

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

Trustees' Annual Report and Accounts

31 March 2024

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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
Lynden Webb

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 2024 are given on page 1. Regular management is provided by the Chairman, Secretary, Bookings Secretary and Treasurer.

As providers of a Community Building 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 the drama club, indoor bowls, badminton, table tennis, the Women's Institute and art group.

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.

The total net income (surplus) for the year, after depreciation, was £5,321 (2023: - £1,416). A detailed analysis of income is provided in note 3 of the accounts on pages 7 and a detailed analysis of expenditure is provided in note 4 on page 8.

At 31 March the Hall's General Fund was £72,923 (2023: £67,602). Bank and cash balances were £66,770 (2023: £60,479).

Trustees' Annual Report (continued)

Financial review *continued*

The highlights to note are:

- Income from affiliated clubs is higher due to an additional £2,000 from the Drama Club as a consequence of them having more productions in 2023 to make up for those lost during COVID;
- Private hires were less in number whereas the WI had more as did the art group;
- Compared with 2023 the costs for the provision of gas and electricity were significantly less. A separate and detailed report on the performance of our energy service provider has been prepared and provided to the Committee. On 9 July we changed from EDF to Scottish Power;
- Repair costs include the cost of the Fire Risk and Emergency Assessment carried out in July 2023 and the subsequent follow up work on fire doors, safety signs and smoke and carbon monoxide alarms.

Whilst the bank balances are healthy it is likely that the Hall roof will need replacing sometime in the future. There is no immediate concern.

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.

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 in previous years the gross income of the Hall was less than this the Committee agreed that an independent examination should be undertaken. As a consequence of the delay in presenting these accounts and subsequent postponement of the AGM it was decided that, in the circumstances, an independent examination was not required.

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
31 July 2024

Statement of Financial Activities
For the year ended 31 March 2024

	Notes	Year ended 31 March 2023 £	Year ended 31 March 2024 £
Incoming resources	3		
Charitable activities		7,879	9,337
Other trading activities		7,075	6,040
		<hr/>	<hr/>
		14,954	15,377
		<hr/>	<hr/>
Resources expended	4		
Charitable activities		12,897	9,415
Other trading activities		641	641
		<hr/>	<hr/>
		13,538	10,056
		<hr/>	<hr/>
Net income		1,416	5,321
Reconciliation of funds	9		
Funds brought forward		66,186	67,602
		<hr/>	<hr/>
Funds carried forward		67,602	72,923
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 6 to 10 form part of these accounts.

Balance sheet
At 31 March 2024

	Notes	£	2023 £	2024 £
Fixed assets	5		6,748	5,731
Current assets				
Cash at bank and in hand	6	60,479		66,770
Debtors and prepayments	7	230		2,105
Stock		240		252
		<u>60,949</u>		<u>69,127</u>
Creditors: amounts falling due within one year	8	95		1,935
		<u>95</u>		<u>1,935</u>
Net current assets			60,854	67,192
			<u>60,854</u>	<u>67,192</u>
Total assets less current liabilities			67,602	72,923
			<u>67,602</u>	<u>72,923</u>
Represented by:				
General Fund (unrestricted)	9		67,602	72,923
Restricted Fund	9		-	-
			<u>67,602</u>	<u>72,923</u>
			<u>67,602</u>	<u>72,923</u>

These accounts were approved by the Trustees on 31 July 2024 and were signed on their behalf by R Davey and W Wilkinson.

The notes on pages 6 to 10 form part of these accounts.

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 and income from the electrical feed in tariff scheme 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.

