

# **Buckland Memorial Hall**

## **Annual Report and Accounts for the year ending 30 September 2022**

|                                  |   |
|----------------------------------|---|
| <b>Trustees Committee</b>        | Diana Bagnall<br>Claire Connolly<br>Paul Dean<br>David Jackson<br>Kathryn Lucas-Clements<br>Rob McLellan<br>Nicola Stoner<br>Jill Wellesley<br>Louise Wellesley   |
| <b>Management Committee</b>      | Gavin Bartholomew (appointed 12 January 2023)<br>Shirley Chaddock<br>Karen Collins<br>Claire Connolly (Chair)<br>Paul Dean<br>Paul Hancock<br>David Jackson<br>Kathryn Lucas-Clements<br>David Page<br>Douglas Ronald (appointed 12 January 2023)<br>Mike Sheil (appointed 12 January 2023)<br>Nicola Stoner (Secretary)<br>Les Stump<br>Craig Thompson<br>Richard Tuffill (Treasurer, resigned 7 March 2023) |
| <b>Address</b>                   | Buckland Memorial Hall<br>Buckland<br>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 2022**

### **Trustees Report**

The Trustees present the annual report with the accounts of Buckland Memorial Hall for the year ending 30 September 2022 and confirms that the accounts comply with the current statutory requirements.

The accounts for the year ending 30 September 2022 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 2022**

#### **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 2022, 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 removal of Covid-19 restrictions saw a welcome return to some level of normality, with increased levels of usage of the Memorial Hall throughout much of the year. Regular fitness classes and activities returned, such as pilates, yoga, and fitsteps, and the Table Tennis Club and Toddler Group also regularly used the Hall. Private hire of the Memorial Hall also returned to the levels previously seen prior to the pandemic.

The Memorial Hall was also at the centre of many of the events organised by the Jubilee Weekend Celebration Committee, including the 'Wonderland' Tea Party, the Big Lunch, and the Buckland Amateur Dramatic Society play.

In addition, fundraising activities re-started, including the popular annual village quiz, the 100 Club, and the village Christmas Card.

Investment and improvements in the Memorial Hall included purchasing new chairs and tables and enhancements to the stage lighting and curtains. These improvements to the Memorial Hall are possible due to generous donations from members of the local community, 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 2022**

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

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

A surplus of £1,169 was generated in the year ended 30 September 2022 which compares to a surplus of £719 in the previous year. At 30 September 2022, total cash funds were £32,142.

#### *Income:*

Total income during the current year was £22,938.

Hall hire generated receipts of £11,846 in the year which was over £5,500 higher than the previous year. The increase is mainly due to the removal of restrictions following the Covid-19 pandemic, with increased demand of the After-School Club and the return of other regular activities together with increased 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, private donations totalled £250, and the Buckland Community Kitchen also kindly donated over £200 to the Memorial Hall.

Grant income of £6,000 was received in the current year from the Charity of John Southby & Others to fund general operations and maintenance to alleviate the burden of fundraising on the volunteers of the Memorial Hall and the local community.

Fundraising activities returned during the year, generating over £2,600 (net of direct associated costs), with £1,138 raised from the 100 Club, £532 from the Quiz Night and £1,000 from the village Christmas Card.

In addition, the Memorial Hall acted as the 'treasurer' of the various Jubilee Weekend events. The events were funded by the sale of tickets, together with a contribution from the Charity of John Southby & Others of £5,500. The cash surplus generated by the Jubilee Weekend events is held by the Memorial Hall to support future similar activities or memorials to benefit the village of Buckland.

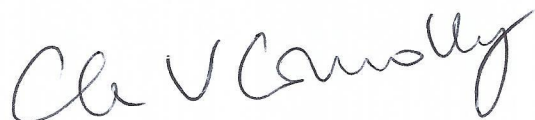
#### *Expenditure:*

Total operational expenditure during the current year was £21,769 compared to £14,364 in the previous year.

New chairs and tables were purchased costing over £5,400, and almost £3,600 was incurred on investment in the stage lighting and curtains. Maintenance costs included the upkeep of the garden.

Finally, the cost of utilities and cleaning was slightly higher in the current year due to increased usage. All other regular costs, such as insurance, were at a similar level to the previous year.

