

## **Buckland Memorial Hall**

### **Annual Report and Accounts for the year ending 30 September 2020**

#### **Trustees Committee**

Diana Bagnall  
Claire Connolly  
Paul Dean  
David Jackson  
Kathryn Lucas-Clements  
Rob McLellan  
Nicola Stoner  
Jill Wellesley  
Louise Wellesley

#### **Management Committee**

Shirley Chaddock  
Karen Collins  
Claire Connolly (Chair)  
Clare Cottingham  
Paul Dean  
Paul Hancock  
David Jackson  
Claire James  
Kathryn Lucas-Clements  
Rob McLellan (resigned 1 January 2021)  
David Page  
Nicola Stoner (Secretary)  
Les Stump  
Craig Thompson  
Richard Tuffill (Treasurer)

#### **Address**

Buckland Memorial Hall  
Buckland  
SN7 8QT

#### **Registered Charity Number**

1161541

#### **Independent Examiner**

Andrew James, FCA

## **Buckland Memorial Hall**

### **Annual Report and Accounts for the year ending 30 September 2020**

### **Trustees Report**

The Trustees present the annual report with the accounts of Buckland Memorial Hall for the year ending 30 September 2020 and confirms that the accounts comply with the current statutory requirements.

The accounts for the year ending 30 September 2020 have been prepared on a receipts and payments basis meaning that transactions are recorded according to the date of cash receipt or payment.

#### **Structure, governance and management**

##### *Constitution:*

Buckland Memorial Hall was established as a Charitable Incorporated Organisation (CIO) and entered on the Register of Charities by the Charities Commission on 6 May 2015.

The objects of the CIO are:

The provision and maintenance of a village hall for the use of the inhabitants of the village of Buckland, Oxfordshire, and nearby localities without distinction of political, religious or other opinions, including use for:

- I. meetings of local, social and sports clubs;
  - II. sports and leisure activities;
  - III. use by Buckland Primary School for classes and sports activities;
  - IV. other forms of recreation and leisure-time occupation,
- with the object of improving the conditions of life for those inhabitants.

##### *Charity Trustees:*

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
  - I. any special knowledge or experience that he or she has or holds himself or herself out as having; and,
  - II. if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

##### *Trustees Committee:*

The Trustees Committee shall consist of at least three charity trustees, consisting of not less than two nor more than six appointed trustees, and not less than one nor more than three nominated trustees.

Apart from the first charity trustees, every appointed trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

## **Buckland Memorial Hall**

### **Annual Report and Accounts for the year ending 30 September 2020**

#### **Trustees Report (continued)**

The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions or revoke the delegation.

##### *Management Committee:*

The members of the Management Committee are responsible for the day-to-day running of the Memorial Hall.

During the year ended 30 September 2020, no member of the Trustee Committee or Management Committee received any remuneration for services as a member of that Committee.

#### **Recruitment and Training of Trustees**

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- a) a copy of the current version of this constitution; and
- b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts; and
- c) a copy of the Trustee Induction document

#### **Achievements and performance**

The year has been one of two halves, with relative normality before March 2020, followed by the impact of the Covid-19 pandemic in the second half of the year. The effects of this are seen in the use of the Memorial Hall throughout the year, with regular users such as the Primary School, Breakfast Club, After-School Club, Toddler Group, Pilates, Fitsteps, Yoga, Table Tennis Club and the Women's Institute, together with private use, all continuing at a good level up until March. Usage then tailed off during the second half of the year as community halls such as the Memorial Hall had to essentially close, or operate in a restricted mode, to comply with Government guidelines.

Before the pandemic restrictions were introduced, the Management Committee and other community volunteers organised a number of fundraising events. Prior to Christmas, the Hall hosted the ever-popular annual village quiz night, and this was followed by an evening meal at the Lamb in February. Alongside these activities, the Christmas Wrapping scheme, and the village Christmas card also raised funds for the Memorial Hall.

Despite the restrictions, a number of major improvements to the Memorial Hall have been completed during the year, with the overhaul of the inner and outer car parks completed, new windows fitted to the main hall and kitchen, and a new set of chairs purchased.

