

**Sidbury Village Hall CIO**  
(Registered Charity No.: 1184446)

**Trustees' Annual Report and Accounts**

**31 March 2021**

# Sidbury Village Hall CIO

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## Reference and administration details

Sidbury Village Hall  
Fore Street  
Sidbury  
Sidmouth  
Devon  
EX10 0SD

### *Management Committee (Trustees):*

The members of the Management Committee who served during the financial year are as follows:

#### *Trustees*

Simon Belither  
Adam Chinery  
Chelsea Cross  
Roger Davey – Chairman  
Sue Gooding – Secretary  
Hazel Hallett  
Monica Hennessy – Bookings Secretary

Bradley Jenkins – Vice Chairman  
John Rush  
Graham Shepherd  
Rosemary Sowden  
Malcolm Williams  
Bill Wilkinson – Treasurer

#### *Friends of the Village Hall*

Mary Dowell  
Justin Lascelles  
David Sowden  
Mary Summers  
Lynden Webb

# Sidbury Village Hall CIO

## Trustees' Annual Report

### Objectives and activities

Sidbury Village Hall CIO (the "Hall") is a charity, registered with the Charity Commission, the purpose of which is to improve the conditions of life of the inhabitants of Sidbury through the maintenance and administration of the Hall. The Hall, which is leased from The Sidbury Manor Estate until 2029, is vested in the name of the Official Custodian of Charities.

The Hall provides facilities to be used by a diverse range of individuals, organisations, clubs and societies for a variety of recreational, sporting and cultural activities.

### Conversion from an unincorporated association to a Charitable Incorporated Organisation (CIO)

Up until 8 April 2020 the Hall was an unincorporated association (UA). A new charity, known as Sidbury Village Hall CIO, was registered with the Charity Commission on 16 July 2019. A Vesting Declaration was completed on 1 April 2020 transferring the existing assets of the UA to the CIO. Following the transfer, the Charity Commission was notified that the UA had merged with the CIO on 8 April 2020. The UA was removed from the Register of Charities on 4 May 2020.

### Structure, governance, management and public benefit

The affairs of the Hall are managed on a voluntary basis by the Management Committee (the "Committee"), the members of which are also, under Charities Regulations, the Trustees of the Charity ("Trustees"). The Committee, meets quarterly, and is assisted by a number of individuals, known as the Friends of the Village Hall who are co-opted or appointed by clubs and other organisations in the Village of Sidbury.

Details of the members of the Committee who served during the year to 31 March 2021 are given on page 1.

Regular management is provided by the Chairman, Secretary, Bookings Secretary and Treasurer.

As providers of a facility which is used by members of the public, the Committee faces increasing regulation and associated compliance costs. The Committee keeps itself up to date on such matters through information provided by the Community Council for Devon and the Charity Commission. The Hall is a member of the Community Council for Devon.

The Committee continually ensures that the facilities provided in the Hall are of an appropriate standard and quality and that the fabric and building is maintained in good repair. The Committee confirm that they have paid due regard to the guidance published by the Charity Commission on public benefit in deciding which activities the Hall should undertake.

Regular users of the Hall include indoor bowls, badminton, table tennis, pilates, the Women's Institute and drama club.

# Sidbury Village Hall CIO

## Trustees' Annual Report (continued)

### Structure, governance, management and public benefit *continued*

To minimise financial risk the Hall's insurance cover includes public liability, buildings and contents, loss of revenue and trustee indemnity. Reserves are maintained to cover anticipated and future costs in the event of a reduction in income, to fund expenditure of a capital nature, to maintain the fabric and building of the Hall and to meet the cost of future projects that will improve or extend the available facilities. The level of reserves is based on a multiple of average annual expenditure and an allowance for capital expenditure. The Committee have taken into account guidance published by the Charity Commission on Charities and Reserves and have approved a formal policy on reserves which is proportionate to the needs of the Hall.

### Financial review

All the Hall's finances relate to its charitable activity which is the maintenance and administration of the Hall.

Following government recommendations around coronavirus all bookings at the Hall were, from 18 March, cancelled and the Hall was closed for the majority of the time during the year to 31 March 2021. During the year, government grants, administered by East Devon District Council (EDDC), were offered to all organisations, including the Hall, which pay a reduced business rate. In April 2020 the Hall received £10,000, £1,334 in December 2020, £6,001 in February 2021 and £3,303 in March 2021.

In April the Hall received a Restart Grant of £8,000 from EDDC.

During the year the Treasurer has maintained regular contact with the Chair and Secretary in relation to the Hall's financial position.

