

SHIPLAKE MEMORIAL HALL

Annual Report for the Year to 31st December 2020

This is the first report from the trustees of Shiplake Memorial Hall Charitable Incorporated Organisation (CIO), No 1182572 which replaced the previous charity, Shiplake Memorial Hall and Institute (No 304360) on 1st January 2020. The latter charity is now closed.

The charitable objectives of the new CIO remain essentially the same as those of the original charity, namely:

The provision and maintenance of a village hall and playing field for the use of the inhabitants of the Parishes of Shiplake and Binfield Heath and the surrounding area without distinction of political, religious or other opinions, including use for:

- (a) meetings, lectures, classes, and
- (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

The four elected trustees of the CIO during the year have been:

Mrs Caroline Fairbrother, Mr Mark Manson, Mr Robert Partridge and Mr Nigel Smith. The two Parish Council nominated trustees have been Ms Ann Manning for Shiplake Parish Council and Mr Hugh Lacey for Binfield Heath Parish Council.

The year started well with the annual village pantomime, a range of regular users and one-off events. However, as a result of the pandemic, the hall closed from mid-March until the 1st of September when it reopened for a limited number of exercise and child related activities. The hall was again closed during the second lockdown in November. Prior to reopening in September extensive work was done to ensure all Covid related measures were in place to protect users and staff. These included marking out 2m spaces, separate entrance and exit routes, fitting hand gel dispensers throughout and ensuring hirers kept a detailed record of their attendees. In addition, a set of Supplementary Conditions of Hire relating to Covid were produced and a checklist developed for wiping down before and after each hire. A thorough daily toilet and hall clean irrespective of the amount of use was also introduced.

Our bookings team spent a massive amount of time first cancelling or deferring many bookings and then re-establishing regular hirer groups that could operate within the Covid rules. Some of our regular exercise and children's dance hirers decided to retire, but have been replaced by new regular users. In September and October, this resulted in more regular weekday users than previously. The closed periods, plus the inability to accept function and party bookings, had a serious impact on hire income for the year. Hall hire income for the year was £13,342 compared to £ 40,671 in 2019, a reduction of 67%. Other key income streams were also impacted, the field was not used by the schools during the lockdowns, the nursery was not in during the first months of the initial lockdown and rent from the flat tenant was also reduced. However, SODC grants totalling £11,300 were awarded under the government scheme to off-set loss of income during the forced closures which were very much appreciated and compensated to some extent for the loss of income.

A number of maintenance projects were undertaken during the year including replacement of some guttering and replacement of the four old gas boilers in the building complex with three new modern boilers, all with 10 year guarantees. Unfortunately, during July, the hall site suffered a traveller incursion, the legal costs of eviction amounting to £4,974. A public appeal to help off-set this unforeseen expenditure and contribute toward the £8,644 costs of fitting opening height barrier gates at the site entrance and exit raised a very welcome £5,995, resulting in a net cost to the hall of this incident and subsequent preventative actions of £7,623.

As the appended accounts show, the resultant cash deficit for the year was £9,383 compared to a surplus of £3,490 in 2019. After depreciation, the deficit was £17,843 compared to a deficit of £4,970 in 2019. Reserves to cover major repair projects such as replacing all the old kitchen and rear lobby flat roofs and windows remain reasonably healthy at £97,552.

During the November closure, the trustees undertook an assessment of the suitability of the proprietary Hallmaster booking and invoicing software package. It was decided that as booking activity was very low, it was an ideal opportunity to change to this system from 1st January 2021 and to close the exiting bespoke BCS booking system which was dependent on one person for ongoing support and enhancements. At the same time, the over 100 tariffs in the BCS pricing schedule were reviewed and rationalised. The result is a much more simple and straightforward pricing schedule for 2021 and beyond. The use of Hallmaster includes on-line provisional booking which should reduce the future workload on our booking team. Our Hallmaster template has been set up, bookings loaded and was ready for operation by the end of the year.

Throughout the year our bookings and cleaning teams and our caretaker have been faced with a number of unforeseen and demanding issues. They have dealt with all these challenges calmly and effectively and as ever, we are extremely grateful for their whole hearted commitment and support.

There remains an on-going problem of the need to recruit new trustees to replace the current trustees when they can no longer continue. An analysis of the voluntary time spent by these unpaid trustees has identified that two trustees are doing what might be considered excessive hours. One way in which to reduce this burden would be to employ permanent staff. Again an investigation of the additional costs involved has been undertaken. This suggests that significant extra income would need to be generated. Some of this may be raised by increasing charges for hiring the Hall. The trustees are conscious that this may make the Hall less competitive when compared with other nearby Halls. Further strategies are being investigated including raising money by seeking donations from parties who are interested and may be affected by any such changes. In the short term, however, the cash reserves are sufficient to ensure the continued smooth running of the Hall.

