

## LECKHAMPTON VILLAGE HALL

### Annual Report for the year to 31 December 2021

**Leckhampton Village Hall** is situated in Church Road, Leckhampton. The correspondence address is 36 Fairfield Parade, Leckhampton, Cheltenham GL53 7PJ. The Hall is registered with the Charity Commissioners (no. 1177433) and is constituted by Trust Deed.

The charity is administered by a Management Committee comprising:

1. **Elected Members:**

|               |                   |
|---------------|-------------------|
| Chairman      | Mr Daniel Peacey  |
| Vice-chairman | Mr Philip Brooker |
| Secretary     | Mrs Janice Keen   |
| Treasurer     | Miss Karen Hanley |
| Custodian     | Mr Daniel Peacey  |
2. **One representative** from each user organisation
3. **Co-opted Members:** Mrs Margaret Whalley, Miss Gemma Poulson and Ms Joanne Kerr-Wilson

Elected members of the committee retire annually but may be re-elected.

**The objective of the Charity** is to maintain Leckhampton Village Hall for the benefit of the inhabitants of Leckhampton and its surrounds. The Management Committee aims to provide first class hall facilities at an affordable cost to voluntary organisations serving the community and to support other local groups.

The Charity employs a part-time caretaker who also acts as a booking secretary. Assistance with maintenance is given by the Custodian and Management Committee members.

During the year the Hall was used by ten local groups plus occasional users. Occupancy rates are usually approximately 90% on weekdays and 70% on weekends. However, in 2021, the Hall was shut for periods of time due to the Covid-19 pandemic, especially during the months of January – March 2021 during the national lockdown.

In 2021 the Hall had an excess of receipts over payments of £3,583 (2020: receipts over payments of £7,496). Cash reserves at 31 December 2021 amounted to £45,416 (2020: £41,834).

The Hall Charity is a member of the Gloucestershire Rural Community Council and receives advice, news and views from around the County. Trustees are also entitled to attend seminars organised by the Council on Village Hall related topics.

The Management Committee has instituted a Purchasing Policy together with a Financial Reserves Policy, has drawn up a Risk Assessment and instituted an Environmental Code for Trustees and users. Regular fire-drills are carried out, fire extinguishers are inspected and serviced regularly. In addition, new procedures were put in place to ensure that any bookings when the Hall re-opened when it was able to during the pandemic, were able to be Covid-19 secure.

Signature: 

D Peacey, Chairman

Date: 22/6/2022

For and on behalf of **Leckhampton Village Hall**

## LECKHAMPTON VILLAGE HALL

## FINANCIAL STATEMENTS FOR THE YEAR TO 31 DECEMBER 2021

## 1. Receipts and Payments Account

|                                    | General<br>Funds<br>£ | Maintenance<br>Reserve<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|------------------------------------|-----------------------|-----------------------------|--------------------|--------------------|
| <b>Income Receipts</b>             |                       |                             |                    |                    |
| Grants and Donations               | 2198                  | 0                           | 2198               | 12070              |
| Trading Activities                 |                       |                             |                    |                    |
| Hiring charges for use of Hall     | 7888                  | 0                           | 7888               | 6680               |
| Fundraising Event Proceeds         | 0                     | 0                           | 0                  | 0                  |
| Bank Interest/Sundry               | 0                     | 0                           | 0                  | 126                |
| <b>Total Receipts</b>              | <b>10086</b>          | <b>0</b>                    | <b>10086</b>       | <b>18876</b>       |
| <b>Direct Charitable Payments</b>  |                       |                             |                    |                    |
| Hall Repairs and Renewals          | 782                   | 0                           | 782                | 2660               |
| Lighting and Heating               | 2065                  | 0                           | 2065               | 3089               |
| Rates & Water / Rates & Waste      | 281                   | 0                           | 281                | 187                |
| Cleaning Wages and Materials       | 1314                  | 0                           | 1314               | 1695               |
| Insurance                          | 908                   | 0                           | 908                | 887                |
| Licence & Performing Rights Fees   | 216                   | 0                           | 216                | 443                |
| <b>Other Payments</b>              |                       |                             |                    |                    |
| Stationery, Post, Phone, Broadband | 703                   | 0                           | 703                | 486                |
| New Build                          | 0                     | 0                           | 0                  | 1224               |
| Advertising                        | 74                    | 0                           | 74                 | 229                |
| Sundries                           | 160                   | 0                           | 160                | 480                |
| <b>Total Payments</b>              | <b>6503</b>           | <b>0</b>                    | <b>6503</b>        | <b>11380</b>       |
| <b>Net Receipts</b>                | <b>3583</b>           | <b>0</b>                    | <b>3583</b>        | <b>7496</b>        |
| <b>Opening Bank Balance</b>        | <b>38837</b>          | <b>2996</b>                 | <b>41833</b>       | <b>34338</b>       |
| <b>Closing Bank Balance</b>        | <b>42420</b>          | <b>2996</b>                 | <b>45416</b>       | <b>41834</b>       |

Signed for and on behalf of Leckhampton Village Hall:

D Peacey

Chairman



Date: 22/6/2022

K J Hanley

Treasurer



Date: 22/6/2022

**Statement of Assets and Liabilities at 31 December 2021**

|   | 2021  | 2020  |
|---|-------|-------|
|   | £     | £     |
| <b>Monetary Assets</b>  |       |       |
| Bank Accounts:  |       |       |
| CAF Current Account – General Fund  | 42420 | 38837 |
| CAF Deposit Account – Maintenance Reserve   | 2996  | 2996  |
| <hr/>   |       |       |
| Other General Fund Monetary Assets  |       |       |
| Debtors: Hall Rent  | 503   | 185   |
| Expenses paid in advance  | 1030  | 1186  |
| Expenses paid in advance relate entirely to Insurance and Licences paid in December each year for the following 12 months |       |       |
| <b>Non-Monetary Assets</b>  |       |       |
| <b>Permanent Endowment</b>  |       |       |
| Land and Buildings used by the Charity  |       |       |
| The Village Hall (Freehold title vested in Gloucester Diocesan Trust Ltd)   |       |       |
| <b>Other Assets (Non-Endowed)</b>   |       |       |
| Held for functional use by the Charity  |       |       |
| Piano, Tables, Chairs and Kitchen Equipment   |       |       |
|   | 2021  | 2020  |
|   | £     | £     |
| <b>Liabilities</b>  | 500   | 500   |

**Notes to the Accounts**

During the year cleaning wages of £704 (2020: £1,134) were paid to Mrs C Peacey, who did not take part in any discussions regarding the terms of her employment.

INDEPENDENT EXAMINER'S REPORT  
TO THE TRUSTEES OF LECKHAMPTON VILLAGE HALL

I report to the trustees on my examination of the accounts (attached) of the Leckhampton Village Hall (the Trust) for the year ended 31 December 2021.

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 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those 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:



Name: Peter Marlow

Address: 1 Vineries Close, Leckhampton, Cheltenham GL53 ONU

Date: June 222