Approved by the Trustees Committee on 11 MAY 2023 and signed on its behalf by:



Mrs. Claire Connolly (Trustee)



Dr Nicola Stoner (Trustee)

**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2022**  
**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 2022.

**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: 11 May 2023

**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2022**  
**Statement of Receipts & Payments**

|                             |             | <b>12-months to<br/>30 Sep 2022</b> | <b>12-months to<br/>30 Sep 2021</b> |
|-----------------------------|-------------|-------------------------------------|-------------------------------------|
|                             | <b>Note</b> | <b>£</b>                            | <b>£</b>                            |
| Hall Hire                   | 1           | 11,846                              | 6,290                               |
| Donations & Gift Aid        | 2           | 1,460                               | 2,517                               |
| Grant Income                | 3           | 6,000                               | 6,000                               |
| Fundraising                 | 4           | 2,670                               | -                                   |
| Jubilee Weekend Celebration | 5           | 663                                 | -                                   |
| Other                       |             | 299                                 | 276                                 |
| <b>Total Receipts</b>       |             | <b>22,938</b>                       | <b>15,083</b>                       |
| Enhancements & Improvements | 6           | (9,776)                             | (3,140)                             |
| Maintenance & Repairs       | 7           | (1,786)                             | (2,313)                             |
| Pest control                |             | (508)                               | (493)                               |
| Electricity                 |             | (1,820)                             | (1,316)                             |
| Gas                         |             | (1,889)                             | (1,876)                             |
| Water                       |             | (660)                               | (508)                               |
| Insurance                   |             | (1,460)                             | (1,388)                             |
| Cleaning                    |             | (3,004)                             | (2,450)                             |
| Leases & legal fees         |             | (250)                               | (250)                               |
| Website & music licences    |             | (237)                               | (326)                               |
| Other                       |             | (379)                               | (304)                               |
| <b>Total Payments</b>       |             | <b>(21,769)</b>                     | <b>(14,364)</b>                     |
| <b>Surplus</b>              |             | <b>1,169</b>                        | <b>719</b>                          |

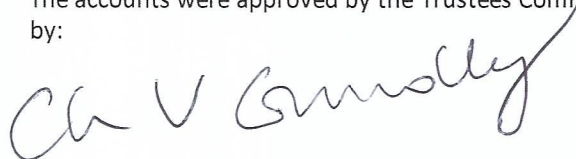
**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2022**  
**Statement of Assets & Liabilities**

|                          | 30 Sep 2022<br>£ | 30 Sep 2021<br>£ |
|--------------------------|------------------|------------------|
| Cash                     | 32,142           | 30,972           |
| <b>Total Assets</b>      | <b>32,142</b>    | <b>30,972</b>    |
| <b>Total Liabilities</b> | <b>-</b>         | <b>-</b>         |

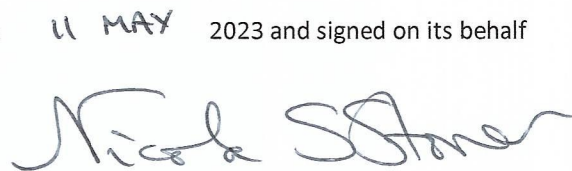
Cash balances represent petty cash and funds held in the bank that are immediately available. The Memorial Hall operates two bank accounts – one holding cash for day-to-day operations and one holding a minimum of £10,000 as a reserve for unforeseen events.

The Memorial Hall does not have any loans.

The accounts were approved by the Trustees Committee on 11 MAY 2023 and signed on its behalf by:



Mrs. Claire Connolly (Trustee)



Mr. Paul Dean (Trustee)

