge for the coming year will be opening up in a responsible fashion keeping an eye on all the relevant guidelines regarding Covid 19 restrictions and be mindful that some social distancing may be required well into next year. On the plus side though, it is encouraging that vaccination uptake has been high so we would expect the hall to quickly return to the level of occupation preceding the lockdown.

## Treasurer's Report

This financial year has been dominated by covid-19, with the halls only able to open for a few weeks in September and October, so revenue from the hire of the hall collapsed from a forecast of £48,000 to just £5,400.

Costs have been reduced as much as possible from a budgeted £37,000 to £25,500, which seems to be the minimum amount needed just to keep the hall running.

Approximately one third of the costs are loan repayment, another third include item like insurance and licencing and servicing, and the final third is utilities. Despite the hall being in hibernation, a large element of the electricity bill is a fixed cost and the water and telephone bills are not adjusted for lower usage. A surprising amount of gas is consumed to provide frost protection. A new gas contract has been agreed which will halve the cost per unit for the next four years. Some adjustments to cost (e.g. water and PPL licence) may be reflected in reduced bills next year, rather than this.

The trustees are extremely grateful to the government for the covid-19 support grants totalling some £19,000 in this year (and more to come in 2021-22). Without these grants the trustees would have had to use significant amounts of reserve.

Instead, we ended the year with reserves still intact.

## Contingency

On 31 March 2021, trustees had total reserves of £62,566, and a mortgage loan amount outstanding of £115,330.

The Charity Bank recommend that a balance of approximately six months income is retained as a general contingency fund. Experience this year shows that without government grants this would not have been enough.

The trustees hired a bookings administrator from September 2020. Although a sum has been budgeted for 2021-22 to cover the administration costs, until we have a full year of normal bookings we will not have an accurate picture of administration costs, and may need to call on reserves to cover any shortfall.

Over and above these contingency funds, approx. £50,000 of S106 developer's monies will be available in the next 12-24 months. When the S106 money is received trustee plan to repay a further portion of the mortgage, so reducing the monthly loan costs. Depending on how quickly bookings return to normal,



and any further pandemic risks, trustees may also use a small amount of reserves to add to the repayment amount.

#### Looking ahead

A budget for 2021-22 (approved by the trustees) has been prepared on a month by month basis, with a conservative view of how quickly bookings would return once covid-19 restrictions are lifted.

To encourage users to return, hire fees have remained unchanged since October 2019. Trustees are aware that a new, large, community centre is due to open in Great Western Park, also in Harwell Parish, which could take away business from the hall, although the hope is that with all the new houses that have been built there will be enough demand for both halls to flourish.

A five year outlook has also been prepared indicating that the impact of covid-19 will be felt for another three years before the hall returns to its pre-covid financial operating position.

#### Basis of accounting and special items

The accounts are maintained and prepared on a Receipts and Payments basis.

Deposits for the hire of the hall are classed separately as restricted funds, as are monies held by the trustees on behalf of the organisers of a Safari Supper. In 2020-21 some £2,600 represents credits owing to our regular users for bookings cancelled in 2020 due to covid-19. As soon as these credits have been applied, the funds will be moved back into unrestricted funds.

There were no special items during the year.

#### Assets and liabilities

The Charity Bank loan is secured against the value of the hall and the underlying land.

The hall was valued in July 2016 by Lambert Smith Hampton as follows:

Market Value	£700,000
Gross Development Value	£950,000

The hall buildings are insured for £1,591,350 and the contents for £106,090.

For the purpose of this financial report, the value of the assets retained for Village Hall use are:

Fixed assets (building)	<b>£700,000</b>
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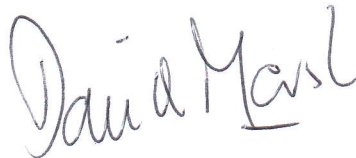
The value of the outstanding loan from the Charity Bank,  
as of 31 March 2021, was **£111,954**

**CIO conformance**

No guarantees have been provided by the Village Hall trustees

Outstanding debt, as noted above is £111,954, secured against a charge on the Village Hall assets, which are valued at £700,000.

David Marsh  
Treasurer

A handwritten signature in black ink that reads "David Marsh". The signature is written in a cursive style with a large initial 'D'.

**Approved by all the trustees, and signed on their behalf**

Duncan Chappell  
Chair

A handwritten signature in blue ink. The signature is stylized and appears to be "Duncan Chappell".

## Independent Examiner's Report

To the Trustees of Harwell Village Hall  
On Accounts for Year Ended 31<sup>st</sup> March 2021

### Responsibilities and basis of Report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act 2011.

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

### Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me reasonable cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities 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.



(Independent Examiner)  
Mr Nicholas Clarke CPFA

Date: 19<sup>th</sup> June 2021

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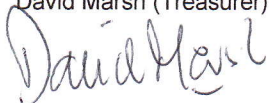
**Harwell Village Hall. Charity no. 1157858**  
**Accounts - 1st April 2020 to 31 March 2021**

GBP£	Unrestricted Funds	Restricted Funds	Total 2020/21	Total 2019/20
<b>Receipts</b>				
Grants	18,136	12,909	31,045	3,635
Donations	305		305	1,745
Hire Fees	5,209	2,643	7,852	47,649
Bank interest	14		14	15
<b>Total Receipts</b>	<b>23,664</b>	<b>15,552</b>	<b>39,216</b>	<b>53,044</b>
<b>Payments</b>				
Utilities	6,277	379	6,655	10,157
Maintenance and repairs	864		864	2,639
Service contracts	3,125		3,125	4,191
Cleaning	2,417		2,417	2,629
Administration	1,043		1,043	800
Insurance	2,496		2,496	2,433
Licences	580		580	786
Purchases	325	8,645	8,970	2,338
Donations		588	588	3,746
Loan Costs	8,044		8,044	8,537
<b>Total Payments</b>	<b>25,171</b>	<b>9,612</b>	<b>34,783</b>	<b>38,254</b>
<b>Excess of Receipts over Payments</b>	<b>-1,507</b>	<b>5,940</b>	<b>4,433</b>	<b>14,790</b>
Transfers between Funds	377	-377	0	0
Opening balances	59,898	2,669	62,566	47,776
Closing balances	58,768	8,232	66,999	62,566

**Statement of Assets and Liabilities**

GBP£	Unrestricted Funds	Restricted Funds	Total 2020/21	Total 2019/20
<b>Cash Funds</b>				
Cash			0	23
Current Account	6,962		6,962	12,520
Deposit Account	51,806	8,232	60,038	50,024
<b>Total Cash Funds</b>	<b>58,768</b>	<b>8,232</b>	<b>66,999</b>	<b>62,566</b>
<b>Debtors</b>				
<b>Liabilities</b>				
Loan	111,954		111,954	115,330

**Accounts prepared by**  
David Marsh (Treasurer)



**Accounts approved on behalf of the Trustees**  
Duncan Chappell (Chair)

