

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

**Trustees' Annual Report and Accounts**

**31 March 2023**

# Sidbury Village Hall CIO

| Contents                          | Page   |
|-----------------------------------|--------|
| Trustees' Annual Report           | 2 - 4  |
| Statement of Financial Activities | 5      |
| Balance sheet                     | 6      |
| Notes                             | 7 - 11 |
| Independent Examiner's Report     | 12     |

## 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  
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.

### 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 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 2023 are given on page 1.

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

As providers of a Community Building 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, the Women’s Institute and drama club.

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.

# Sidbury Village Hall CIO

## Trustees' Annual Report (continued)

### Financial review

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

Effectively, the year to 31 March 2023 was the first period since COVID restrictions were introduced in March 2020 that the Hall was fully open.

The total net income (surplus) for the year, after depreciation, was £1,416 (2022: - £10,283). This is split between regular activities £1,468 (2022: £10,409) and those relating to the restricted fund arising from the provision of the defibrillator £52 (deficit) (2022: deficit - £126).

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

At 31 March the Hall's unrestricted reserve was £67,602 (2022: £66,134). Bank and cash balances were £60,479 (2021: £58,776).

The highlights to note are:

- The significant and eye-watering increase in the cost of gas and electricity. The gas cost from Scottish Power was more than double that of 2022. This solely relates to a cost increase rather than consumption as during the period of closure the gas heaters were kept on to maintain the fabric of the building. In October, the Chairman and Treasurer actively reviewed alternatives and utilised the services of an energy broker, recommended by the Community Council for Devon, which specialises in the not-for-profit sector. The prices offered were based on entering contracts lasting for 1 to 3 years. The conclusion reached was that, at this time, the market was still unstable and it was likely that we could be locked into contracts at a high price. Accordingly, the decision was taken to wait for a few months. Our electricity contract with EDF was due for renewal on 31 March 2023 and the opportunity was taken, at a lower cost than was offered at the end of 2022, to swap our gas contract from Scottish Power to EDF for a year to 31 March 2024. The electricity contract with EDF was renewed for the same period. From 1 April the monthly direct debit for gas and electricity has been assessed by EDF as £295;
- Increased contributions from the Affiliated Clubs and the bar which is run at various Hall events;
- The lack of fund-raising income following the cancellation of Sidbury Fair following the sad death of the Queen.

The Hall roof will need replacing sometime in the future. There is no immediate concern. A current informal estimate of the cost is £50,000. I recommend that the Committee look to planning what is required in relation to timing and potential grant funding.

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 considering the nature, scope and sources of the Hall's financial transactions.

# Sidbury Village Hall CIO

## Trustees' Annual Report (continued)

### 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. Even though for the year ended 31 March 2023 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 is, 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) and with the Charities Act 2011.

The Committee declare that they have approved this Annual Report.

Signed on behalf of the Trustees

William Wilkinson  
*Treasurer*  
24 May 2023

# Sidbury Village Hall CIO

## Statement of Financial Activities

For the year ended 31 March 2023

|                                 | Notes | Restricted<br>funds<br>£ | Unrestricted<br>funds<br>£ | Total<br>£ | 2022<br>£ |
|---------------------------------|-------|--------------------------|----------------------------|------------|-----------|
| <b>Incoming resources</b>       | 3     |                          |                            |            |           |
| Charitable activities           |       | -                        | 7,879                      | 7,879      | 5,230     |
| Other trading activities        |       | -                        | 7,075                      | 7,075      | 3,513     |
| COVID support grants            |       | -                        | -                          | -          | 10,667    |
| Donation                        |       | -                        | -                          | -          | 50        |
|                                 |       | <hr/>                    | <hr/>                      | <hr/>      | <hr/>     |
|                                 |       | -                        | 14,954                     | 14,954     | 19,460    |
|                                 |       | <hr/>                    | <hr/>                      | <hr/>      | <hr/>     |
| <b>Resources expended</b>       | 4     |                          |                            |            |           |
| Charitable activities           |       | 52                       | 12,845                     | 12,897     | 8,226     |
| Other trading activities        |       | -                        | 641                        | 641        | 641       |
| Donations                       |       | -                        | -                          | -          | 310       |
|                                 |       | <hr/>                    | <hr/>                      | <hr/>      | <hr/>     |
|                                 |       | 52                       | 13,486                     | 13,538     | 9,177     |
|                                 |       | <hr/>                    | <hr/>                      | <hr/>      | <hr/>     |
| <b>Net income/(expenditure)</b> |       | (52)                     | 1,468                      | 1,416      | 10,283    |
| <b>Reconciliation of funds</b>  |       |                          |                            |            |           |
| Funds brought forward           |       | 52                       | 66,134                     | 66,186     | 55,903    |
|                                 |       | <hr/>                    | <hr/>                      | <hr/>      | <hr/>     |
| <b>Funds carried forward</b>    |       | 0                        | 67,602                     | 67,602     | 66,186    |
|                                 |       | <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 2023

