

**WOOTTON COURTENAY VILLAGE HALL**

**Registered Charity No. 1180907**

**REPORT OF THE TRUSTEES**

**AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

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**FOR THE YEAR ENDED 31 MARCH 2023**

**REFERENCE AND ADMINISTRATION**

**TRUSTEES**

Trustees who served during the year were:

Alan Rowe (Chair)

Brian Matthews (Vice-Chair)

Barbara O'Keefe (Treasurer)

Mary Noble (Secretary)

Deryn Binnie

Bill Hodgson

Katharine McKenzie

Claire Lynch

Stephen Parnell

Edward Bishop (retired 23<sup>rd</sup> August 2022)

Peter Clapham (retired 23<sup>rd</sup> August 2022)

**PRINCIPAL ADDRESS**

West Drayton, Wootton Courtenay, Minehead, TA24 8RH

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is a Charitable Incorporated Organisation (CIO) established by a Constitution dated 29 November 2018.

**MANAGEMENT**

The general management of the CIO is undertaken by a committee of trustees (the Trustees) comprising a minimum of four and a maximum of thirteen trustees in total. Every trustee must be appointed for a term of three years by a resolution passed at the AGM. Trustees shall retire from office at the end of the Annual General Meeting, three years after the date on which they came into office, but they may be re-elected or re-appointed.

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**STRUCTURE, GOVERNANCE AND MANAGEMENT (cont'd)**

**MANAGEMENT (cont'd)**

Those persons holding the roles of Chairman, Vice Chairman and Treasurer (Officers) respectively, shall be charity Trustees for as long as they hold those roles and shall be elected to those positions at the AGM. The Nominated Trustees shall be appointed by each of the clubs and organisations that use the hall facilities from time to time along with a representative of the Wootton Courtenay Parish Council and All Saints Church. The Co-opted Trustees may be appointed if the Trustees decide additional Trustees are required for the effective administration of the CIO.

**OBJECTIVES AND ACTIVITIES**

The objectives of the CIO are to establish and run a village hall and to promote for the benefit of the inhabitants of Wootton Courtenay without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the objective of improving conditions of life of the said inhabitants. In furtherance of this purpose but not otherwise to hold the land and buildings known as Wootton Courtenay Village Hall.

Decisions involving capital expenditure and hire of the hall take into account the Charity Commission's public benefit guidance and are specifically aimed at providing a Community Facility for 365 days of the year. During the year the hall was used for a wide range of activities for the benefit of the local community, including:

- Regular village clubs: art group, pilates, yoga and table tennis amongst others.
- Film and theatre nights: showing box-office films and recorded theatrical performances.
- Other village events: fund-raising events, lectures, celebrations, etc.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives in planning future activities.

# **WOOTTON COURTENAY VILLAGE HALL**

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## **REPORT OF THE TRUSTEES**

### **AND ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

#### **ACHIEVEMENTS AND PERFORMANCE**

The following actions were taken to further the purposes of the CIO during the year:

- The Covid 19 advice from ACRE ("Action for Communities in Rural England") was carefully noted and followed.
- A specialist Structural Engineer was identified to review the condition of the hall roof, since the design is unusual and the hall is now over twenty years old. The discussion and subsequent brief report confirmed that there is currently no cause for concern, but it was recommended that we continue to monitor the roof. A laser measure has been purchased for this purpose.
- A safety policy was created and agreed, and a safety risk assessment performed. Whilst this was not strictly necessary since there are no hall employees, it was recommended by ACRE, and the safety of hall users is always our highest priority.
- A plumber was engaged to give the heating system radiators and pipes a thorough clean-through. This improved the time required for the radiators to warm up, and should help to keep the heating system running efficiently.

Further ongoing matters include the provision of Apex Blinds for the Film Club, and a possible extension to provide further facilities.

#### **FINANCIAL REVIEW**

##### **RESERVES POLICY**

Free reserves are maintained at such a level as to provide a contingency fund for all essential repairs and maintenance of the Hall to be undertaken whenever the need arises.

