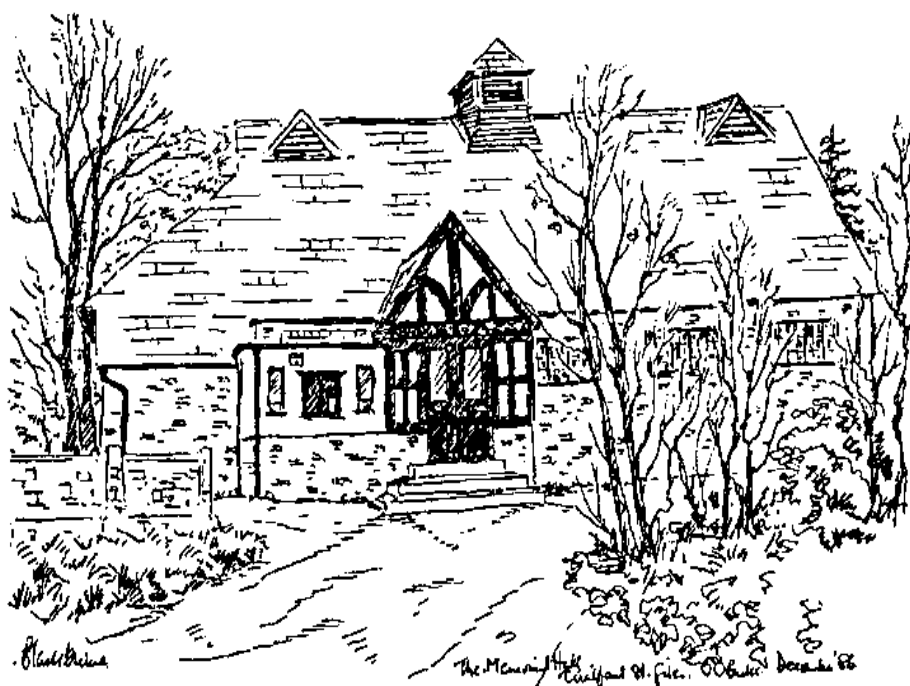


CHALFONT ST GILES MEMORIAL HALL



TRUSTEES REPORT and ACCOUNTS

**for the year ended
31st December 2020**

Charity No. 1163859

CHALFONT ST GILES MEMORIAL HALL

School Lane, Chalfont St. Giles, Bucks, HP8 4JJ

Legal and Administrative Information

Chalfont St. Giles Memorial Hall is a foundation charitable incorporated organisation
Charity No. 1163859 – Registered on 6 October 2015

Trustees –

Mr. A. Hoare	Chairman/Fund Raising Co-ordinator
Miss K. Martin	Deputy Chairman
Mr. K. Huxham	Hon. Secretary (from March 2020)
Mr. A. Penson	Hon. Treasurer
Mr. I. A. Johnson	
Mr. G. Jackson	
Dr. R. Perkins	
Ms. C. Santry	
Mr. S. Whitehurst	

Mr. R. Glen	(resigned October 2020)
Mrs. P. Schurer	(resigned March 2020)

Booking Secretary

Mr. D. Howkins
memorialhallbookings@gmail.com

Independent Examiner –

Mr. M.J. Bedford
Retired Chartered Accountant
10 The Brow
Chalfont St Giles
HP8 4JD

Bankers –

Lloyds Bank plc
Barclays Bank plc,
NatWest Bank plc,
Buckinghamshire Building Society, Chalfont St. Giles,

Chalfont St Giles Memorial Hall

Trustees Report for the year ended 31 December 2020

Introduction

The Trustees present their report and accounts for the year ended 31st December 2020 together with the report of the Independent Examiner.

The Chalfont St. Giles Memorial Hall was funded by public subscription from 1919 and constructed in 1923 as a memorial to servicemen from the village, who lost their lives in the Great War. The hall was extended in 1999/2000 with the benefit of some restricted fund donations.

This current incorporated charity was formed in 2015. Previously the Hall was run as an unincorporated charity with the same name and with the same objectives.