As a result of the policy on reserves, the government grants received, a generous legacy from Elizabeth Colborne and the return on the investment in the PV cells the Hall has maintained a healthy financial position.

The total net income (surplus) for the year, after depreciation, was £17,453 (2020: *deficit* - £750). This is split between regular activities £17,475 (2020: £624) and those relating to the restricted fund arising from the provision of the defibrillator £22 (deficit) (2020: *deficit* - £126).

The principal changes in regular activities were:

- virtually a complete loss of all income from hires and affiliated clubs due to the closure of the Hall. This was supported by the receipt of Government grants as noted above;
- a reduction in some variable costs. In order to maintain the fabric of the Hall a number of costs were maintained such as cleaning, water, heat and light and insurance.

A detailed analysis of income is provided in note 3 of the accounts on pages 8 and 9 and a detailed analysis of expenditure is provided in note 4 on page 10.

At 31 March the Hall's unrestricted reserve was £55,725 (2020: £38,250). Bank and cash balances were £46,334 (2020: £29,432).

The Committee's responsibilities for accounting, reporting and filing are set out below. Whilst the financial systems and processes do not fully meet all those suggested by the Charity Commission, they are considered appropriate taking into account the nature, scope and sources of the Hall's financial transactions.

# Sidbury Village Hall CIO

## Trustees' Annual Report (continued)

### Financial review *continued*

The Government published its Roadmap Out of Lockdown in February 2021 and in March 2021 guidance for Businesses and other venues was issued. Government Guidance for Community Facilities has yet to be reissued. The Hall will reopen when regulations permit.

### Independent examination

Charity law and regulations require that an independent examination of charity accounts is required if the gross income of the charity is greater than £25,000. Despite the fact that for the year ended 31 March 2021 the gross income of the Hall was less than this the Committee agreed that an independent examination should be undertaken. A copy of the Independent Examiner's report is set out on page 13. The Committee are, once again, extremely grateful to Mr Prichard for his continued support.

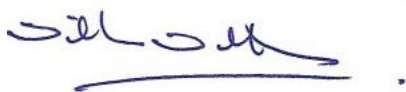
### Statement of Committee members' responsibilities

As a charity it is important that the Committee can demonstrate that money received is used properly in meeting its charitable objectives. All Committee members have a responsibility to protect the Hall's funds and property.

Under charity law the Committee is responsible for ensuring that the Hall meets its accounting, reporting and filing requirements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2019 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The Committee declare that they have approved this Annual Report.

Signed on behalf of the Trustees

A handwritten signature in blue ink, appearing to read 'William Wilkinson', with a horizontal line underneath it.

William Wilkinson  
*Treasurer*  
24 May 2021

# Sidbury Village Hall CIO

## Statement of Financial Activities

*For the year ended 31 March 2021*

	Notes	Restricted funds £	Unrestricted funds £	Total £	2020 £
<b>Incoming resources</b>	3				
Charitable activities		-	465	465	6,683
Other trading activities		-	1,961	1,961	3,803
Investments		-	4	4	51
COVID support grants		-	20,638	20,638	-
Legacy		-	1,000	1,000	-
		<hr/>	<hr/>	<hr/>	<hr/>
		-	24,068	24,068	10,537
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Resources expended</b>	4				
Charitable activities		22	5,952	5,974	8,646
Other trading activities		-	641	641	641
Donations		-	-	-	2,000
		<hr/>	<hr/>	<hr/>	<hr/>
		22	6,593	6,615	11,287
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income/(expenditure)</b>		(22)	17,475	17,453	(750)
<b>Reconciliation of funds</b>					
Funds brought forward		200	38,250	38,450	39,200
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Funds carried forward</b>		178	55,725	55,903	38,450
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The notes on pages 7 to 12 form part of these accounts.

# Sidbury Village Hall CIO

## Balance sheet

At 31 March 2021

	Notes	£	2020 £	£	2021 £
<b>Fixed assets</b>	5		9,799		<b>8,782</b>
<b>Current assets</b>					
Cash at bank and in hand	6	29,432		<b>46,334</b>	
Debtors and prepayments	7	-		<b>787</b>	
Stock		340		<b>340</b>	
		<hr/>		<hr/>	
		29,772		<b>47,461</b>	
<b>Creditors:</b> amounts falling due within one year	8	1,121		<b>340</b>	
		<hr/>		<hr/>	
<b>Net current assets</b>			28,651		<b>47,121</b>
			<hr/>		<hr/>
<b>Total assets less current liabilities</b>			38,450		<b>55,903</b>
			<hr/>		<hr/>
<b>Represented by:</b>					
General Fund (unrestricted)	9		38,250		<b>55,725</b>
Restricted Fund	9		200		<b>178</b>
			<hr/>		<hr/>
			38,450		<b>55,903</b>
			<hr/>		<hr/>

These accounts were approved by R Davey and W Wilkinson on 24 May 2021.