|   | Notes | £             | 2022<br>£     | £                    | 2023<br>£            |
|---|-------|---------------|---------------|----------------------|----------------------|
| <b>Fixed assets</b>                                   | 5     |               | 7,765         |                      | <b>6,748</b>         |
| <b>Current assets</b>                                 |       |               |               |                      |                      |
| Cash at bank and in hand                              | 6     | 58,776        |               | <b>60,479</b>        |                      |
| Debtors and prepayments                               | 7     | 356           |               | <b>230</b>           |                      |
| Stock   |       | 420           |               | <b>240</b>           |                      |
|   |       | <u>59,552</u> |               | <u><b>60,949</b></u> |                      |
| <b>Creditors:</b> amounts falling due within one year | 8     | 1,131         |               | <b>95</b>            |                      |
|   |       | <u>58,421</u> |               | <u><b>60,854</b></u> |                      |
| <b>Net current assets</b>                             |       |               | 58,421        |                      | <b>60,854</b>        |
|   |       |               | <u>66,186</u> |                      | <u><b>67,602</b></u> |
| <b>Total assets less current liabilities</b>          |       |               | <u>66,186</u> |                      | <u><b>67,602</b></u> |
| <b>Represented by:</b>                                |       |               |               |                      |                      |
| General Fund (unrestricted)                           | 9     |               | 66,134        |                      | <b>67,602</b>        |
| Restricted Fund                                       | 9     |               | 52            |                      | <b>-</b>             |
|   |       |               | <u>66,186</u> |                      | <u><b>67,602</b></u> |

These accounts were approved by the Trustees on 24 May 2023 and were signed on their behalf by R Davey and W Wilkinson.

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.

### 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.

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.



# Sidbury Village Hall CIO

## Notes

(Forming part of the accounts)

### 3 Analysis of income

|   | 2022  | 2023  |
|---|-------|-------|
|   | £     | £     |
| <i>Charitable activities – hire income</i>      |       |       |
| Private hires                                   | 2,295 | 2,868 |
| Sidbury WI                                      | 240   | 691   |
|   | <hr/> | <hr/> |
|   | 2,535 | 3,559 |
|   | <hr/> | <hr/> |
| <i>Charitable activities – affiliated clubs</i> |       |       |
| Short Mat Bowls                                 | 750   | 1,250 |
| Sidbury into Drama (SID)                        | 1,000 | 1,500 |
| Table Tennis                                    | 500   | 1,000 |
| Badminton                                       | 445   | 570   |
|   | <hr/> | <hr/> |
|   | 2,695 | 4,320 |
|   | <hr/> | <hr/> |
| Total   | 5,230 | 7,879 |
|   | <hr/> | <hr/> |

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

|                                       | £      | £     |
|---------------------------------------|--------|-------|
| <i>Other trading activities</i>       |        |       |
| Sidbury Fair: refreshments            | 627    | -     |
| Sidbury Fair: bric-a-bac              | 208    | -     |
| Bar at Hall functions                 | 722    | 4,526 |
| Feed in tariff                        | 1,956  | 2,549 |
|                                       | <hr/>  | <hr/> |
|                                       | 3,513  | 7,075 |
|                                       | <hr/>  | <hr/> |
| <i>Other income</i>                   |        |       |
| COVID Grant Funding from EDDC:        |        |       |
| Retail, Hospitality and Leisure Grant | 2,667  | -     |
| Omicron leisure grant                 | 8,000  | -     |
|                                       | <hr/>  | <hr/> |
|                                       | 10,667 | -     |
|                                       | <hr/>  | <hr/> |
| Donation – Taekwondo club             | 50     | -     |
|                                       | <hr/>  | <hr/> |

# Sidbury Village Hall CIO

## Notes

(Forming part of the accounts)

