

Monk Sherborne Village Hall

TRUSTEES REPORT

For the period ended 28th February 2021

Administrative details of the charity

This report is prepared for the Charitable Incorporated Organisation ('CIO') named Monk Sherborne Village Hall. The charity is registered with the Charity Commissioners under number 1175663. The principal location from which the charity operates is the Village Hall, Salters Heath Road, Monk Sherborne RG26 5HR.

The Trustees serving at the end of the period were as follows. There have been no changes to the date of this report:

Kim Fleming– Chairman
Cheryl McSoley
Robert Perkins
Ken Robinson
Kathy Wilson
Dave Stickland
Paul Cave

All trustees have served throughout the period, barring Dave Stickland who was Co opted by the trustees 22nd November 2020 and Paul Cave who was Co opted by the trustees on 9th January 2021.

In addition, previous chairman Mike Wilson sadly died November 2020, Kim Fleming was elected as chair from 21st November 2020 (as per the constitution paragraph 15(2)).

Structure and governance

The constitution of the CIO was last amended on 27th October 2017 and approved by the Charity Commission on 9th November 2017. The document can be accessed at: <https://www.monksherbornevillagehall.org.uk/documents>

The Trustees meet as often as required to conduct the business of the charity. In the twelve months to the date of this report, there were six committee meetings held and two building subcommittee meetings. The AGM was held on 30th September 2020. The AGM was declared quorate and as per the constitution two members resigned and were duly re-elected. The key constitutional provisions relating to the appointment and number of Trustees are:

Paragraph 9(3)(a) – sets the minimum number of Trustees at three.

Paragraphs 10(2)/(3) – define the process for Trustees to retire at Annual General Meetings

Paragraph 10(5) - allows for the co-option of new Trustees at any time.

Paragraph 15(2) – ability of Trustees to elect one of their number as Chair.

Financial Review

The income of the charity rose to higher levels in the year to February 2021. As explained in the Treasurer's report and accounts, this relates to the awards of several successful grant applications. With covid restrictions in place, the hall has not generated any rental income over the period.

The Trustees have agreed a reserves policy which states that the minimum balance to be held in a separate, interest bearing account should represent six months of operating costs (normalised to exclude one-off or unusual items) plus an additional contingency of £2,000. The total of reserves including monies raised for the new hall at 28th February 2021 was £134,419 (this excludes the grants from Basingstoke and Deane council and the National lottery as those funds are kept with the organisations who will pay invoices for the build from the awards)

Objectives and activities

The purpose of the CIO is set out in paragraph 3 of the constitution which confirms this as:

“The provision and maintenance of a village hall for the use of the inhabitants of Monk Sherborne without distinction of political, religious or other opinions, including use for: (a) meetings, lectures and classes, and (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.”

The activities of the charity are primarily hiring space to members of the public and organising community events. In carrying out these activities, the Trustees have had regard to the Charity Commission’s public benefit guidance (<https://www.gov.uk/guidance/public-benefit-rules-for-charities>) where relevant.

Achievements and Chairman’s Report

This has been a difficult year for the trustees for the following reasons.

- Most poignantly being the sudden death of our chairman, Mike Wilson in November 2020. Sadly, Mike will never get to see the fruits of his labour in the new hall. It is without any doubt that we would not be in the position that we are in today without Mikes relentless pursuit of funding for the new hall project. Without his tireless efforts we would not have raised the money. He has left a big hole in the committee and in the village in general. Our deepest sympathies to his wife, Kathy, and his children.
- Covid saw fit to an end in village events and more fundraising with the hall having to close in March and not reopening this year at all.
- We struggled with our design being very over budget and had to value engineer the design which brought with it many difficult decisions.

We started the year optimistically, with myself and my husband redecorating the toilets in the hall and making some repairs to the roof. The old hall was damp and becoming increasingly difficult to maintain. We aimed to keep the hall open at least until the new build commenced, if not all the way through so as not to lose valuable regular clients and income. With lockdowns and restrictions, it became clear this could not happen. The hall remained closed all year. One exception being the mini horticultural competition that was staged in August.

Thanks to Bill Chubb and Cheryl McSoley we managed a successful, albeit scaled down version of the usual horticultural competition normally held alongside the fete. Thanks to Melanie Smith who took on the role of judge again and to all those who took part. A little different this year with a covid safe, one way system strictly adhered to. Our AGM was held by zoom this year in September 2020. Ten villagers and seven trustees attended.

The focus of attention this year was on the new hall project.

By May 2020, the fund stood at an impressive £396,000. This includes the money promised from the two main funders, Basingstoke and Deane Borough Council and The National Lottery. This was £30,000 over our target. Monies had been raised from various grants last year, more donations and pledges from villagers and money from the 50/50 lottery.

We gave the lottery participants the option of stopping their ticket now the target was reached but almost all decided to play on and continue to raise money for incidentals. We currently have forty four entries at £10/month playing netting £220/month for the fund.

A subcommittee, the design committee was set up to agree the fundamentals of the build. Thanks to Andrew Marshall, Helen Perkins, Cheryl McSoley, Ben Du Boulay, Paul Cave, Mike Wilson, Oliver Perceval, and Martyn Fleming who worked solidly to approve designs for the hall. Everything from door sizes to soap dispensers was looked at and agreed. It was decided that we would use gas and electricity as a means of power for the hall after research on heat source pumps and solar panels disappointingly revealed much higher costs. Meetings moved to Zoom calls from May onwards, an interesting concept that was new to many of us at the time, and so commonplace now it seems.