DR NICOLA STONER



**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2022**  
**Notes to the Accounts**

**Note 1 – Hall Hire**

|                        | <b>12-months to<br/>30 Sep 2022</b> | <b>12-months to<br/>30 Sep 2021</b> |
|------------------------|-------------------------------------|-------------------------------------|
|                        | <b>£</b>                            | <b>£</b>                            |
| Buckland School        | 4,297                               | 4,297                               |
| After-School Club      | 2,475                               | -                                   |
| Toddler Groups         | 433                                 | -                                   |
| Fitness Classes        | 1,491                               | 428                                 |
| Table Tennis Club      | 505                                 | -                                   |
| Dog Training Classes   | 75                                  | 70                                  |
| Women's Institute      | 90                                  | 30                                  |
| Wedding Hire           | 350                                 | 500                                 |
| Other Private Hire     | 2,130                               | 965                                 |
| <b>Total Hall Hire</b> | <b>11,846</b>                       | <b>6,290</b>                        |

**Note 2 – Donations & Gift Aid**

|                                       | <b>12-months to<br/>30 Sep 2022</b> | <b>12-months to<br/>30 Sep 2021</b> |
|---------------------------------------|-------------------------------------|-------------------------------------|
|                                       | <b>£</b>                            | <b>£</b>                            |
| Buckland Parish Council               | 1,000                               | 1,000                               |
| Buckland Kitchen Community Lunch      | 210                                 | -                                   |
| Open Gardens Committee                | -                                   | 1,517                               |
| Private Donations                     | 250                                 | -                                   |
| <b>Total Donations &amp; Gift Aid</b> | <b>1,460</b>                        | <b>2,517</b>                        |



**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2022**  
**Notes to the Accounts (continued)**

**Note 3 – Grant Income**

|   | 12-months to<br>30 Sep 2022<br>£ | 12-months to<br>30 Sep 2021<br>£ |
|---|----------------------------------|----------------------------------|
| Charity of John Southby & Others – operations & maintenance grant | 6,000                            | 6,000                            |
| <b>Total Grant Income</b>   | <b>6,000</b>                     | <b>6,000</b>                     |

**Note 4 – Fundraising**

|                          | 12-months to<br>30 Sep 2022<br>£ | 12-months to<br>30 Sep 2021<br>£ |
|--------------------------|----------------------------------|----------------------------------|
| 100 Club                 | 1,138                            | -                                |
| Quiz Night               | 532                              | -                                |
| Village Christmas Card   | 1,000                            | -                                |
| <b>Total Fundraising</b> | <b>2,670</b>                     | <b>-</b>                         |

All fundraising above is net of expenditure directly incurred to support the respective event.

**Note 5 – Jubilee Weekend Celebration**

The Memorial Hall acted as the 'treasurer' of the various Jubilee Weekend events. The cash inflows and outflows associated with the events were managed through the Memorial Hall "No.2 account", and a financial summary is shown in the table below:

|   | £          |
|---|------------|
| Contribution from John Southby & Others - to fund costs associated with the Jubilee Weekend for the benefit of Buckland residents | 5,500      |
| Transfer to Memorial Hall of surplus from 2012 Buckland Jubilee Celebrations  | 763        |
| Sale of event tickets   | 6,061      |
| Event expenditure   | (11,661)   |
|   | <b>663</b> |

The cash surplus generated by the Jubilee Weekend events is held by the Memorial Hall to support future similar activities or memorials to benefit the village of Buckland.

**Buckland Memorial Hall**  
**Accounts for the year ending 30 September 2022**  
**Notes to the Accounts (continued)**

**Note 6 – Enhancements & Improvements**

|                                    | 12-months to<br>30 Sep 2022<br>£ | 12-months to<br>30 Sep 2021<br>£ |
|------------------------------------|----------------------------------|----------------------------------|
| Chairs and tables                  | (5,444)                          | -                                |
| Replacement doors                  | (160)                            | (3,140)                          |
| Stage improvements                 | (3,592)                          | -                                |
| Gazebos                            | (580)                            | -                                |
| <b>Total Building Improvements</b> | <b><u>(9,776)</u></b>            | <b><u>(3,140)</u></b>            |

**Note 7 – Maintenance & Repairs**

|  | 12-months to<br>30 Sep 2022<br>£ | 12-months to<br>30 Sep 2021<br>£ |
|--|----------------------------------|----------------------------------|
| <b>Total Maintenance &amp; Repairs</b> | <b><u>(1,786)</u></b>            | <b><u>(2,313)</u></b>            |

Maintenance and repairs include maintenance of the garden, including tree-cutting, and inspections to the gas and electricity infrastructure.