### 4 Analysis of expenses

|  | 2022<br>£ | 2023<br>£ |
|--|-----------|-----------|
| <b><i>Charitable activities</i></b>                |           |           |
| <i>Repairs and renewals</i>                        |           |           |
| Refrigeration – chiller repair                     | -         | 446       |
| Gas certificate and boiler service/catering safety | 226       | 168       |
| Toilet radiators                                   | -         | 130       |
| Bunting  | -         | 122       |
| Plumbing   | -         | 85        |
| Defibrillator support                              | -         | 74        |
| Fire equipment service                             | -         | 59        |
| Planter and basket flowers                         | 25        | 13        |
| Keys   | -         | 5         |
| Repainted badminton court lines                    | 552       | -         |
| Syphons – ladies’ toilets                          | 72        | -         |
| Wasp nest removal                                  | 66        | -         |
| PV cell cleaning                                   | 40        | -         |
| Blackout curtain                                   | 29        | -         |
|  | <hr/>     | <hr/>     |
|  | 1,020     | 1,102     |
| Defibrillator support – restricted fund            | 126       | 52        |
|  | <hr/>     | <hr/>     |
|  | 1,146     | 1,154     |
|  | <hr/>     | <hr/>     |
| <i>Other</i>                                       |           |           |
| Water  | 209       | 182       |
| Heat and light:                                    |           |           |
| Gas  | 3,220     | 6,450     |
| Electricity  | 291       | 1,040     |
| Caretaking and cleaning                            | 1,622     | 1,620     |
| Insurance  | 1,227     | 1,399     |
| Licence fees                                       | 35        | 329       |
| Community Council for Devon                        | 50        | 50        |
| Bank charges and credit card fees                  | 39        | 170       |
| Administration expenses                            | 11        | 127       |
| Depreciation - equipment (note 5)                  | 376       | 376       |
|  | <hr/>     | <hr/>     |
|  | 7,080     | 11,743    |
|  | <hr/>     | <hr/>     |
|  | 8,226     | 12,897    |
|  | <hr/>     | <hr/>     |
| <b><i>Other trading activities</i></b>             |           |           |
| Depreciation – PV solar cells (note 5)             | 641       | 641       |
|  | <hr/>     | <hr/>     |
| <b><i>Donations</i></b>                            |           |           |
| Ukraine relief supplies                            | 310       | -         |
|  | <hr/>     | <hr/>     |

# Sidbury Village Hall CIO

## Notes

(Forming part of the accounts)

### 5 Fixed assets

|                                   | PV Solar<br>Cells | Chairs   | Curtains     | Total        |
|-----------------------------------|-------------------|----------|--------------|--------------|
|                                   | £                 | £        | £            | £            |
| <b>Cost</b>                       |                   |          |              |              |
| At 1 April 2021 and 31 March 2022 | 12,830            | 2,664    | 3,760        | 19,254       |
|                                   |                   |          |              |              |
| <b>Depreciation</b>               |                   |          |              |              |
| At 1 April 2022                   | 6,569             | 2,664    | 2,256        | 11,489       |
| Charge for the year               | 641               | -        | 376          | 1,017        |
|                                   |                   |          |              |              |
| At 31 March 2023                  | 7,210             | 2,664    | 2,632        | 12,506       |
|                                   |                   |          |              |              |
| <b>Net book value</b>             |                   |          |              |              |
| At 31 March 2022                  | 6,261             | -        | 1,504        | 7,765        |
|                                   |                   |          |              |              |
| <b>At 31 March 2023</b>           | <b>5,620</b>      | <b>-</b> | <b>1,128</b> | <b>6,748</b> |

### 6 Cash at bank and in hand

|         | 2022<br>£ | 2023<br>£ |
|---------|-----------|-----------|
| Cash    | 165       | 290       |
| Current | 58,611    | 60,189    |
|         |           |           |
|         | 58,776    | 60,479    |

### 7 Debtors and prepayments

|                       | 2022<br>£ | 2023<br>£ |
|-----------------------|-----------|-----------|
| <i>Prepayments</i>    |           |           |
| Defibrillator Support | 356       | 230       |

# Sidbury Village Hall CIO

## Notes

(Forming part of the accounts)

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

|                  | 2022<br>£ | 2023<br>£ |
|------------------|-----------|-----------|
| <i>Creditors</i> |           |           |
| Trade creditors  | 1,035     | -         |
| Accruals         | 96        | 95        |
|                  | <hr/>     | <hr/>     |
|                  | 1,131     | 95        |
|                  | <hr/>     | <hr/>     |

### 9 Funds

|                          | Restricted<br>£ | Unrestricted<br>£ | Total<br>£ |
|--------------------------|-----------------|-------------------|------------|
| At 1 April 2021          | 178             | 55,725            | 55,903     |
| Net income/(expenditure) | (126)           | 10,409            | 10,283     |
|                          | <hr/>           | <hr/>             | <hr/>      |
| At 31 March 2022         | 52              | 66,134            | 66,186     |
| Net income/(expenditure) | (52)            | 1,468             | 1,416      |
|                          | <hr/>           | <hr/>             | <hr/>      |
| At 31 March 2023         | 0               | 67,602            | 67,602     |
|                          | <hr/>           | <hr/>             | <hr/>      |

The restricted fund was used to contribute to 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 CIO

## 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 2023.

### 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.

I have no 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 Drive  
Mt Albert  
Auckland  
New Zealand

24 May 2023