The improvements to the Memorial Hall are possible due to generous donations from members of the local community, the Community Lunch, and the Parish Council, together with fundraising activities, and the use of grants, such as from the Charity of John Southby and Others.

#### **Plans for the Future**

The Management Committee will continue to operate and provide a facility for use by the local community.



# **Buckland Memorial Hall**

## **Accounts for the year ending 30 September 2020**

### **Trustees Report (continued)**

#### **Financial Reports for the year**

A deficit of £7,137 was generated in the year ended 30 September 2020 which compares to a surplus of £7,836 in the previous year, and at 30 September 2020, total cash funds available were £30,253.

#### *Income:*

Total income during the current year was £43,234.

Hall hire generated receipts of £9,528 in the current year which is £2,310 less than the previous year. The decrease is mainly due to the implications of the Covid-19 pandemic from March 2020, with the closure, or reduced demand of the After-School Club together with lower levels of private hall hire. Almost £4,300 of the hall hire income received is from the annual licence from the Buckland Primary School.

The Memorial Hall benefits from generous donations, all of which are greatly appreciated and enable improvements to the building fabric and facilities to be undertaken. In the current year, the Parish Council donated £1,000 and the Community Lunch also kindly donated £90 to the Memorial Hall.

Fundraising raised almost £1,600, noticeably lower than the £3,300 raised in the previous year, with activities and events not taking place because of the pandemic.

Grant income of £31,000 was received in the current year from the Charity of John Southby & Others to fund the replacement of windows throughout the Memorial Hall, and to provide funding for general operations and to alleviate the burden of fundraising on the volunteers of the Memorial Hall and the local community.

#### *Expenditure:*

Total expenditure during the current year was £50,371.

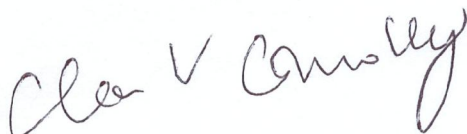
Expenditure on building improvements was high with the replacement of the windows throughout the Memorial Hall at a cost of almost £23,000. In addition, lighting improvements were completed to the garden and car park, and a set of more comfortable modern chairs were purchased.

Maintenance expenditure of £854 was incurred in the current year, mainly to repair various electrical and plumbing issues.

Finally, expenditure on utilities was slightly higher in the current year due to increased water usage and gas charges, partly offset by lower electricity charges. Increased expenditure for pest control was also incurred, along with a catch-up payment to cover the past three-years for the rental of the car park. All other regular costs, such as insurance and cleaning, were at a similar level to the previous year.

Approved by the Trustees Committee on 15

June 2021 and signed on its behalf by:



Mrs. Claire Connolly (Trustee)



Mr. Paul Dean (Trustee)

**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2020**  
**Independent Examiner's Report to the Trustees of Buckland Memorial Hall**

I report to the trustees on my examination of the accounts of Buckland Memorial Hall (the Charity) for the year ended 30 September 2020.

**Responsibilities and basis of report**

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

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 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.

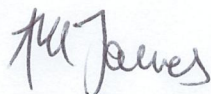
**Independent examiner's statement**

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

- 1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

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

Signed:



Name: Mr Andrew James, FCA

Relevant professional qualification or membership of professional bodies:

Fellow of the Institute of Chartered Accountants in England & Wales, Moorgate Place, London, EC2R 6EA

Date: 15 June 2021

**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2020**  
**Statement of Receipts & Payments**

		<b>12-months to 30 Sep 2020</b>	<b>12-months to 30 Sep 2019</b>
	<b>Note</b>	<b>£</b>	<b>£</b>
Hall Hire	1	9,528	11,838
Donations & Gift Aid	2	1,090	2,004
Fund-raising	3	1,596	3,345
Grant income	4	31,000	62,148
Other		20	135
<b>Total Receipts</b>		<b>43,234</b>	<b>79,470</b>
Building Improvements	5	(39,646)	(60,910)
Building Maintenance & Repairs	6	(854)	(2,124)
Pest control		(653)	(493)
Electricity		(1,344)	(1,421)
Gas		(2,115)	(1,873)
Water		(742)	(551)
Business rates		-	-
Insurance		(1,376)	(1,360)
Cleaning		(2,490)	(2,527)
Legal Expenses & Planning Fees		(750)	-
Licences, Fees & Applications		(245)	(347)
Other		(156)	(28)
<b>Total Payments</b>		<b>(50,371)</b>	<b>(71,634)</b>
<b>(Deficit) / Surplus</b>		<b>(7,137)</b>	<b>7,836</b>



