



Trustees' Annual Report for the period

Period start date
From 1st January 2020 To 31st December 2020
Period end date

Section A Reference and administration details

Charity name OTTERHAMPTON VILLAGE HALL

Other names charity is known by

Registered charity number (if any) 1186747

Charity's principal address

Riverside

Combwich

Bridgwater

Postcode

TA5 2QZ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Susan Barton	Chair		
2	Peter Cashin	Treasurer		
3	Audrey Rowley	Secretary		
4	Amber Austin			
5	Marcus Ford			Combwich Short Match Bowls Group
6	Helen Jowett			Friday Morning Coffee Group
7	Lindsey Parsons			Otterhampton Parish Council
8	Nicola Rowland		From 1 st March 2020	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
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2	Not applicable	

Names and addresses of advisers (Optional Information)

Type of adviser	Name	Address
Not applicable		

Name of chief executive or names of senior staff members (Optional information)

Not applicable

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated 31 st October 2019
How the charity is constituted (eg. trust, association, company)	As a Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Up to 7 Trustees elected at AGM Up to 11 Trustees appointed by supportive user bodies Co-opted appointment at Trustees Meeting

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Otterhampton Village Hall is a member of the Community Council for Somerset and adopt a variety of policies and procedures suggested by the Council eg:

- Mission Statement
- Vision Statement
- health and safety procedures
- risk assessments
- finance policy
- safeguarding policy
- data protection
- equal opportunities
- hire procedures

Otterhampton Village Hall has been awarded Hallmark 1 and 2 accreditations.

The Hall is also a recognised Place of Safety for Somerset County Council in the event of an emergency.

The Hall works closely with other local Parish organisations: Otterhampton Parish Council and Otterhampton Parish Recreational Association.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Otterhampton and surrounding area.

Administration of the day to day requirements of running a building for public hire and ensuring all health and safety requirements are adhered to and all relevant licenses obtained.

The Village Hall has a large hall with stage, kitchen, social bar area, skittle alley and a separate hall used specifically for short mat bowls. The facilities were regularly used up to when the concerns with Covid surfaced and the subsequent enforced closures. The necessary updating of terms of use, additional cleaning requirements, etc. In compliance with safety concerns were introduced.

The Village Hall Committee usually undertake fund raising events to raise money for the hall upkeep. Although one or two events took place early in 2020 we were unable to arrange any large events later in the year due to Covid 19 restrictions.

Local user groups hire the Hall on a regular basis for Brownies, aerobics, Pilates, mobility classes, art group, craft group, choir practice, band practice, coffee mornings, bingo, Parish Council monthly meetings, Village Hall monthly meetings. The Hall can also be hired privately for birthday and anniversary parties. The Hall is also hired as a polling station for local and general elections.

Due to Covid 19 restrictions the Hall was closed for several months during 2020 and when it reopened had restricted numbers of people in attendance.

Summary of the main activities undertaken for the public benefit in relation to these objects (Include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional Information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We do not offer grants.

We do not invest any funds.

All Trustees are volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Hall is the central hub of Otterhampton Parish and a few events organised for early 2020 were well attended and raised funds for the Hall.

However, Covid 19 restrictions meant that the Hall was closed during national lockdown and revenue was badly affected.

The Hall Committee continued to hold monthly meetings via Zoom and to ensure that health and safety issues were dealt with and manage Covid 19 restrictions and procedures. The Hall successfully reopened with appropriate procedures in place to ensure the safety of visitors.

Some groups did reform and use the hall facilities but Covid restrictions has meant that the number of people attending functions was restricted. Other groups decided not to return during the pandemic due to health concerns for their members. The lack of regular income has resulted in reduced hire revenue for the Hall.

Overall, the Covid 19 pandemic has had a huge impact on the Hall's finances. Although the Hall was closed for several weeks and hire significantly reduced due to restrictions, we still had various expenses needed to be met in order to keep the Hall open and maintained. These included annual insurance, broadband/phone rental, oil, electricity, water costs and Covid 19 preventative cleaning and cleaning equipment costs.

Section E Financial review

Brief statement of the charity's policy on reserves

The unexpended grants (£883) received for refurbishment are held in a separate bank account as a restricted reserve. A separate reserve towards the costs of the annual 'Combwich Fun Day' of £374 at the beginning of the year, is carried forward to 2021, as this event had to be cancelled due to Covid restrictions.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:


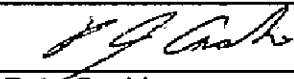
- the charity's principal sources of funds (including any fundraising);
 - how expenditure has supported the key objectives of the charity;
 - investment policy and objectives including any ethical investment policy adopted.
- Income from general fundraising during the year has been badly affected due to the pandemic with net income reduced by 60%.
 - Maintenance grant from Otterhampton Parish Council.
 - Conversely, Government assistance via various Covid relief grants has tripled General Funds amount to be carried forward.
 - Not applicable

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sue Barton	Pete Cashin
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	28th October 2021	



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

Charity Name
Otterhampton Village Hall

On accounts for the year
ended

31st December 2020

Charity no
(if any)

1186747

Set out on pages

1&2

(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 31st December 2020.

