

# **OSGODBY VILLAGE INSTITUTE**



## **COMMUNITY ASSOCIATION**

**Annual Report and Financial Statement**

**Year Ended 31 March 2021**

**serving the community since 1930**

Registered Charity in England No: 1181642

Cliffe Road, Osgodby, Selby, YO8 5HU

**Osgodby Village Institute Community Association  
Annual Report and Financial Statement  
For Year Ended 31 March 2021**

## Administrative Information

Name of Charity: Osgodby Village Institute Community Association  
Registered Charity No: 1181642  
Address: Cliffe Road, Osgodby, Selby, North Yorkshire, YO8 5HU  
Bank: Barclays Bank, Selby

## Structure, Governance and Management

Osgodby Village Institute Community Association is an unincorporated association with subscription-free membership being the residents aged 18+ residing in the Barlby & Osgodby Parish. The Association is managed in accordance with its Constitution. Trustees (Management Committee) are elected on an annual basis at the Annual General Meeting.

### Names of Trustees

Linda A Rogerson	Chair
Jennifer Dowell	Vice Chair
Claire Falkingham	Treasurer
Shirley Sinclair	Secretary
Martin G Bishop	
John F Cusson	
Jon Goodare	
Linda Rodgers	
John Rogers	
Colin Young	

### Holding Trustees

Martin G Bishop  
John Rogers  
Colin Young

During 2020/2021, the Committee had a limited number of face-to-face meetings, but during this period, and in line with the Constitution, any urgent business continued to be carried out via email, and through delegation to the Officers. A regular email update (and paper copy for those not on email) was sent to all Committee members. Any expenditure was signed-off by email.

The proposed exchange of land for a new entrance/toilet block proposed by a developer as part of the Osgodby Nurseries Development had been on-going. The final sign-off of the Heads of Agreement to the proposals was made in January 2021 by email, and the Solicitor instructed to arrange an exchange and for the Holding Trustees to sign documentation.

## Summary of Objectives and Activities

As stated in the Constitution the objectives of the Association are:

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

The Trustees remain committed to enabling as many people as possible to access the facilities provided by Osgodby Village Institute, and keep in mind the Charity Commission's guidance on public benefit. To achieve this:

- A commitment to open the hall every day of the week at affordable rates, with specific subsidised charges to local residents and local community groups/Charities
- Maintenance of the building's facilities to a proper standard, ensuring compliance with relevant legislation
- Proper management of the organisation's finances, with budgeting and detailed analysis and review, thus ensuring long term stability for the hall's activities

## Financial Review

The Accounts for the year ended 31 March 2021 are set-out in Appendix 1 and accurately reflect the financial position of the Association and were signed-off by Trustees at a meeting on 17 May 2021. As per our Constitution, an Independent Review of the Accounts was undertaken.

### In summary

With Income of £26,078.81 and expenses of £10,424.51 this led to a surplus of £15,654.30 for the financial year end 2020/21. Due to cash in hand at the end of 2019/20 of £39,942.39 we ended 20/21 with cash in hand of £55,596.69.

The surplus of £15,654.30 for the financial year end 2020/21 can be attributed in full to the grants we were successful in applying for particularly the £19,431.00 in Covid Grants we received from Selby district Council as with out this we would not be in the position we are today.

Going into 2021/22 we have cash reserves of £55,596.69 of which we have the following reserves in place leaving us a balance of £19,911.48 towards operating costs.

### Reserves

General reserves as per the reserve policy £15,000.00

### Restricted Reserves

Refurbishment Fund £10,230.50

Heritage & History Project £9,923.50

Youth Club £451.21

## **Achievements and Performance**

The period 2020/2021 was an unprecedented year and the use of the hall was severely disrupted. With the outbreak of the national emergency of the COVID 19 pandemic, in line with Government Guidance, the building was closed on 24 March 2020 and was only open intermittently during 2020/21. With the understanding of local residents, we were able to either postpone, re-schedule or cancel private hire events.

**The Youth Club** did not meet during 2020/2021

**Osgodby Heritage & History Group** continued with research remotely, and only two meetings were held in the year.

### **April – June 2020**

During this time, the Institute was kept to the fore front of people's minds by our Facebook page. We arranged a "We'll Meet Again" Singalong to celebrate VE 75 Day and people sat in their gardens and joined in the celebrations. We put bunting and a flagpole on the outside of the building. We delivered a box of cakes to all the octo & nonagenarians in the village, (26 households) and this was a small gesture, but all were received with joy and thanks.

In May and we received the sad news our honorary president Mrs Joyce Cochrane had died. Joyce had been involved with the institute for over 40yrs and went from volunteer to committee member then chairman and president, throughout this time Joyce was actively involved in everything that went on in the building and she is sadly missed.

In June, we prepared for the building to be COVID secure, and purchased hand sanitizers, paper towels and other essential items ready to re-open. A full risk assessment was undertaken and Special Conditions of Hire were drawn up.

### **July - September 2020**

We celebrated the 90<sup>th</sup> birthday of the building with a socially distanced outdoor coffee morning/take away.

A virtual Horticultural Show was held in August and this was well supported.