The notes on pages 7 to 12 form part of these accounts.

# Sidbury Village Hall CIO

## Notes

*(Forming part of the accounts)*

### 1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

These accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with the Charities Act 2011.

The Hall constitutes a public benefit entity as defined by FRS 102.

Following government recommendations around coronavirus all bookings at the Hall as from 18 March 2020 were cancelled. The Hall remained closed to hires until a small window in September and October 2020 meant that it could reopen. However, the Hall closed again at the beginning of November 2020. In February 2021 the Government published its Roadmap out of Lockdown with subsequent advice for business in March 2021. However, Guidance for Community Facilities has yet to be reissued although the business guidance does provide guidance on which different types of activity can open. Accordingly, there remains considerable uncertainty around the effect on future income and costs as there will be a reduction in income from hires and affiliated clubs as well as a reduction in variable costs. It is not practical to quantify with any degree of accuracy the financial effect on either. The financial policies adopted by the Trustees include the requirement that sufficient reserves are maintained to cover anticipated and future costs in the event of a reduction in income. Detail on the policy is set out in the Trustees' Annual report on page 3. In addition, during the COVID-19 pandemic, government grants were offered to all organisations which pay a reduced business rate which the Hall was entitled to. During the year to 31 March 2021 the Hall received £20,638 from East Devon District Council (EDDC). In April the Hall received a Restart Grant of £8,000 from EDDC. Accordingly, the Trustees consider that the Hall has sufficient funds to enable it to meet its ongoing costs for, at least, the next 12 months.

### 2. Accounting policies

Hire income, donations and income from affiliated clubs is generally included in the statement of financial activities when the Hall is legally entitled to it and the amount can be measured with reasonable certainty.

Income from fund raising events and the provision of bar facilities is recognised when received and is stated net after the deduction of expenses.

Interest arising on bank deposits, income from the electrical feed in tariff scheme and COVID grant income is included in the statement of financial activities when receipt is probable and the amount receivable can be measured with reasonable certainty.



# Sidbury Village Hall CIO

## Notes

(Forming part of the accounts)

### 2 Accounting policies *continued*

Expenditure is included on an accruals basis.

Assets which cost more than £2,000 are capitalised and the cost written off over their estimated useful economic life. Expenditure which is less than this is written off in the year in which it is incurred.

PV solar panels	20 years
Equipment	5 years
Curtains	10 years

Financial instruments, cash and bank balances, receivables, and payables, are recognised in the balance sheet when the Hall becomes a party to a financial contract. They are recorded at cost and subsequently carried at amortised cost using the effective interest method. Due allowance is made for impaired receivables (doubtful debts).

Stocks are stated at the lower of their cost or net realisable value after making due allowance for obsolete and slow moving items.

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the Hall to pay out resources and the amount of the obligation can be measured with reasonable certainty.

The Hall has charitable status and is exempt from taxation. The Hall is not registered for value added tax (VAT) and accordingly expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

### 3 Analysis of income

	2020 £	2021 £
<i>Charitable activities – hire income</i>		
Private hires	1,070	365
Sidbury WI	613	-
	<hr/> 1,683	<hr/> 465
<i>Charitable activities – affiliated clubs</i>		
Short Mat Bowls	2,000	-
Sidbury into Drama (SID)	1,500	-
Table Tennis	1,000	100
Badminton	500	-
	<hr/> 5,000	<hr/> 100
Total	<hr/> 6,683	<hr/> 465

Clubs affiliated to the Hall are responsible for their own financial affairs.

# Sidbury Village Hall CIO

## Notes

(Forming part of the accounts)

### 3 Analysis of income *continued*

	2020 £	2021 £
<i>Other trading activities</i>		
Sidbury Fair refreshments	732	-
Bar	1,704	-
Feed in tariff	1,367	<b>1,961</b>
	<hr/>	<hr/>
	3,803	<b>1,961</b>
	<hr/>	<hr/>
<i>Investments</i>		
Bank interest	51	<b>4</b>
	<hr/>	<hr/>
<i>Other income</i>		
Legacy – Mrs Elizabeth Colborne	-	<b>1,000</b>
COVID Grant Funding from EDDC:		
Retail, Hospitality and Leisure Grant	-	<b>10,000</b>
Closed Business Lockdown Payment Scheme	-	<b>10,638</b>
	<hr/>	<hr/>
	-	<b>20,638</b>
	<hr/>	<hr/>