Responsibilities and
basis of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of (insert name of applicable listed body)]. Delete [] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

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

Signed:

Date:

31/7/21

Name:

Katherine Slade

Relevant professional
qualification(s) or body

ACMA

(If any):

Address:

10 Lonsdale Road

Cannington

Bridgwater TA5 2JR

Section B

Disclosure

Only complete if the examiner needs to highlight material 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.

1. The charity has been advised by the examiner that the accounts for the year ended 31 March 2018 are not in accordance with the requirements of the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. The charity has been advised to take steps to ensure that the accounts are in accordance with the requirements of the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008.

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OTTERHAMPTON VILLAGE HALL
Income and Expenditure Account to 31st December 2020

	Year to 31/12/2020	Year to 31/12/2019
OPERATIONS		
INCOME		
Hall Hire		
User Groups	3,646.33	7,477
Private Hire	254.00	1,944
	<u>3,900.33</u>	<u>9,421</u>
Fundraising		
Village Market	148.64	629
Other	1,072.57	2,201
	<u>1,221.21</u>	<u>2,831</u>
Less purchases for resale	337.41	519
	<u>883.80</u>	<u>2,312</u>
Net Income	<u>4,784.13</u>	<u>11,732</u>
EXPENDITURE		
Property Costs		
Cleaning service	3,535.00	4,838
Cleaning materials	415.15	153
	<u>3,950.15</u>	<u>4,991</u>
Hall Maintenance costs	185.50	3,442
Refurbishment Costs	53.45	
Fixtures, fittings & equipment	369.35	102
Light and heat	1,311.45	3,864
Fire prevention and testing	841.57	734
Water rates	600.64	576
	<u>7,312.11</u>	<u>13,709</u>
Less Maintenance Contributions received	1,300.00	3,300
	<u>6,012.11</u>	<u>10,409</u>
Administration & Services		
Broadband	362.46	612
Community Council	100.00	100
Insurance	673.32	643
Licences	321.78	322
Printing, stationery & postage	63.38	46
Other expenses	248.95	256
	<u>1,769.89</u>	<u>1,979</u>
Expenses	<u>7,782.00</u>	<u>12,388</u>
(Deficit) of Operational Income	<u>(-2,997.87)</u>	<u>(-656)</u>
Government grants received - Covid_19 relief	<u>11,334.00</u>	<u>-</u>
	<u>8,336.13</u>	<u>(-656)</u>
REFURBISHMENT ACCOUNT - restricted funds		
Grants Received	<u>-</u>	<u>-</u>
Designated Refurbishment Expenditure		
Project Support and Mentoring	1,560.60	518
Surveyor Service Fees	2,388.50	3,384
Asbestos Survey	-	1,428
Planning and Application Fees	-	116
	<u>3,949.10</u>	<u>5,446</u>
Surplus/(Deficit) of Refurbishment funds for Year	<u>(-3,949.10)</u>	<u>(-5,446)</u>
Net Increase/(Decrease) in Funds for Year	<u>£4,387.03</u>	<u>£(-6,102)</u>

OTTERHAMPTON VILLAGE HALL
Funds as at 31st December 2020

	Year to 31/12/2020	Year to 31/12/2019
Cash in Hand	48.91	55
General Bank Account	12,525.29	4,183
Refurbishment Bank Account	883.10	4,832
	<u>13,408.39</u>	<u>9,015</u>
	<u><u>£13,457.30</u></u>	<u><u>£9,070</u></u>
Represented by:		
General Fund b/twd	3,863.60	4,657
Less transfer to Reserve for 2021 Fun Day	-	(-138)
Surplus/(Deficit) of Income in period	<u>8,336.13</u>	<u>(-656)</u>
General Fund carried forward	12,199.73	3,864
Reserve for 2021 Fun Day	374.47	374
Restricted Reserve for Refurbishment	883.10	4,832
	<u><u>£13,457.30</u></u>	<u><u>£9,070</u></u>

Net Current Assets/Liabilities as at 31st December 2019
(Not included in above Funds Statement)

	Year to 31/12/2020	Year to 31/12/2019
Current Assets		
Outstanding Hall Hire Income:		
User Groups	42.00	231.00
Private Hire	0.00	39.00
	<u>42.00</u>	<u>270.00</u>
Stock of heating oil	40.00	320.00
Prepaid expenditure	306.00	405.00
	<u>388.00</u>	<u>995.00</u>
Current Liabilities		
Outstanding creditors and accruals	(-615.00)	(-676)
	<u><u>£(-227)</u></u>	<u><u>£119</u></u>



Pete Cashin
Treasurer

10th January 2021



Kate Slade ACMA
Cannington

Otterhampton Village Hall Accounts for year ended 31st December 2020

The attached Income and Expenditure Account for the year 2020 is in agreement with my examination of the underlying records and bank statements provided.

Dated: 31/7/21