During this period, some weekly classes returned with restrictions on numbers able to attend.

### **October – December 2020**

Some Weekly classes continued with restricted numbers. The usual Annual events (Halloween Bash, Craft Fair, Xmas Coffee Morning, Quiz) were all cancelled in light of uncertainty of being able to be held, and with the on-going restrictions of numbers being able to be present.

## **January – March 2021**

The hall closed during this period.

On-going negotiations and discussions with the developer of the proposed Osgodby Nursery Development involving the exchange of land for building of a new entrance and toilet block was concluded, and the Solicitor instructed to exchange Heads of Agreement.

### **Volunteers**

The Trustees are very grateful to the volunteers who have helped them in the management of the hall during the difficult year. . We are grateful to Sarah Jackson who continued to provide limited cleaning services to the hall throughout the period, ensuring that the hall was maintained during closure.

### **Networking**

Membership of the Community First Yorkshire continued through zoom meetings, with active participations in the Community Buildings network to share good practice and exchange ideas, and the Community Buildings Facebook Group where members across Yorkshire supported each other with interpretation of national regulations

### **Communications**

Our website and social media communications have been maintained on a weekly basis. We continued to contribute to the Parish Magazine.

### **Looking Ahead**

Despite the uncertain times, the Trustees will continue to look ahead:

- Maintain a sound financial basis
- The continuation of the refurbishment of the building
- Re-surfacing of car park
- The continuation of fundraising activities
- Review of social events organised for the benefit of the local community

Linda Rogerson (Chair)  
On behalf of the Charity Trustees

# APPENDIX 1 - ANNUAL ACCOUNTS

## APPENDIX 1 - ANNUAL ACCOUNTS

OSGOODBY VILLAGE INSTITUTE			
RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST MARCH 2021			
Income	2021	2020	
Osgodby Village Institute			
Hire of hall	2,905.00	12,552.50	
One off Hire due to Gas Outage	0.00	3,147.44	
Horticultural Show	0.00	561.97	
Dances	0.00	-35.00	
Other Activities (eg christmas party, Halloween Party, Quiz, Race Night, Cinema)	0.00	812.11	
Donations	500.00	0.00	
Grants- North Yorkshire	2,000.00	11,350.00	
Grant - Barlby and Osgodby Council	1,000.00	1,000.00	
Covid Grants - Selby District Council	19,431.00	0.00	
Craft Fayre	0.00	1,134.55	
Recycling	0.00	121.33	
100 club	0.00	615.00	
Coffee Mornings	242.51	1,706.95	
	26,078.51	32,965.95	
Youth Club			
Grants			
Youth Club Fees		3,836.74	
	0.00	3,836.74	
Heritage and History Project			
*Heritage Lottery grant	0.00	0.00	
	0.00	0.00	
Total Income	26,078.51	36,802.69	
Expenditure			
Osgodby Village Institute			
Cleaning & Caretaking	£1,322.00	£2,941.00	
Covid Expenses	£864.65	£0.00	
One off Cleaning costs due to Gas outage	£0.00	£1,054.94	
Insurance	£1,569.00	£1,600.00	
Waste Collection, Rates, licences and Water	£618.06	£760.99	
Pest control	£149.15	£140.86	
Renovations	£992.73	£1,290.93	
Renovations	£802.87	£22,673.46	
Light and Heat	£2,386.31	£5,662.09	
Performing Rights	£0.00	£249.00	
Sundries	£305.16	£449.92	
	£9,009.93	£36,813.19	
Youth Club			
Wages	£100.00	£2,200.00	
Insurance	£127.57	£123.37	
Expences	£0.00	£0.00	
Hall Hire	£0.00	£640.00	
	£227.57	£2,963.37	
Heritage and History Project			
Equipment and Materials	£1,187.21	£1,940.93	
	£1,187.21	£1,940.93	
Total Expenditure	£10,424.51	£41,717.49	
(Deficit)/Surplus For The Year	15,654.30	-4,914.80	
Cash in Hand and at bank - 1st April 2020	39,942.39	44,857.19	
Less (Deficit)/Surplus for the Year	15,654.30	-4,914.80	
Cash in hand and at bank 31st March 2021	55,596.69	39,942.39	
Restricted Funds			
1.Current Restricted Funds of £15,000.00 as per reserve policy			
2."We secured funding from the Heritage Lottery fund for a 30 month Osgodby Heritage and History Project and funds are restricted to the delivery of the Project only, as detailed in the application form, and grant fund approval and monitoring letter (Current balance of £9,923.50)			
3. Youth Club £451.21			

# CERTIFICATE OF INDEPENDENT REVIEW



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's  
report on the accounts**

Section A

Independent Examiner's Report

**Report to the trustees/  
members of**

Osgodby Village Institute Community Association

**On accounts for the year  
ended**

31 March 2021

**Charity no  
(if any)**

1181642

**Set out on pages**

N/A

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 March 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- 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.

\* Please delete the words in the brackets if they do not apply.

**Signed:**

**Date:**

**Name:**

Janine Lumby

**Relevant professional  
qualification(s) or body  
(if any):**

CIMA 1-EWP4

**Address:**

Osgodby

Selby