In July, our quantity surveyor estimated a cost far more than the expected £336,000. It was decided to send out the tenders anyway to ten building companies to see what prices they returned. By September it was evident, on return of half of the tenders, that we were at the very least £130,000 short for our design.

We discussed ways of bridging the shortfall:

- 1) ask the village for more donations, we decided the villagers had done enough
- 2) raise a loan, this would make the trustees personally liable, and a unanimous no vote followed
- 3) A DIY attempt at building the hall using the expertise of villagers to do many of the tasks themselves, it was decided this would not be a feasible option with guarantees of workmanship and other flaws evident.
- 4) We could ask for “mates rates” from local builders, again in business there are few “mates” and the village is not served by many companies who could help.
- 5) value engineer the project, exclude some things from the design to make it cheaper.

We went with the final option. Oliver Perceval, and Martyn Fleming who agreed to work free of charge, as project manager, helped show where cuts could be made.

There were two contenders for the work. Handford construction who offered a much smaller hall for the same money but who did not pass the due diligence as their accounts did not measure up favourably.

RJS builders eventually offered the same size hall, timber framed for £367,937. Dave Stickland carried out the due diligence which they passed with good accounts and a clear health and safety record. They were then engaged to build the hall. It was agreed that they would use the old hall as a site hut which offered substantial savings on their costs.

In December we launched “the final push” campaign designed by Mike Wilson .A Christmas grand draw , roof tile sale, and further request for pledges/donations. This netted a total of £7,670 thanks again to this terrific village for their support.

After a difficult Christmas period with exchanges back and forth with RJS Builders we finally secured a contract for a design we all agreed upon in January 2021.

Work commenced 6th February 2021.

A ground-breaking ceremony was held the following week, with Bill Chubb and Kathy Wilson on behalf of Mike, to mark the beginning of this fabulous project.

Whoever would have expected a year such as this? It has proved difficult for everyone, none more so than those trying to raise money in these unsure times.

Thank you to Natasha Chappell who has managed booking enquiries through the year and maintained contact with our regular hirers.

Thank you to Oliver Perceval for his efforts and wonderful design of the new hall.

Thank you to Martyn Fleming who has given so much of his time and expertise acting as project manager and thus cutting costs for the build by £40,000.

The trustees have worked extremely hard, we have been fortunate to have the support of the village.

We look forward to seeing the new hall finished. Progress updates and photographs can be seen on the web site <https://www.monksherbournvillagehall.org.uk/>

It is anticipated it will be up and running by the end of the year. We are hoping it will attract family gatherings and weddings along with activities for all to enjoy.

Finally, may I thank all the trustees past and present who have got us to this point. It is not always easy to get time for meetings with busy schedules. It is a great commitment for sure so thank you all once again.

Special thanks on a personal note for all your help you have given me in my unexpected role as chair.

The Trustees declare that they have approved the Trustees’ Report above.

Signed on behalf of the Charity’s Trustees

Kim Fleming
Chair of Trustees
10th June 2021

Monk Sherborne Village Hall CIO (1175663)**01.03.20 to 28.02.21**

	NOTES	2020/21 £	2019/20 £
INCOME			
Hall Rental		314.50	6,226.50
Fund Raising - Events		0.00	2,713.54
Net Lottery Income in Year		3,285.00	2,675.00
Lottery Advance Payments	1	270.00	80.00
General Donations Received		8,540.00	16,493.48
Donations Received New MSVH	2	43,290.08	0.00
Grants Received	3	48,612.00	1,194.29
Electricity Income		130.32	348.00
Gift Aid		500.00	2,672.10
Miscellaneous Income		48.32	72.27
Bank Interest Received		4.21	8.66
TOTAL INCOME		104,994.43	32,483.84
EXPENDITURE			
Electricity		318.41	564.97
Water		47.56	204.03
Building Maintenance		952.84	2,678.16
Insurance		679.55	679.05
Cleaning		48.00	256.13
Licences		90.00	336.62
Donations to others		0.00	28.00
PPS		0.00	13.08
Website		0.00	399.84
Bank Charges		47.60	0.00
Village Hall Project Expenditure		16,396.00	0.00
Events		0.00	821.28
TOTAL EXPENDITURE		18,579.96	5,981.16
INCOME OVER EXPENDITURE		86,414.47	26,502.68
OPENING BALANCE		48,005.44	21,502.76
CLOSING BALANCE		134,419.91	48,005.44
AVAILABLE FUNDS			
DEPOSIT A/C		8,117.08	43,112.87
CURRENT ACCOUNT		5,654.63	3,939.07
LOTTERY ACCOUNT		270.00	704.06
NEW VILLAGE HALL PROJECT A/C		120,058.76	0.00
CASH		319.44	249.44
TOTAL AVAILABLE FUNDS		134,419.91	48,005.44

Notes:

Balance of lottery funds as a result of

1 prepayment by participants

Donations towards new Village Hall

2 from local residents

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF MONK SHERBORNE VILLAGE HALL

I report to the trustees on my examination of the records of the accounts of Monk Sherborne Village Hall CIO (The Trust) for the period 1.3.20 to 28.2.21.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust'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 examiners 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:

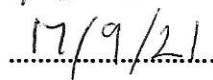
1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act: or
2. The accounts do not accord with these records

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



Dated



Annabel Stickland, ACA

Jonathans Thatch

Ramsdell road

Monk Sherborne

Tadley

Hampshire

RG26 5HS