Notes

(Forming part of the accounts)

3 Analysis of income

	2023	2024
	£	£
<i>Charitable activities – hire income</i>		
Private hires	1,813	1,064
Art classes	1,055	1,098
Sidbury WI	691	1,015
Hire of equipment	-	20
	<hr/> 3,559	<hr/> 3,197
<i>Charitable activities – affiliated clubs</i>		
Short Mat Bowls	1,250	1,250
Sidbury into Drama	1,500	3,500
Table Tennis	1,000	800
Badminton	570	590
	<hr/> 4,320	<hr/> 6,140
	<hr/> <hr/>	<hr/> <hr/>
Total	7,879	9,337
	<hr/> <hr/>	<hr/> <hr/>

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

	£	£
<i>Other trading activities</i>		
Sidbury Fair: refreshments	-	513
Sidbury Fair: bric-a-bac	-	150
Bar at Hall functions	4,526	2,941
Feed in tariff: PV Solar Cells	2,549	2,436
	<hr/> 7,075	<hr/> 6,040
	<hr/> <hr/>	<hr/> <hr/>

Notes

(Forming part of the accounts)

4 Analysis of expenses

	2023 £	2024 £
<i>Charitable activities</i>		
<i>Repairs and renewals</i>		
Fire regulation review and follow up work	-	1,482
Refrigeration – chiller repair/new fridge	446	394
Bathroom tiling	-	209
Gas certificate and boiler service/catering safety	168	174
Solar panels - cleaning	-	160
Fire equipment service	59	150
Defibrillator support	74	125
EFTPOS terminal	-	95
Plumbing	85	89
Toilet radiators	130	-
Bunting	122	-
Planter and basket flowers	13	-
Keys	5	-
	<hr/>	<hr/>
	1,102	2,878
Defibrillator support – restricted fund	52	-
	<hr/>	<hr/>
	1,154	2,878
	<hr/>	<hr/>
<i>Other</i>		
Water	182	150
Heat and light:		
Gas	6,450	372
Electricity	1,040	2,045
Caretaking and cleaning	1,620	1,725
Insurance	1,399	1,346
Licence fees	329	329
Community Council for Devon	50	50
Bank charges and credit card fees	170	122
Administration expenses	127	22
Depreciation - equipment (note 5)	376	376
	<hr/>	<hr/>
	11,743	6,537
	<hr/>	<hr/>
	12,897	9,415
	<hr/>	<hr/>
<i>Other trading activities</i>		
Depreciation – PV solar cells (note 5)	641	641
	<hr/>	<hr/>

Notes

(Forming part of the accounts)

5 Fixed assets

	PV Solar Cells	Chairs	Curtains	Total
	£	£	£	£
Cost				
At 1 April 2022 and 31 March 2023	12,830	2,664	3,760	19,254
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation				
At 1 April 2023	7,210	2,664	2,632	12,506
Charge for the year	641	-	376	1,017
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2023	7,851	2,664	3,008	13,523
	<hr/>	<hr/>	<hr/>	<hr/>
Net book value				
At 31 March 2023	5,620	-	1,128	6,748
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2024	4,979	-	752	5,731
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

6 Cash at bank and in hand

	2023	2024
	£	£
Cash	290	340
Current	60,189	66,430
	<hr/>	<hr/>
	60,479	66,770
	<hr/> <hr/>	<hr/> <hr/>

7 Debtors and prepayments

	2023	2024
	£	£
Debtors		
Amounts receivable – Affiliated Club	-	2,000
Prepayments		
Defibrillator Support	230	105
	<hr/> <hr/>	<hr/> <hr/>

Notes

(Forming part of the accounts)

8 Creditors: amounts falling due within one year

	2023 £	2024 £
<i>Creditors</i>		
Trade creditors	5	-
Hire in advance	90	72
<i>Accruals</i>		
EDF – gas and electricity	-	1,863
	<hr/> 95	<hr/> 1,935
	<hr/>	<hr/>

9 Funds

	Restricted £	Unrestricted £	Total £
At 1 April 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
Net income	-	5,321	5,321
	<hr/>	<hr/>	<hr/>
At 31 March 2024	-	72,923	72,923
	<hr/>	<hr/>	<hr/>

Up until 31 March 2023 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.