

NEWBIGGIN VILLAGE HALL

Registered Charity 1180409

Trustees Annual Report

1st April 2020 -- 31st March 2021

Newbiggin, Penrith, Cumbria, CA11 0HT.

Newbigginvh.co.uk

Trustees

Dr AJ Rich	Chairman
Mrs D Cameron	Treasurer
Mrs H May	Secretary
Mr G Dugmore	Bookings Secretary
Mrs J Backshall	
Mr D Bell	
Mr J Cameron	
Mrs A Dugmore	
Mrs B Hope	
Mrs H Nixon	
Mrs J Rich	
Mr S Veitch	
Mrs K Whitehead	

BANKERS

Barclays Bank

Cumberland Building Society

Introduction

The Incorporated Charity was merged with the old charity on February 14th 2020 and 2021 – 2021 represents its first full year.

The original village hall was built in 1951 on land donated by Harrison's Limeworks. In 2010 the Hall was completely rebuilt with the assistance of national and local grants. At this time a quarter acre land behind the Hall was donated to the charity.

The charity is the registered owner of the building and the land which are both freehold. It is lodged with the Official Custodian.

The Hall has its heating and domestic hot water supplied by a ground-source heat pump. Photo-electrical panels on the roof provide energy for the Hall and export surplus to the national grid.

Appointment of Trustees

The Constitution governs the appointment of trustees and the management of the charity.

Policies and Procedures

To assist the management committee in exercising its duty of care to users of the Hall the following policy statements have been adopted:

- Health and safety
- Safeguarding
- Equal Opportunities
- Environmental

Copies of the policies are provided in the Hall Information for Users folder.

Hiring Agreements

Use of the Hall is subject to a hiring agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions for hire and identifies the respective responsibilities of each party to the agreement. Included in the hiring package are the standard conditions of use and information about the safe use of the Hall and its equipment and facilities.

These documents are available to download from the Village Hall website, so that users can determine in advance if the agreement meets their needs.

In the unique circumstances of a Covid-19 pandemic during this period of reporting the hiring documentation was temporarily amended to reflect relevant government legislation and guidance, as appropriate.

Licenses

The Hall has a Premises License.

Risk Management

The Hall has a procedure for the assessment and management of risk. This is reviewed and updated annually.

The Hall is insured with Ansvar Insurance for buildings and contents, employers liability, public and products liability, and legal assistance and expenses. The policy also covers private users.

Asset Management

- The ground-source heat pump and the photo-voltaic panels are serviced annually.
- The fixed electrical installation is inspected by a qualified electrical engineer at five-yearly intervals.
- Portable electrical appliances are subject to PAT testing every three years by a competent person.
- The LPG pipe-work and the gas cooker are serviced every ten years by a registered CORGI engineer.
- The fire alarm and fire-fighting equipment are inspected every six months by Beacon Fire.
- Volunteers from the Committee carry out day-to-day repairs, replacements and maintenance.
- A register of portable assets is maintained.

Objectives of the Charity

To manage a village hall for the use of the inhabitants of Newbiggin and the neighborhood for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving their conditions of life.

Principle activities in pursuit of objectives

All regular activities were suspended during most of the reporting period. A limited number of permitted activities took place during early 2021.

Funding strategy

It is intended that the revenue budget is managed on a self-financing basis. The contributions made by users of the Hall, fund-raising events and revenue from electricity generation are set to achieve this.

The trustees recognise that the Hall needs to be available for ad-hoc use by local residents for significant family events, and accordingly do not aim to achieve maximum occupancy of the facilities at the Hall.

Cost containment

Management costs are kept to a minimum by the use of volunteers for day-to-day administration, for the support of the weekly community activities and for the maintenance of the Hall. Volunteers also give their time in organising and running the annual events, maintaining the website and organising marketing and publicity. Where this is not possible, commercial operators are used to ensure that the Hall is maintained as a safe, clean, pleasant environment.

During the period of Covid-19 restrictions when the Hall was unused it was judged prudent to maintain a minimum level of heating and maintenance in order to preserve the integrity of the Hall. These measures, together with the various Covid-19 government support grants were adequate to ensure that the effective closure of the Hall for most of the year did not impact significantly on the reserves.

Reserves

The Hall trustees believe it is prudent to maintain a sum of approximately £10,000 as an unrestricted reserve against the possibility of urgent building maintenance or equipment failure out-with the scope of the insurance policy.

2020 – 2021 Achievements

The Trustees' plans to construct an extension to the Hall progressed satisfactorily during the year. At the beginning of the year the projected cost of the construction had been committed through grants. Construction began in late December 2020 and by the end of the reporting period a good level of progress had been achieved in spite of Covid-19 restrictions and some shortages of material.

Future Plans

It is anticipated that the extension will be completed by the autumn of 2021, but it is unclear at this stage whether the Hall will be able to operate as normal because of potential Covid-19 restrictions. During the reporting period the Hall has received numerous enquiries and bookings for future dates, indicating that the previous demand for the Hall facilities continues to exist.