##### **FINANCE REPORT**

The year started with an opening cashbook balance of £43,959 and concluded the year with a balance of £46,600, a surplus of £2,641. This surplus has reduced from the £7,546 that we achieved in 2021/22, but in the previous year we were still benefiting from the tail end of COVID Grant Income from the Council.

There was a noticeable improvement in Hall hire Income, increasing from £574 in 2021/22 to £3,898 in 2022/23. Before Covid Hall Hire income was generally in the region of £5000. Income from the solar panels improved slightly compared to the previous year, generating £2,621. The 100-club donated £800 during the year.

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The Committee invests in our lovely Hall to ensure that it is well maintained and looked after. During the year the Committee spent over £4,978 on running costs. This would have been significantly higher, but a lot of money is saved when committee members and other skilled villagers give freely of their time and expertise. The main areas of expenditure include:

- Oil, electricity and water £1206
- Insurance £ 1,176
- Cleaning £1,342
- Gardening £285
- Buildings repairs and maintenance: £969 (compared to £3,340 in the previous year)

**ADDITIONAL INFORMATION**

**OFFICERS APPOINTMENTS**

In accordance with the Constitution, committee officers retain their post until they resign. There were no changes to the committee officers during the year 22/23.

**TRUSTEES APPOINTMENTS**

During the year, Peter Clapham and Edward Bishop resigned as Trustees.

The following Trustees reached the end of their three-year appointment term:-

Mary Noble and Bill Hodgson

Both of them agreed to stand for re-election for a further three year term, and this was unanimously approved at the 2022 AGM.

**SUMMARY**

I am satisfied that the Trustees took all appropriate actions in order for the Charity to fulfil its charitable purposes and that the Commission's Public Benefit guidance has been taken into account when exercising such decisions.

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**FOR THE YEAR ENDED 31 MARCH 2023**

**DECLARATION**

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

Signed on behalf of the charity's trustees

Signature      A. J. Rowe

Name            **Alan Rowe**

Position        **Chair**

Date             28<sup>th</sup> August 2023

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**FOR THE YEAR ENDED 31 MARCH 2023**

**RECEIPTS AND PAYMENTS ACCOUNTS**

Annual accounts have been submitted in a separate file.

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**REPORT OF THE TRUSTEES**

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**FOR THE YEAR ENDED 31 MARCH 2023**

**STATEMENT OF ASSETS AND LIABILITIES AS OF 31<sup>st</sup> MARCH 2022**

	Restricted funds	General funds	2023	2022
TSB current account	---	£46,600.00	£46,600.00	£43,959.00
	---	£46,600.00	£46,600.00	£43,959.00

**Other monetary assets**

None.

**Investment assets**

None.

**Assets retained for the CIO's own use**

The CIO owns, and has registered title to, Wootton Courtenay Village Hall and the land on which it stands. The CIO also owns all of the fixtures and most of the equipment in the hall.

**Liabilities**

None.

Approved by the board of trustees, and signed on their behalf by:

Signature      A. J. Rowe

Name            **Alan Rowe**

Position        **Chair**

Date             28<sup>th</sup> August 2023



**WOOTTON COURTENAY VILLAGE HALL ANNUAL ACCOUNTS 2022/23**

Year Ending 31st March 2023

20232022**PROFIT & LOSS****INCOME**

Lettings	3,898	574
COVID Grant Income (Somerset West & Taunton)	0	11,852
Miscellaneous	0	0
Energy Generation	2,621	2,373
Events - Take Art	600	
100 Club	800	850
Fim & Theatre Group (combined)	1,999	1,122

9,91816,772**EXPENDITURE**

Hall Running Costs	4,978	6,876
Film & Theatre Group (combined)	934	1,095
Events - Take Art	472	0
Accountancy Fees	0	400
Legal Fees	0	439
Subscriptions	331	
Miscellaneous	562	415
	<u>7,277</u>	<u>9,226</u>

**Surplus of Income over Expenditure**2,6417,546**BALANCE SHEET**

Opening Cash at Bank	43,959	36,413
Surplus	2,641	7,546

**Closing Balance**46,60043,959

These Accounts have been inspected and found to be in order

*Sara Maskall*

Sara Maskall

Date: 19/06/23