

# **Buckland Memorial Hall**

## **Annual Report and Accounts for the year ending 30 September 2021**

<b>Trustees Committee</b>	Diana Bagnall Claire Connolly Paul Dean David Jackson Kathryn Lucas-Clements Rob McLellan Nicola Stoner Jill Wellesley Louise Wellesley
<b>Management Committee</b>	Shirley Chaddock Karen Collins Claire Connolly (Chair) Clare Cottingham (resigned 14 September 2021) Paul Dean Paul Hancock David Jackson Claire James (resigned 14 September 2021) Kathryn Lucas-Clements Rob McLellan (resigned 1 January 2021) David Page Nicola Stoner (Secretary) Les Stump Craig Thompson Richard Tuffill (Treasurer)
<b>Address</b>	Buckland Memorial Hall Buckland SN7 8QT
<b>Registered Charity Number</b>	1161541
<b>Independent Examiner</b>	Andrew James, FCA

# **Buckland Memorial Hall**

## **Annual Report and Accounts for the year ending 30 September 2021**

### **Trustees Report**

The Trustees present the annual report with the accounts of Buckland Memorial Hall for the year ending 30 September 2021 and confirms that the accounts comply with the current statutory requirements.

The accounts for the year ending 30 September 2021 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 2021**

#### **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 2021, 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 over-shadowed by the continuing impact of the Covid-19 pandemic, with lower levels of usage of the Memorial Hall throughout much of the year until restrictions were removed by the UK Government in Summer 2021, following which some level of normality returned. Regular classes and activities re-commenced, such as pilates, yoga, and the dog-training classes, and a wedding reception was held in the Hall in August 2021.

Unfortunately, due to the restrictions, the traditional fundraising activities have not been feasible, although the Memorial Hall was used for a very successful village party in August 2021 ostensibly to 'welcome' new families who have moved to Buckland in recent years.

Despite the restrictions, the programme of investment to improve and maintain the Memorial Hall has continued with new doors being fitted to the side entrance, and repairs to some of the lighting fittings being completed.

The improvements to the Memorial Hall are possible due to generous donations from members of the local community, the Buckland Open Gardens Committee, 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 2021**

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

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

A surplus of £719 was generated in the year ended 30 September 2021 which compares to a deficit of £7,137 in the previous year, and at 30 September 2021, total cash funds available were £30,972.

#### *Income:*

Total income during the current year was £15,083.

Hall hire generated receipts of £6,290 in the year which is £3,239 less than the previous year. The decrease is mainly due to the implications of the ongoing Covid-19 pandemic, with the reduced demand of the After-School Club and other regular activities 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 Open Gardens Committee also kindly donated over £1,500 to the Memorial Hall.

No fundraising activities were able to take place during the year because of the pandemic.

Grant income of £6,000 was received in the current year from the Charity of John Southby & Others to fund 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 £14,364 compared to £50,371 in the previous year.

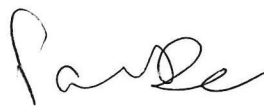
New doors were installed costing £3,140, and £2,313 was incurred on electrical and roofing repairs, and general maintenance of the garden.

Finally, expenditure on utilities was lower in the current year due to lower usage. All other regular costs, such as insurance and cleaning, were at a similar level to the previous year.

Approved by the Trustees Committee on 14 JUNE 2022 and signed on its behalf by:



Mrs. Claire Connolly (Trustee)



Mr. Paul Dean (Trustee)



**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2021**  
**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 2021.

