



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

Period start date
From 1st January 2021

Period end date
To 31st December 2021

Charity name: OTERHAMPTON VILLAGE HALL

Charity registration number: 1186747

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Otterhampton and surrounding area.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>Administration of all 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.</p> <p>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. Access to the facilities continued to be greatly restricted by the Covid epidemic and the subsequent enforced closures. This was exasperated by further hall closures due to a major refurbishment affecting all areas with further lengthy periods of closure</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All Trustees are aware of, and ensure that, the Hall is run solely for the benefit of the public.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	

Policy on social investment including program related investment	Para 1.38	
--	-----------	--

Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Trustees undertook a major refurbishment of the Hall in 2021/22 with grants from several local and national organisations. The Hall is now a safe, modern, well equipped and energy efficient building offering a warm and attractive community building for inhabitants of the Parish and surrounding areas. Particular attention was given to ensuring that the Hall is easily accessible to all Parishioners including those with disabilities.</p> <p>New furniture and decorations have made the Hall a welcoming and comfortable venue for local groups and events ranging from keep fit, arts, crafts, Brownies and a monthly market to meeting venues for the Parish Council and other groups. Regular social and fund raising events are arranged by the Trustees to bring the community together including the annual Combwich Fun Day, bingo and social evenings. The Hall is also hired for private events eg birthday celebrations and corporate events such as public meetings and as a polling venue.</p> <p>The Trustees ensure that the building is maintained to a high standard so the building is warm, clean and safe for all users and that it is financially viable. The Hall is a recognised by Somerset County Council as a Place of Safety.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
-------------------------------------	-----------	--

Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Although income from normal activities largely disappeared during the year, the financial position has greatly improved due to the Covid relief grants received. Additionally due to the enforced closure of the hall in compliance with Covid restrictions and refurbishment work, ongoing running costs have been reduced by 35% since 2019</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<p>In previous years the General Reserve was intended to provide sufficient reserve to meet up to a year's costs. However, Government sponsored Covid Relief grants, and cost savings from enforced closures due to Covid and the start of major Refurbishment works, have resulted in a more than doubling of General Reserves during the year. It is expected that a portion of this surplus reserve can be assigned to a separate Maintenance Reserve to enable ongoing major maintenance and improvement works without materially affecting the level of General Reserve required to meet day to day costs.</p> <p>A separate reserve towards the costs of the annual Combwich Fun Day is carried forward to 2022, as due to Covid restrictions the Fun Day was unable to be held for the 2nd year running.</p> <p>The separate Restricted Funds reserve arises from unexpended grants received towards a planned major refurbishment and these are required to complete the ongoing refurbishment works.</p>

Amount of reserves held	Para 1.22	General Reserves more than doubled during the year (from £11,973 to £24,387). The designated General Reserve for Combwich Fun Day remains at £374. The separate Restricted Funds Reserve increased to £29,250, but this is required to complete the ongoing refurbishment works.
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Not applicable

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Hall usage by regular groups and private hire has been badly affected due to Covid restrictions and closures due to Refurbishment works. Income from Hall hire has decreased to 25% of the levels in 2019. Income from Fundraising is around 50% of 2019 levels. However, these income losses were more than compensated by the Government sponsored Covid Relief Grants resulting in a doubling of General Funds. Additional Funds of nearly £300,000 were received from funding bodies in support of the major Refurbishment of the Village Hall which started during the year.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Not applicable
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Up to 7 Trustees may be elected at an Annual General Meeting. Up to 11 may be appointed by User bodies Up to 5 may be co-opted by the Trustees

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The Trustees are offered training by the Community Council for Somerset
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity is a member of the Community Council for Somerset.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Otterhampton Village Hall
Other name the charity uses	
Registered charity number	1186747
Charity's principal address	Otterhampton Village Hall Riverside Combwich 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 James Cashin	Treasurer		
3	Audrey Rowley		To 15/10/2021	
4	Lindsey Parsons	Secretary		Otterhampton Parish Council
5	Amber Austin			
6	Roger Marcus Ford			Combwich Short Mat Bowls Group
7	Helen Jowett			Coffee Morning Group
8	Nicola Annette Rowland			
9	Steven Lang		From 15/10/2021	Harbour View Club
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not applicable

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
-----------------	------	---------

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

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--


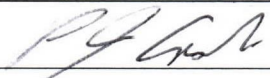
Other optional information

--

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Susan Barton	Peter James Cashin
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date

20/10/22



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

OTTERHAMPTON VILLAGE HALL CIO

On accounts for the year
ended

31st December 2021

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 31/12/2021.