# Sidbury Village Hall CIO

## Notes

(Forming part of the accounts)

### 4 Analysis of expenses

	2020 £	2021 £
<i>Charitable activities</i>		
<i>Repairs and renewals</i>		
Stage curtains	1,093	-
Electrical including lighting	416	-
Cupboards and shelving	230	-
Gas certificate and boiler service	142	168
Fire equipment service	-	47
Planter and basket flowers	21	-
Other	4	-
	<hr/>	<hr/>
	1,906	215
Defibrillator support – restricted fund	126	22
	<hr/>	<hr/>
	2,032	237
	<hr/>	<hr/>
<i>Other</i>		
Water	241	129
Heat and light	2,841	2,057
Caretaking and cleaning	1,725	1,825
Insurance	1,003	1,003
Licence fees	348	345
Community Council for Devon	50	-
Administration expenses	30	2
Depreciation - equipment (note 5)	376	376
	<hr/>	<hr/>
	6,614	5,737
	<hr/>	<hr/>
	8,646	5,974
	<hr/>	<hr/>
<i>Investments</i>		
Depreciation – PV solar cells (note 5)	641	641
	<hr/>	<hr/>
<i>Donations</i>		
Sir J Cave Memorial Fund	2,000	-
	<hr/>	<hr/>

# Sidbury Village Hall CIO

## Notes

(Forming part of the accounts)

### 5 Fixed assets

	PV Solar Cells £	Chairs £	Curtains £	Total £
<b>Cost</b>				
At 1 April 2019 and 31 March 2020	12,830	2,664	3,760	19,254
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>				
At 1 April 2020	5,287	2,664	1,504	9,455
Charge for the year	641	-	376	1,017
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2021	5,928	2,664	1,880	10,472
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net book value</b>				
At 31 March 2020	7,543	-	2,256	9,799
	<hr/>	<hr/>	<hr/>	<hr/>
<b>At 31 March 2021</b>	<b>6,902</b>	<b>-</b>	<b>1,880</b>	<b>8,782</b>
	<hr/>	<hr/>	<hr/>	<hr/>

### 6 Cash at bank and in hand

	2020 £	2021 £
Cash	125	125
Deposit	27,326	-
Current	1,981	46,209
	<hr/>	<hr/>
	29,432	46,334
	<hr/>	<hr/>

# Sidbury Village Hall CIO

## Notes

(Forming part of the accounts)

### 7 Debtors and prepayments

	2020 £	2021 £
<i>Prepayments</i>		
Heat & light - Electricity	-	200
Water	-	105
Defibrillator Support	-	482
	<hr/>	<hr/>
	-	787
	<hr/>	<hr/>

### 8 Creditors: amounts falling due within one year

	2020 £	2021 £
<i>Creditors</i>		
Trade creditors	1,121	340
	<hr/>	<hr/>

### 9 Funds

	Restricted £	Unrestricted £	Total £
At 1 April 2019	326	38,874	39,200
Net income	(126)	(624)	(750)
	<hr/>	<hr/>	<hr/>
At 31 March 2020	200	38,250	38,450
Net income/(expenditure)	(22)	17,475	17,453
	<hr/>	<hr/>	<hr/>
At 31 March 2021	178	55,725	55,903
	<hr/>	<hr/>	<hr/>

The restricted fund is used to cover the annual support cost of maintaining the defibrillator.

### 10 Related party transactions

Expenses incurred by members of the Management Committee on behalf of the Hall are reimbursed.

# Sidbury Village Hall

## **Independent examiner's report to the Charity Trustees of Sidbury Village Hall CIO**

I report to the Charity Trustees on my examination of the accounts of Sidbury Village Hall CIO (Village Hall) for the year ended 31 March 2021.

### **Responsibilities and basis of report**

As the Charity Trustees of the Village Hall you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). You consider that an audit or independent examination is not required under sections 144 and 145 of the Charities Act 2011. However, you have requested that I carry out an independent examination.

I report in respect of my examination of the Village Hall's accounts carried out under section 145 of the 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; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

Note 1 to the accounts describes how on 1 April 2020 a Vesting Declaration was completed transferring assets from the Sidbury Village Hall (an unincorporated association) to this new charitable incorporated organisation called Sidbury Village Hall CIO. I have no other 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.



Matthew Prichard  
Chartered Accountant  
Member of the Institute of Chartered Accountants Australia and New Zealand  
13A Summit Derive  
Mt Albert  
Auckland  
New Zealand

24 May 2021