R A Partridge
Chair of Trustees
March 2021



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
SHIPLAKE MEMORIAL HALL CIO

On accounts for the year
ended

31st DECEMBER 2020

Charity no
(if any)

1182572

Set out on pages

365

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended DD / MM / YYYY.

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:

22/3/2021

Name:

WILLIAM DAVID LAZARUS

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

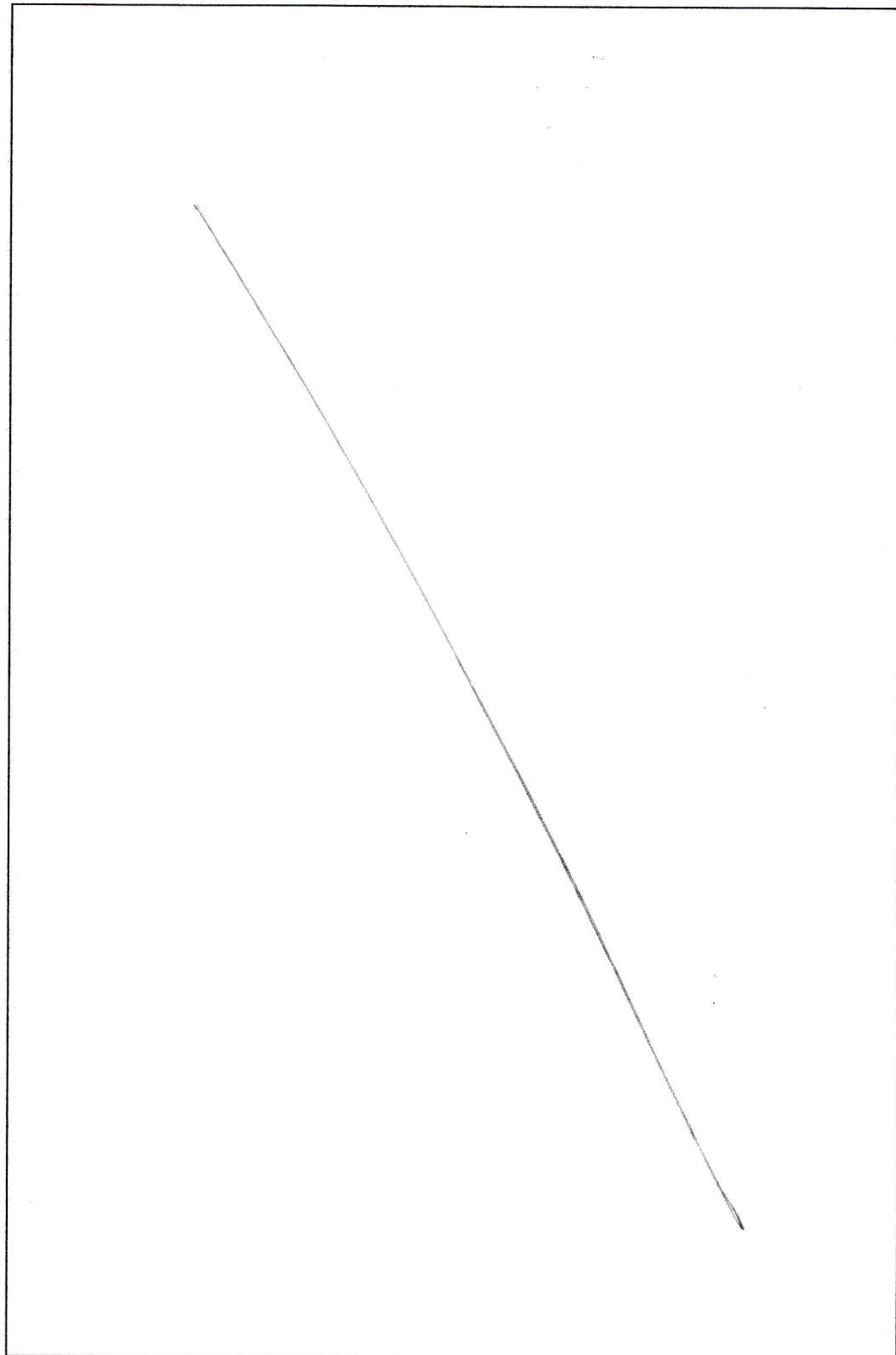
CHARTERED ACCOUNTANT

Address:

RAYBROOK HOUSE, RYNFELD HEATH
HENLEY-ON-THAMES, OXFORDSHIRE
RG9 4LL

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



Shiplake Memorial Hall CIO

Charity number 1182572

**Income and Expenditure Account
for the year ended 31st December**

		2020	2019
Income	Notes	£	£
Hire of hall		13,342	40,671
Nursery		1,858	1,858
Hire of Sports Field		4,933	6,433
Investment income		1,079	1,058
Interest on deposit accounts		197	472
Flat Rent	1	6,750	9,000
SODC Covid Grants	2	11,334	
Donations	3	7,245	300
Phillimore Charitable Trust		2,000	2,000
Total Income		48,738	61,792
Expenditure			
Wages	4	15,372	24,682
Water		588	593
Insurance		2,140	1,954
Electricity		1,383	1,399
Electricity rebate		(2,132)	(2,004)
Gas		5,560	5,514
Repairs and Maintenance	5	23,695	12,383
Gardening		570	629
Telephone		609	620
Cleaning		2,121	4,533
Sundry		96	2,065
Performing rights & Licences		1,112	656
Computer support		2,033	1,282
Eviction costs	6	4,974	
Incorporation costs			3,996
Total expenditure		58,121	58,302
Cash (used)/generated from operations		(9,383)	3,490
Depreciation of Building improvements		8,460	8,460
Deficit for the year		(17,843)	(4,970)

Shiplake Memorial Hall CIO					
Charity number 1182572					
Balance Sheet					
31st December					
	Notes	2020	2020	2019	2019
		£	£	£	£
Fixed Assets					
Improvements to freehold Buildings					
Cost at 1st January and 31st December	7	667,652		667,652	
Depreciation 1st January		240,381		231,921	
Charge for the year		8,460		8,460	
Depreciation 31st December		<u>248,841</u>		<u>240,381</u>	
Net Book Value			418,811		427,271
Fixtures and Fittings					
Cost at 1st January and 31st December		58,295		58,295	
Depreciation at 1st January and 31st December		<u>58,295</u>		<u>58,295</u>	
Net book value			-		-
Total Fixed Assets			418,811		427,271
Investments at cost	8		5,088		5,088
Current Assets					
Debtors and prepayments	9	1,488		1,644	
Deposit Account COIF		49,260		49,131	
Deposit Account Virgin money		10,798		10,798	
Deposit Account Barclays		35,020		50,110	
Current Account		<u>8,046</u>		<u>8,727</u>	
		104,612		120,410	
Current Liabilities					
Creditors	10	2,819		8,685	
Deposits received		<u>4,241</u>		<u>4,790</u>	
		7,060		13,475	
Net Current Assets			97,552		106,935
Total Assets			<u>521,451</u>		<u>539,294</u>
Funded by					
Modernisation Fund			498,565		498,565
Maintenance Reserve			10,000		10,000
General Reserve - 1st January		30,729		35,699	
Loss for the year		<u>(17,843)</u>	12,886	<u>(4,970)</u>	30,729
			<u>521,451</u>		<u>539,294</u>

Shiplake Memorial Hall CIO
Charity number 1182572

Notes to the Accounts

At 1st January the charity incorporated and became Shiplake Memorial Hall Charitable Incorporated Organisation. The comparative figures for 2019 represent the actual results for the old charity Shiplake Memorial Hall and Institute which no longer exists.

During the year to 31st December 2020 the pandemic severely affect the activities and trading results of the charity.

Note 1 Because of the pandemic the tenant of Mardon Cottage was unable to pay her rent for some months. The trustees consider it prudent not to include unpaid rent of £2,250 in these accounts.

Note 2 This represent grants to compensate for the closure of the Hall. This grant is not repayable.

Note 3 Donations represent money donated by parishioners and others following an invasion of the playing field by travellers.

Note 4 Represents payments made to booking staff, cleaners and caretakers.

Note 5 Maintenance and repairs

Replacement boilers	10,260
New Barrier	8,644
Electrical repairs	477
Guttering	1,040
Fire alarm	715
Bench repairs	483
Pointing	264
Glasses	103
Under £100	1,709
	23,695

Note 6 During the year the playing field was invaded by travellers. This represents the costs of enforcement agents to evict them.

Note 7 Fixed Assets

No cost has ever been attributed to the original building. In 2013/14 a major modernisation took place. The life of the new building has been set at 50 years and the cost is being amortised over that period.

Note 8 Investments	2020	2019
COIF Income shares	2,088	2,088
National Savings Bonds	3,000	3,000
At cost	5,088	5,088
Market value		
COIF Income shares	37,456	35,200
National Savings Bonds	3,000	3,000
	40,456	38,200

Note 9 Represents prepaid insurance

Note 10 Creditors

Wages	495	1,426
Gas & electricity	1,544	2,392
Maintenance	780	1,769
Incorporation		2,906
Sundries		192
	2,819	8,685



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

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Signed:

Date:

22/3/2021

Name:

WILLIAM TAZ DAVID LAZARUS

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

CHARTERED ACCOUNTANT

Address:

RAYBROOK HOUSE, BINFIELD HEATH,
HENLEY-ON-THAMES, OXFORDSHIRE
RG9 4LL

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