**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2020**  
**Statement of Assets & Liabilities**

	30 Sep 2020	30 Sep 2019
	£	£
Cash – operations	20,253	27,390
Cash – reserve	10,000	10,000
<b>Total Assets</b>	<b>30,253</b>	<b>37,390</b>
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>

Cash balances represent funds held in the bank that are immediately available. The Memorial Hall operates two bank accounts – one holding cash for day-to-day operations and one holding £10,000 as a reserve balance for unforeseen events.

The Memorial Hall does not have any loans.

The accounts were approved by the Trustees on

June 2021 and signed on its behalf by:

*Che V Connolly* <sup>15</sup>

*Paul*

Mrs. Claire Connolly (Trustee)

Mr. Paul Dean (Trustee)

**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2020**  
**Notes to the Accounts**

**Note 1 – Hall Hire**

	12-months to 30 Sep 2020 £	12-months to 30 Sep 2019 £
Buckland School	4,297	4,297
After-School Club	975	2,175
Pilates	630	540
Toddler Group	-	300
Women's Institute	-	270
Fitsteps	576	256
Table Tennis	503	761
Yoga	263	444
Dog Training Classes	140	85
Wedding Hire	900	600
Other Private Hire	1,244	2,110
<b>Total Donations &amp; Gift Aid</b>	<b>9,528</b>	<b>11,838</b>

**Note 2 – Donations & Gift Aid**

	12-months to 30 Sep 2020 £	12-months to 30 Sep 2019 £
Buckland Parish Council	1,000	1,000
Community Lunch	90	310
Women's Institute	-	200
Private Donations	-	120
Gift Aid Reclaimed	-	374
<b>Total Donations &amp; Gift Aid</b>	<b>1,090</b>	<b>2,004</b>



**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2020**  
**Notes to the Accounts (continued)**

**Note 3 – Fundraising**

	12-months to 30 Sep 2020 £	12-months to 30 Sep 2019 £
WW1 Presentation Evening	-	508
Quiz Night	463	482
Christmas Wrapping	13	112
Village Christmas Card	980	860
Village meal at The Lamb	190	-
Spring Gala Evening	-	807
100 Club	(50)	576
<b>Total Fundraising</b>	<b>1,596</b>	<b>3,345</b>

*Reconciliation of Fundraising*

	Receipts £	Expenditure £	Net income £
Quiz Night	725	(263)	463
Christmas Wrapping	Not analysed	Not analysed	13
Village Christmas Card	1,100	(120)	980
Village meal at The Lamb	Not analysed	Not analysed	190
100 Club	Not analysed	Not analysed	(50)
			<b>1,596</b>

**Note 4 – Grant Income**

	12-months to 30 Sep 2020 £	12-months to 30 Sep 2019 £
Charity of John Southby & Others	31,000	62,148
<b>Total Grant Income</b>	<b>31,000</b>	<b>62,148</b>

**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2020**  
**Notes to the Accounts (continued)**

**Note 5 – Building Improvements**

	12-months to 30 Sep 2020 £	12-months to 30 Sep 2019 £
Garden renovation	-	(25,302)
Car park renovation	(11,417)	(22,631)
Stage lighting	-	(11,621)
Replacement windows	(22,722)	-
New chairs	(4,319)	-
Other	(1,188)	(1,356)
<b>Total Building Improvements</b>	<b>(39,646)</b>	<b>(60,910)</b>

**Note 6 – Building Maintenance & Repairs**

	12-months to 30 Sep 2020 £	12-months to 30 Sep 2019 £
<b>Total Building Maintenance &amp; Repairs</b>	<b>(854)</b>	<b>(2,124)</b>