In expectation of this demand the Trustees have devised a basket of measures which they hope will encourage users to return to the hall as a safe and welcoming environment once the Covid-19 restrictions are relaxed or lifted.

**NEWBIGGIN VILLAGE HALL
UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2021**

**Newbiggin Village Hall
Contents of the Unaudited Accounts
For The Year Ended 31 March 2021**

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**Newbiggin Village Hall
Business Details
For The Year Ended 31 March 2021**

Proprietor

Mrs Doreen Cameron

Accountants

ASAP Accountancy Services Ltd
11 Devonshire Street
Penrith
Cumbria
CA11 7SR

**Newbiggin Village Hall
Accounts Approval Statement
For The Year Ended 31 March 2021**

I approve these un-audited accounts which comprise a Profit and Loss Account, Balance Sheet and related notes.
I acknowledge my responsibility for the accounts including the provision of all the information and explanations necessary for the completion.

.....
Mrs Doreen Cameron
12/10/2021

**Newbiggin Village Hall
Accountant's Report
For The Year Ended 31 March 2021**

In accordance with the engagement letter, we have prepared the accounts, which comprise the Profit and Loss account, the Balance Sheet and the related notes, from the accounting records, information and explanations provided to us.

This report is made to you in accordance with the terms of our engagement. Our work has been undertaken to enable us to prepare the accounts on your behalf and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than to you, the client, for our work or for this report.

You have approved and acknowledged your responsibility for these accounts.

We have not been instructed to complete an audit of the accounts. For this reason, we have not verified the accuracy or completeness of the accounting records, information or explanations you have provided. Therefore we do not express any opinion on the accounts.

Signed

.....
12/10/2021

Gail Williamson

ASAP Accountancy Services Ltd
11 Devonshire Street
Penrith
Cumbria
CA11 7SR

**Newbiggin Village Hall
Profit and Loss Account
For The Year Ended 31 March 2021**

	31 March 2021		31 March 2020	
	£	£	£	£
Turnover				
Grants received		35,500		-
Other Operating Income				
Electric - feed in tariff	4,548		-	
Donations - Cafe & Bar	100		248	
Donations - Hall Hire	1,745		2,235	
EDC - Covid grants	19,669		-	
		<u>26,062</u>		<u>2,483</u>
		61,562		2,483
Other Income				
Bank interest receivable		9		17
		<u>61,571</u>		<u>2,500</u>
Expenditure				
Secretarial services	523		175	
Light and heat	2,000		774	
Water rates	120		64	
Repairs and maintenance	126		64	
Cleaning	962		585	
Repairs, renewals and maintenance	3,469		-	
Insurance	936		187	
Advertising and marketing costs	-		75	
Broadband	257		40	
Telephone	48		10	
Accountancy fees	204		-	
Legal fees	2,351		-	
Exercise class fees	-		170	
Licence	180		-	
		<u>11,176</u>		<u>2,144</u>
		50,395		356
Depreciation				
Depreciation of fixtures and fittings	64		8	
		<u>64</u>		<u>8</u>
NET PROFIT		<u>50,331</u>		<u>348</u>

**Newbiggin Village Hall
Balance Sheet
As at 31 March 2021**

		31 March 2021		31 March 2020	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible Assets	2		544,090		475,392
CURRENT ASSETS					
Trade debtors		878		-	
Cash at bank and in hand		33,726		51,102	
		<u>34,604</u>		<u>51,102</u>	
CURRENT LIABILITIES					
Trade creditors		1,869		-	
Accruals and deferred income		204		204	
		<u>2,073</u>		<u>204</u>	
NET CURRENT ASSETS			<u>32,531</u>		<u>50,898</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>576,621</u>		<u>526,290</u>
NET ASSETS			<u>576,621</u>		<u>526,290</u>
CAPITAL ACCOUNT					
Balance at 1 April 2020			526,290		525,942
Profit/(Loss) for the period/year			<u>50,331</u>		<u>348</u>
Balance Carried Forward			<u>576,621</u>		<u>526,290</u>

**Newbiggin Village Hall
Notes to the Accounts
For The Year Ended 31 March 2021**

1. Accounting Policy

These unaudited accounts have been completed in accordance with UK Generally Accepted Accounting Practice guidelines and provides sufficient and relevant information to enable completion of a tax return.

2. Tangible Assets

	Land & Property Freehold	Fixtures & Fittings	Computer Equipment	Total
	£	£	£	£
Cost				
As at 1 April 2020	475,000	990	438	476,428
Additions	68,762	-	-	68,762
As at 31 March 2021	<u>543,762</u>	<u>990</u>	<u>438</u>	<u>545,190</u>
Depreciation				
As at 1 April 2020	-	598	438	1,036
Provided during the period	-	64	-	64
As at 31 March 2021	<u>-</u>	<u>662</u>	<u>438</u>	<u>1,100</u>
Net Book Value				
As at 31 March 2021	<u>543,762</u>	<u>328</u>	<u>-</u>	<u>544,090</u>
As at 1 April 2020	<u>475,000</u>	<u>392</u>	<u>-</u>	<u>475,392</u>