Objects of the Charity

The Memorial Hall is operated for "the use of the inhabitants of the Parish of Chalfont St. Giles or within one mile of the Memorial Hall without distinction of political, religious or other opinions, including use for:

- a) Meetings, lectures and classes
- b) Other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the inhabitants."

Organisational Structure

The activities of the Charity are governed by the Trustees (The Committee) who meet six times during the year. Day to day management is delegated to the officers who report progress to each Trustee meeting. Trustees are elected at the Annual General Meeting (AGM) and include representatives of regular user groups of the Hall and, from time to time, from the Parish Council. Vacancies are filled by co-option during the year. None of the Trustees has any beneficial interest in the charity nor do they receive any remuneration. The trustees are closely involved in the operation and maintenance of the Hall. From March 2020, trustee meetings were held virtually via Zoom.

The Trustees take into account the Charity Commission's guidance on public benefit when carrying out their duties.

Trustee Investment Powers

The Trustees have powers to invest monies not immediately required in accordance with the Trustee Act 2000. It is not the policy to invest long term. Funds held on deposit are regularly monitored.

Review of Activities

The Hall is the largest in Chalfont St. Giles and is hired for a variety of activities including drama, public meetings and a range of social and leisure events. In the past and in a normal year, the Hall is used most days of the year. 2020 has not been a normal year and from March has been significantly affected by the Covid-19 pandemic. The Infant School used the Hall during the autumn term for various school activities, but not for school lunches. In combination with the closure during Summer term, this has halved income from the school.

The Hall received two much appreciated grants from Buckinghamshire Council totalling £11,334 to help mitigate disruption from the pandemic. There were three other generous donations from hirers totalling £850.

Receipts from hall hire were down in 2020 by over £3,250 (over 22%). In addition to a reduction in the number of bookings, many planned events or regular series were cancelled or part cancelled. Some 2020 booking receipts are being rolled forward to 2021 in the hope that activities can restart in spring/summer. This is likely to lead to a lower level of receipts in 2021.

Our regular fundraisers have continued to organise events as best as possible. The Lottery was not affected by lockdown restrictions, but only one Quiz Night could be held. In the past Quiz Nights have provided enjoyment for all those who have taken part. Another popular event is the Open Gardens Day every two years, which will provisionally be held again in 2021. As usual we must thank the fundraising team for their unstinting support.

Chalfont St Giles Memorial Hall

Trustees Report for the year ended 31 December 2020 – continued

The overall core running expenditure was much the same as in previous years. However, there has been a saving of £3,500 in cleaning expenditure and nearly £600 in utilities costs, mainly heating, during periods of closure. Although there is a discretionary element to some repairs and maintenance expenses, £3,400 was spent on a necessary electrical upgrade and £2,400 on improvements to a toilet.

Total payments less total receipts for the year were a cash inflow of £9,475. Cash funds at 31 December 2020 were £45,348.

Reserves Policy

It is the trustees' policy to try to maintain at least six months running costs in unrestricted cash reserves. The trustees are satisfied that unrestricted reserves at the year-end would cover more than six months running costs. In principle, the reserves policy is also intended to ensure that the charity is able to cope with occasional significant items of expenditure to maintain or upgrade the Hall. In 2021 the Hall will probably have a significant reduction to income, although some running costs will continue much as normal.

Risk Factors

The Trustees assess the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to them. Insurance covers employers, public and product liability, personal accident and trustees' indemnity as well as buildings and contents.

Volunteers and staff

Members of the Committee and the fund-raising group assist with various administrative and practical matters during the year. These services are greatly appreciated as is the contribution of other volunteers who provide services to the Hall.

Independent Examiner

Mr. M.J. Bedford has indicated that he is willing to continue in office.

Statement of Trustees' Responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently.
- state whether the policies adopted are in accordance with the regulations and Charity Commission guidance.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the detection and prevention of fraud or other irregularities.

Approval

This report has been approved by the Trustees and signed on their behalf.