**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 my 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: 14 JUNE 2022

**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2021**  
**Statement of Receipts & Payments**

	Note	12-months to 30 Sep 2021 £	12-months to 30 Sep 2020 £
Hall Hire	1	6,290	9,528
Donations & Gift Aid	2	2,517	1,090
Fund-raising	3	-	1,596
Grant income	4	6,000	31,000
Other		276	20
<b>Total Receipts</b>		<b>15,083</b>	<b>43,234</b>
Building Improvements	5	(3,140)	(39,646)
Building Maintenance & Repairs	6	(2,313)	(854)
Pest control		(493)	(653)
Electricity		(1,316)	(1,344)
Gas		(1,876)	(2,115)
Water		(508)	(742)
Business rates		-	-
Insurance		(1,388)	(1,376)
Cleaning		(2,450)	(2,490)
Leases & legal fees		(250)	(750)
Website & music licences		(326)	(245)
Other		(304)	(156)
<b>Total Payments</b>		<b>(14,364)</b>	<b>(50,371)</b>
<b>(Deficit) / Surplus</b>		<b>719</b>	<b>(7,137)</b>

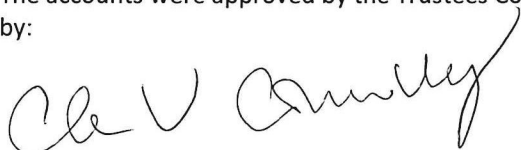
**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2021**  
**Statement of Assets & Liabilities**

	30 Sep 2021	30 Sep 2020
	£	£
Cash – operations	20,972	20,253
Cash – reserve	10,000	10,000
<b>Total Assets</b>	<b>30,972</b>	<b>30,253</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 Committee on *14 JUNE* 2022 and signed on its behalf by:



Mrs. Claire Connolly (Trustee)



Mr. Paul Dean (Trustee)

**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2021**  
**Notes to the Accounts**

**Note 1 – Hall Hire**

	12-months to 30 Sep 2021 £	12-months to 30 Sep 2020 £
Buckland School	4,297	4,297
After-School Club	-	975
Pilates	340	630
Toddler Group	-	-
Women's Institute	30	-
Fitsteps	-	576
Table Tennis	-	503
Yoga	88	263
Dog Training Classes	70	140
Wedding Hire	500	900
Other Private Hire	965	1,244
<b>Total Hall Hire</b>	<b>6,290</b>	<b>9,528</b>

**Note 2 – Donations & Gift Aid**

	12-months to 30 Sep 2021 £	12-months to 30 Sep 2020 £
Buckland Parish Council	1,000	1,000
Community Lunch	-	90
Open Gardens Committee	1,517	-
Private Donations	-	-
Gift Aid Reclaimed	-	-
<b>Total Donations &amp; Gift Aid</b>	<b>2,517</b>	<b>1,090</b>



**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2021**  
**Notes to the Accounts (continued)**

**Note 3 – Fundraising**

	12-months to 30 Sep 2021 £	12-months to 30 Sep 2020 £
Quiz Night	-	463
Christmas Wrapping	-	13
Village Christmas Card	-	980
Village meal at The Lamb	-	190
100 Club	-	(50)
<b>Total Fundraising</b>	<b>-</b>	<b>1,596</b>

**Note 4 – Grant Income**

	12-months to 30 Sep 2021 £	12-months to 30 Sep 2020 £
Charity of John Southby & Others – maintenance grant	6,000	31,000
<b>Total Grant Income</b>	<b>6,000</b>	<b>31,000</b>

**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2021**  
**Notes to the Accounts (continued)**

**Note 5 – Building Improvements**

	12-months to 30 Sep 2021 £	12-months to 30 Sep 2020 £
Car park renovation	-	(11,417)
Replacement windows	-	(22,722)
Replacement doors	(3,140)	-
New chairs	-	(4,319)
Other	-	(1,188)
<b>Total Building Improvements</b>	<b><u>(3,140)</u></b>	<b><u>(39,646)</u></b>

**Note 6 – Building Maintenance & Repairs**

	12-months to 30 Sep 2021 £	12-months to 30 Sep 2020 £
<b>Total Building Maintenance &amp; Repairs</b>	<b><u>(2,313)</u></b>	<b><u>(854)</u></b>