



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **1st April 2020** (*Period start date*) To **31st March 2021** (*Period end date*)

Charity name: Baslow Village Hall

Charity registration number: 1162216

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of a Village Hall for the use of the inhabitants of Baslow and Bubnell
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The Covid 19 pandemic government regulations stipulated that the hall was closed for virtually the whole of the period of this report. We have followed the guidance of Rural Action Derbyshire (RAD) and Action With Communities in Rural England (ACRE) in implementing the closure restrictions. During this enforced closure we offered the Hall for any legally permitted activities. Eg vaccination centre, Baslow St Anne's school extra space, Working From Home (WFH) in the Committee room. Only WFH was taken up. We have kept our User Groups, the village residents and potential hirers informed of the situation as it has unfolded. We introduced all government Covid Health and Safety measures to ensure as required. Regular maintenance and cleaning has been carried out. All required meetings of Trustees and sub committees and the June 2020 AGM have taken place by electronic means, as detailed in our Constitution.
Statement confirming whether the trustees have had regard to the guidance issued by the	Para 1.18	The trustees are aware of the requirement for the hall to be used for public benefit and our provision complies with this.

Charity Commission on public benefit		
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Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	No grants were made
Policy on social investment including program related investment	Para 1.38	There are no investments other than cash in the bank
Contribution made by volunteers	Para 1.38	All trustees and helpers are volunteers
Other		The Booking Clerk receives a modest remuneration

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Recruitment of a replacement Marketing Trustee has proved impossible. This remains an ever higher priority as the hall is allowed to reopen after the pandemic and new sources of income are needed. Reluctance of residents to become trustees is of concern. The vacancies for Nominated trustees representing The Flower Circle and the Parochial Parish Council were unfilled, and a replacement Chairman will be required from the 2021 AGM. Despite months of effort there has been, to date, no interest from anyone in taking up this position.</p> <p>A grant of £900 was received from Derbyshire County Council to cover the cost of refinishing the hall floor. A grant of £1300 was received from The Duke of Devonshire's Charitable trust (in March 2020), which, together with a donation of £450 from the Baslow WI, covered much of the cost of a roller shutter in the kitchen, which is required for H and S purposes.</p> <p>Cleaning and grass cutting costs have been kept to minimum whilst being conscious of the importance of the appearance of the interior and exterior of the premises and the extra cleaning costs associated with pandemic Health and Safety requirements. A new</p>

		<p>contractor was hired for grass cutting.</p> <p>For any new work carried out, tenders are sought before decisions are made. We are grateful to our volunteers and trustees for carrying out various essential duties eg Fire checks, garden maintenance etc. The exterior appearance has become increasingly important as we endeavour to increase bookings for events, such as wedding receptions and family gatherings, which utilise the garden area for photographs and socialising but internal and external projects have been put on hold until the pandemic is over and revenue returns.</p> <p>The volunteer Grants Officer has been invaluable, as obtaining grants for maintenance becomes ever increasingly important.</p> <p>.</p> <p>We have continued to operate under the same governance structure, which was introduced to accommodate the increasing complexity of running such an operation effectively and the demands on volunteers' time. The Finance, Administration and Premises Sub Committees have operated effectively. This structure has enabled a more inclusive, efficient and effective operation which benefits the hall and its objectives.</p> <p>The replacement Secretary Trustee, who were elected at the AGM, has made an outstanding contribution to the overall running of the organisation. She has worked with the Treasurer Trustee to update and computerise booking and organisational records and policy documents. Thanks to the diligence of our Treasurer Trustee, we have obtained various government pandemic grants and despite very limited income since March 2020, have concluded the year with a healthy balance of £33,173 in the bank.</p> <p>I would like to thank all the</p>
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		<p>trustees and helpers who have willingly given their time and expertise during this extremely difficult year. It is a situation never previously encountered which has required decisions to be made, often at short notice because of the rapidly evolving pandemic. We recognise that it is a wonderful community facility which is vital to village life and are committed to sustaining it for the future.</p> <p>Hazel Wills 19/04/21</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Despite the pandemic, we have met our objective to serve the community and realise enough funding to maintain the facilities in a condition that meets users' needs. We anticipate soon being able to consider some of the projects that have inevitably been put on hold during the past year.
Performance of fundraising activities against objectives set	Para 1.41	The Charity has not held any fundraising events this year but discussions have taken place in Committee about the need for future fund raising. In view of lost revenue from the Hall closure, enforced by the Covid-19 virus pandemic this will assume greater importance next year.
Investment performance against objectives	Para 1.41	The charity has no investments
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position at 31.03.21 was satisfactory
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	£10000 to be held in a reserve account to cover major repairs and renewals of the building which could arise and which would be of a scale that could not be financed from the day to day funds.