A.J. Hoare
Chairman

26 March 2021

School Lane, Chalfont St. Giles, Bucks, HP8 4JJ
Charity No. 1163859

Chalfont St Giles Memorial Hall

Independent Examiner's Report on the Accounts

I report to the Trustees on my examination of the accounts of the Chalfont St Giles Memorial Hall (Charity No. 1163859) for the year ended 31 December 2020.

Responsibilities and basis of report

As the charity trustees 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 Memorial Hall's accounts carried out under section 145 of the 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 accordance with section 130 of the Act; or
2. 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

A handwritten signature in black ink, appearing to read 'M.J. Bedford', written over a horizontal line.

Mr. M.J. Bedford
Retired Chartered Accountant
10 The Brow
Chalfont St Giles
HP8 4JD

31 March 2021

Chalfont St Giles Memorial Hall

Receipts and Payments For the year ended 31 December 2020

2019		2020
£		£
	Receipts	
14,488	Hire of Hall	11,210
10,817	School	5,688
2,750	Snooker Club	2,750
8,068	Fund Raising (net)	3,959
1,200	Council Grants	11,334
1,301	Donations	850
100	Interest	100
<u>38,724</u>	Total Receipts	<u>35,891</u>
	Payments	
8,176	Cleaning/Caretaking	4,633
4,236	Gas/Water/Electricity	3,645
2,631	Insurance	2,952
1,770	Gardening	1,380
2,665	Administration/Sundries	3,180
9,329	Repairs/Renewals	10,555
<u>28,807</u>	Total Payments	<u>26,345</u>
9,917	Receipts less (payments)	9,547
25,956	Cash Funds on 1 January	35,873
<u>35,873</u>	Cash Funds on 31 December	<u>45,420</u>

Chalfont St Giles Memorial Hall
Statement of Assets and Liabilities
at 31 December 2020

2019			2020
<u>£</u>			<u>£</u>
	Cash Funds		
20,057		Building Society	25,057
15,816		Banks	20,362
<u>35,873</u>			<u>45,419</u>
	Unrestricted Funds		
<u>35,873</u>		General Purposes	<u>45,419</u>
	Fixed Assets at cost (note 4)		
2,300		Land and buildings	2,300
182,488		Extensions	182,488
<u>184,788</u>			<u>184,788</u>
	Restricted Funds		
<u>184,788</u>		Fixed Assets	<u>184,788</u>

Restricted funds have been established specifically in connection with the premises or raised for particular purposes (e.g. extensions).

Signed on behalf of the trustees



Chairman

26 March 2021



Treasurer

Chalfont St Giles Memorial Hall

Notes to the Accounts for the year ended 31 December 2020

1. Accounting policy

These Accounts have been prepared on the receipts and payments basis in accordance with the Charities Act 2011 and the Charity Commission's guidance for preparing receipts and payments accounts.

2. Fundraising

2019 Net £		Income £	Costs/Prizes £	2020 Net £
2,967	"Open Gardens" day	-	-	-
1,989	Quiz Nights	1,969	877	1,092
3,112	Lottery	3,752	885	2,867
<u>8,068</u>		<u>5,721</u>	<u>1,762</u>	<u>3,959</u>

3. Expenditure

The largest recurring expense category and one that fluctuates from year to year is repairs / renewals. This can be analysed as follows:

Repairs

2019 £		2020 £
6,680	Building repair work	3,560
2,649	Other general maintenance	2,755
-	Electrical safety upgrade	3,364
-	Special floor sealant	876
<u>9,329</u>		<u>10,555</u>

4. Fixed Assets

Land and Buildings are shown at original cost in 1923 of £2,300 and Extensions at cost in 1999/2000 of £182,488.

The building was professionally valued in October 2020 by Roger Falcon MRICS FCIOB of Josling & Hamlyn of Amersham, who assessed a reinstatement value at £2.11m + VAT. On this basis the Hall is insured for £2.4m on an index linked basis.

5. Secured debts and guarantees

The charity has no secured debts and has not provided any guarantees.