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 *The Chartered Institute of Management Accountants*.

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:

10/10/22

Name:

Mrs Katharine Slade

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

CIMA

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.

OTTERHAMPTON VILLAGE HALL**Income and Expenditure Account at 31st December 2021**

	Year to 31/12/2021			31/12/2020
	Unrestricted Funds £	Restricted Funds £	Total for year £	Total for year £
INCOME				
Donations			-	233
Hall Hire	2,435		2,435	3,622
Grants towards Maintenance Costs	1,300		1,300	975
Village Market	426		426	217
Other Fundraising activities	647		647	945
RHL Grants re Covid	16,335		16,335	11,334
Grants towards Refurbishment		297,699	297,699	-
	21,143	297,699	318,842	17,327
EXPENDITURE				
Direct Costs against Income				
Village Market Costs	122		122	77
Fundraising Costs	94		94	434
	215	-	215	512
Property Costs				
Hall Maintenance Costs	36	210,274	210,311	186
Furniture, Fittings and Equipment	171	43,497	43,668	369
Professional fees for Refurbishment	-	13,040	13,040	3,961
Storage and waste disposal	2,113		2,113	-
Fire prevention and testing	773		773	848
Utility Costs	1,442		1,442	2,413
Cleaning	2,050		2,050	3,570
Insurance	1,179		1,179	664
	7,765	266,811	274,576	12,010
Administration Costs				
Subscriptions and Licences	421		421	410
Marketing and Social Media	138	120	258	216
Gifts for volunteers & retiring Trustee	120		120	-
Miscellaneous Costs	70		70	150
	749	120	869	776
Total Expenses	8,729	266,932	275,660	13,297
NET INCOME	12,414	30,767	43,181	4,030
Total Funds brought forward	11,973	(-1,517)	10,456	6,426
TOTAL FUNDS CARRIED FORWARD	£ 24,387	£ 29,250	£ 53,637	£ 10,456

OTTERHAMPTON VILLAGE HALL
Balance Sheet as at 31st December 2021

	Year to 31/12/2021			31/12/2020
	Unrestricted Funds £	Restricted Funds £	Total for year £	Total for year £
CURRENT ASSETS				
Stock of heating oil	10		10	40
Debtors	1,345		1,345	348
Cash at Bank and in hand	23,717	41,006	64,723	13,457
	25,072	41,006	66,078	13,845
Less Creditors:				
Amounts falling due within one year	311	11,755	12,067	3,015
TOTAL NET ASSETS	£ 24,761	£ 29,250	£ 54,012	£ 10,830

Represented by:

Restricted Funds	29,250	(-1,517)
Unrestricted Funds	24,761	12,347
	<u>£ 54,012</u>	<u>£ 10,830</u>

Notes to the Accounts

Accounting Policies

Capital expenditure

1

a) All capital expenditure is charged directly to Income and Expenditure Account in the year in which incurred.

Accruals Basis

b) These Accounts are prepared on the Accruals basis, where income and expenditure is applied to the accounting period to which it applies, rather than when it is paid / received.

This is reflected in these accounts by identifying the effect on Funds by 'Prior year adjustments' to the Funds brought forward (note 2).

Prior Year Adjustments

2 The change from cash basis to accrual basis accounting has resulted in amendments to the reported Funds brought forward as follows:

	2021	2020
Restricted Funds		
Previously reported Funds		883
Prior Year adjustments		(-2,400)
Adjusted Funds c/fwd	<u>£ 29,250</u>	<u>(-£ 1,517)</u>
Unrestricted Funds - General Fund		
Previously reported Funds		12,200
Prior Year adjustments		(-227)
General Fund c/fwd	24,387	11,973
Reserve for Fun Day	374	374
	<u>£ 24,761</u>	<u>£ 12,347</u>

Pete Cashin
Treasurer



26th August 2022