Amount of reserves held	Para 1.22	£10,062
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not material
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No uncertainty

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Fees for hiring out the Hall
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable, as no investments held.
A description of the principal risks facing the charity	Para 1.46	<p>1. Partial or total destruction of the Hall, but insurance is held to cover such.</p> <p>2. A lack of bookings to the point where there were insufficient funds to maintain the Hall.</p> <p>3. A law suit regarding injury sustained on the premises, but there is in place a Health & Safety Policy, and a Risk Assessment is carried out periodically, and moreover insurance is held to cover such liability.</p>
Other		<p>The hall had to be closed on 19 March 2020, due to the COVID pandemic. The hall reopened on a limited basis from August until November 2020. Reopening should begin in mid May 2021. During the 2020-21 financial year, the hall received £19,669 in government COVID support grants (LRSG), This more than covered the reduction in hire fees from £15,500 to £1,300. Utility and other costs were also minimised, and there is sufficient COVID grant remaining to ensure the charity remains financially secure for 2021-22, even if hire fees take some time to fully recover</p>

Structure, Governance and Management

Description of charity's trusts:		Foundation model for a C.I.O
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Type of governing document (trust deed, royal charter)	Para 1.25	Constitution dated 15th June, 2015
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed Trustees are elected at the AGM by residents of the area of benefit. Ex-Officio Trustee is the vicar of St Anne's Parish Church, Baslow Nominated Trustees are put forward by the local clubs, societies and associations that are designated the User Bodies of the Hall

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New Trustees receive an induction pack which includes such information as: The Charity Commission leaflet "The Essential Trustee"; the Constitution; annual accounts and latest report. The Administration Sub Committee has reviewed our induction pack in the light of increasing regulations associated with running such a Charity and a member has the responsibility for Trustee Induction. Trustees are circulated with information from Rural Action Derbyshire (RAD) and encouraged to attend any relevant training courses.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Committee of Trustees meet Quarterly. The sub committees meet a maximum of 4 times per year as required. The Charity has links with Rural Action Derbyshire (RAD) and Action with Communities in Rural England (ACRE) and receives appropriate information and publications.
Relationship with any related parties	Para 1.51	Under its Constitution the Hall is obliged to permit St Anne's Parish Church Baslow to use the premises free of hire charge, subject to covering relevant heating and lighting costs.
Other		

Reference and Administrative details

Charity name	Baslow Village Hall
Other name the charity uses	None
Registered charity number	1162216
Charity's principal address	Nether End, Baslow, Derbyshire DE45 1SR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	H Wills	Chairman	Whole year	Residents of Baslow and Bubnell
2	I Mailer	Treasurer	Whole year	Residents of Baslow and Bubnell
3	A Haynes	Secretary	Whole year	Residents of Baslow and Bubnell
4	J Petty	Facilities and Maintenance	Whole year	Residents of Baslow and Bubnell
5	Rev M E Gilbert		Whole year	Ex-Officio, as Rector
6	C Cooper		Whole year	Baslow Players
7	D Gridley		Whole year	Baslow Choir
8	vacant		Whole year	Baslow Flower circle
9	M Ashton		Whole year	Baslow Garden Society
10	S Bailey		Whole year	Baslow Indoor Bowling
11	S Winlow		Whole year	Baslow Luncheon Club
12	T Tucker		Whole year	Baslow Parish Council
13	vacant		Whole year	Baslow Parochial Parish Council
14	J Powell		Whole year	Baslow Senior citizens
15	J Parker		Whole year	Baslow W I
16	vacant	Marketing		Residents of Baslow and Bubnell
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
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None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Charity Advisors		
Solicitors		

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Hazel Wills	Alison Haynes
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**Position (eg
Secretary, Chair, etc)**

Chairman	Secretary
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Date

2021

BASLOW VILLAGE HALL C.I.O.

Registered Charity No 1162216

Accounts for the Year ended 31st March 2021

BASLOW VILLAGE HALL C.I.O
Registered Charity No 1162216

Accounts for the Year ended 31st March 2021

RECEIPTS AND PAYMENTS ACCOUNT

**12m period to
31.03.2021**

**12m period to
31.03.2020**

	Notes		
RECEIPTS			
Non-local/Commercial hirings	8/9	£707	£8,711
Local Hirings	8/9	£609	£6,878
Total hirings		<u>£1,316</u>	<u>£15,589</u>
Amazon Smile donations		£5	£0
Donations	11	£205	£485
Donations - restricted		£0	£0
DDDC Grant - restricted - roof repairs			£500
DCC Grant - restricted - roof repairs			£500
DCC Grant - floor resurfacing		£900	
Duke of Devonshire's Charitable Trust - restricted - roller shutter			£1,300
Government COVID (LRSO) support grants via DDDC		<u>£19,669</u>	
		£20,779	
Interest		£6	£20
		<u>£22,101</u>	<u>£18,394</u>
PAYMENTS			
Water charges	13	£464	£504
Electricity & Gas		£1,215	£2,147
Phone & Broadband		£245	£316
Utilities total		<u>£1,924</u>	<u>£2,967</u>
Wages	7	£1,200	£1,200
Wages processing		£360	£360
Cleaning (hall, windows & materials)		£486	£3,037
Refuse Collection		£450	£439
Repairs/ Maintenance	4	£60	£2,845
Repairs/ Maintenance part grant funded	4	£900	£2,190
Equipment part funded by donation/grant	5	£2,794	
Equipment	5	£35	£373
Performing Rights & other licences		£374	£366
Insurance		£1,431	£1,411
Garden Maintenance		£375	£406
Sundries (Misc)		£146	£104
Post and stationery / IT (Admin)		£116	£60
TENS licences		£0	£0
Refunds		£142	£226
Advertising		£110	£0
		<u>£10,903</u>	<u>£15,984</u>
Excess of receipts over payments		<u>£11,198</u>	<u>£2,410</u>

CASH FUNDS

	2		
Current account HSBC 1/4/20	<i>Unrestricted</i>	£11,918	£9,530
Deposit account HSBC at 1/4/20	<i>Unrestricted</i>	£10,056	£10,036
(Deficit) / Surplus this period		£11,198	£2,410
Total (bank, calculated)		£33,173	£21,976
Current account HSBC 31/3/21	6 <i>Unrestricted</i>	£23,111	£10,618
	2 <i>Restricted</i>		£1,300
Total (current a/c)		£23,111	£11,918
Deposit account (HSBC) 31/3/21	<i>Unrestricted</i>	£10,062	£10,056
	6 Total (bank, net)	£33,173	£21,974
Outstanding cheques from previous year		£420	£185
Total (bank, gross)		£33,592	£22,159

TREASURER'S STATEMENT

hall.

Dr JPG Mailer

BASLOW VILLAGE HALL
Accounts for the Year ended 31st March 2021
NOTES

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Charities Act 2011 using the Receipts and Payments basis available to small charities.

2 FUND ACCOUNTING

Unrestricted Funds may be used by the village hall for any of its ordinary purposes at the discretion of the Trustees

Designated Funds represent unrestricted funds set aside by the Trustees for specific designated purposes; they can be transferred back into general funds at the Trustees' discretion.

Restricted Funds represent income which may be expended only on those restricted objects provided in the terms of a trust or bequest, or donations or grants received or invited for a specific purpose. These funds can only be spent on the specific purpose for which they were given. Any balance remaining unspent must be carried forward as a balance on that fund for future expenditure on that specific purpose, or returned; it cannot be absorbed into general funds.

The restricted funds balance at 31.03.21 was £0, (2020 £1,300)

Permanent Endowment Fund

Land and Buildings: Baslow Village Hall, Nether End, Baslow.

3 MONETARY ASSETS

The village hall monies are held in segregated accounts.

4 Repairs and Maintenance

Annual fire extinguisher service	£60.00
Refinishing hall floor	£900.00

Subtotal **£960.00**

Part grant funding by DCC: Resurfacing hall floor

£900.00

Net cost of maintenance **£60.00**

5 Equipment

iZettle card reader	£34.80
Roller shutter for kitchen hatchway	£2,794.40

Subtotal **£2,829.20**

Part grant finding by DDCT and Baslow Wi

£1,750.00

Net cost of equipment **£1,079.20**

6 Of the £33173 held in the bank at 31.03.2021, £509 is payment in advance for 2021/2022 hiring. Does not include £419.58 in cheques issued in March 2021, but not yet presented by 31/3/21

7 The wages creditor at 31.03.2021 was £0.

8 The hall was only open from July to October, on a restricted basis (COVID regulations)
The averages below are for those 4 months only. Summer is normally a quieter time.
The average monthly hiring income was £250 (normally £1200)
The average hours let per month was 25 (normally 105)
The average hourly rate for letting was £10 (£11.05 in 2019-20)

9 Money due to Baslow Village Hall at 31.03.2021: (Nil)

10 Money due by Baslow Village Hall at 31.03.21

Deposits for future hire	£509.00
Key deposits	£225.00

Subtotal **£734.00**

12 Assets retained for the Charities own use

Furniture (Chairs and tables)
Cleaning equipment
Kitchen equipment (Cooker, Fridge, Crockery)
P A System
Bookings phone

The above assets, together with the Permanent Endowment Fund referred to above in note 2, and together with the Cash Funds at bank as shown on page 1, were all made over by a Vesting Declaration of the 1st October 2015 from the Charity bearing registered number 520414 and also known as "Baslow Village Hall".

13 Overcharged £143.58, credited to 2021-22

BASLOW VILLAGE HALL C.I.O.
Registered Charity No 1162216

Accounts for the Year ended 31st March 2021

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

I report to the trustees on my examination of the accounts of Baslow Village Hall for the year ended 31st March 2021, which are set out on pages 1 and 2.

Responsibilities and basis of report

The charity's trustees 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 the applicable directions given by the Charity Commission under section 145(5)(b) of

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 which gives me cause to believe that in any material respect:

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

Signed by the Independent Examiner:

date:

Name: Diane Clewes

Relevant professional qualification: Chartered Certified Accountant

Address: Barley Croft, School Lane, Baslow. DE45 1RZ