



# Tempsford Stuart Memorial Village Hall

Registered Charity No. 200249

## Trustees' Annual Report

1<sup>st</sup> January 2021 – 31<sup>st</sup> December 2021

Chairman: Brian Harrison  
New House, Church Street, Tempsford, Sandy, Bedfordshire, SG19 2AN  
Tel: 01767 641142 e-mail: [b.harrison46@btinternet.com](mailto:b.harrison46@btinternet.com)

### Names of Trustees

Brian Harrison (Chairman)  
Tracy Hirons (Treasurer)  
Anne Francis (Secretary)  
Linda Collins (Bookings Secretary)  
Andy Wines  
Vanessa Biggs (until 29<sup>th</sup> June 2021)  
Steve Ward (from 20<sup>th</sup> July 2021)  
Kay Quinn (from 20<sup>th</sup> July 2021)

### Sources of advice and support

Bank: Barclays plc., Leicester, LE87 2BB  
Solicitors: Woodfines Solicitors, 6 Bedford Road, Sandy, Bedfordshire, SG19 1EN  
Independent examiner: Antoinette Gorst FCCA CTA, Anstee Gorst, Unit 4 Eaton Court,  
Colmworth Business Park, Eaton Socon, St Neots, Cambridgeshire, PE19 8ER

### Governance

Tempsford Stuart Memorial Village Hall was established as a charity by a Trust Deed dated 12<sup>th</sup> December 1935. The hall was originally built as a village hall by Dugald and Millicent Stuart of Tempsford Hall in memory of their son Esme who was killed in the First World War.

An Operating Manual for the Hall covers Governance in detail as well as the Constitution and Operating Procedures.

## **Appointment of Trustees**

The Trust Deed governs the appointment of trustees and the management of the charity. Eight trustees are elected at the Annual General Meeting held in April. The two longest serving Trustees must retire at each AGM. In addition, certain regular user groups (the Women's Institute and Tempsford Museum & Archives) each nominate one member of the Management Committee. The Trustees and nominated members form the Management Committee of the Village Hall, which has the power to co-opt up to 2 further members on an annual basis.

NB. Because of Covid-19 we delayed the 2021 AGM until 20<sup>th</sup> July 2021. The community was informed of this via the local newsletter, the Tempsford Times, and copies of the Annual Report for 2020 were made available to those who wanted them. Brian Harrison and Tracy Hirons retired from the Trustees as required by the Trust Deed but were re-elected. Kay Quinn and Steve Ward were elected as new Trustees.

## **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been produced:

- Health & Safety Policy
- Fire Safety Policy
- Young and Vulnerable People Policy

Copies of these policies are included in the Operating Manual.

## **Hire of Hall**

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

## **Licences**

The hall has a Premises Licence (not including alcohol) and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Right Society for live and recorded music. Alcohol licencing is done via Temporary Event Notices.

## **Risk Management**

### **Insurance**

The village hall is insured with respect to property damage (buildings insurance) by Ansva Insurance, Policy No: 2261928 (£1,119,013 cover). It is insured with the same company with respect to contents (up to £15,463) public liability (£5,000,000) employers' liability (£10,000,000) and legal assistance (£250,000).

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.



## **Building Issues**

- Much of the work on the building, funded by the National Lottery People's Project and a Community Assets Grant (CAG), was completed in 2020 and has been reported previously.
- The main remaining item to be done with CAG funding was the overhead supplementary heating. This was completed in the first quarter of 2021 and heaters were fitted in the Main Hall, Committee Room, Museum and Library. Timers were also fitted.
- New stage curtains were fitted as well as blinds in the toilets.
- The heaters were more expensive than predicted and we have had to delay the replacement of all remaining rainwater goods. We judged, however, that replacement of these was not urgent.
- We had a further issue with the main heating which required two motorised control valves to be replaced.
- We have installed wi-fi in the Hall on a trial basis for 1 year. So far, it is proving quite popular and we may have this permanently installed.
- Our insurance company now insists that all external locks are a minimum of 5 lever mortice deadlock type. We have replaced all our external locks and some of our window locks.
- PAT testing of electrical appliances still has to be completed and full electrical testing will be due in 2022.
- We obtained a Burco water boiler free of charge from the Kier building company because they were vacating their Tempsford site and were getting rid of surplus equipment. The boiler will be electrically tested and installed in 2022.
- Volunteers from the Committee carry out other regular maintenance checks.

## **Security**

We previously reported that, in November 2020, a container in the Hall grounds was broken into and items belonging to a theatre group, the Kingfisher Players, who use the Hall, were stolen but later recovered by police. We decided to install a CCTV system and this was completed and commissioned early in 2021. The system has worked well and can be monitored remotely.

## **Objectives of the Charity**

- Provision of a village hall for the benefit of the inhabitants of the Parish of Tempsford without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions
- Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants
- The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.



## **Principal Activities in pursuit of Objectives**

- The hall is in use most days of the week for a variety of activities including Cardiac Exercise Class, Lindy Hop, Yoga, Martial Arts, Dog Training. Unfortunately, the Women's Institute, which used the Hall, folded in 2021.
- The Hall also houses the Tempsford Museum & Archives (a separate charitable trust), which is open to the public on the first Sunday of every month
- The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions, concerts, theatre performances and various clubs.
- The Hall also runs and hosts the annual Tempsford Show which we decided to cancel again in 2021 because volunteers were reticent to help because of the ongoing pandemic.

## **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the Hall are set to achieve this. From time to time the Hall also applies for grants to fund specific projects.

A further £18,145 in Covid Grants was obtained from Central Bedfordshire Council. These grants are intended to compensate organisations for lost revenue due to Covid and to help them re-start their activities.

## **Volunteers' Effort**

Management costs are kept to a minimum through the use of volunteers for running Hall events and for regular maintenance. Some cleaning is done by volunteers but we also employ a cleaner on a one day a week basis. We do not keep timesheets (except for the cleaner) but we estimate that at least 20 hours of volunteer time are given each week to cover routine tasks such as maintenance, meetings, administration, etc. In addition, trustees and other volunteers give many hours a year in organising and running fund raising events.

## **2021 Achievements**

The Trustees work hard to make the hall attractive to potential users and measure their success by the range of users and the hall occupancy, as well as revenues earned.

Achievements in 2021 have again been very much restricted by closures due to Government measures to fight Covid 19. The Hall remained closed until May but, even then, could only partially re-open because of remaining restrictions on numbers. The Hall fully re-opened in July. We used these lockdown periods to complete outstanding works described above.

Since re-opening, we have worked hard to encourage people to come back to the Hall and many of our regulars have done so. However, our revenues did not quite return to normal. There are encouraging signs for 2022, with many new bookings coming in.



Although the Women's Institute has folded, a new group called the Tempsford Meet Up Group (T-Mugs) has been started. This is intended to appeal to the whole community and to their interests. A successful start up meeting was held in October and a number of sub-groups and events are planned. Although the group is independent of the Hall, it will use the Hall for many of its activities.

The 2021 Tempsford Show, which contributes significantly to the revenue earnings for the Hall, was cancelled this year, again due to Covid restrictions. For the same reason, no other events were organised by the Trustees in 2021.

### **Reserves Policy**

The current Trustees have decided to maintain a reserve fund of £5000. This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement.

The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works far in excess of cash reserves held, as reported above. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (i.e. without needing a loan).

### **Future Plans**

Last year, we reported that the Trustees had recognised the need to improve communications with the villagers of Tempsford and its environs. The new T-Mugs group is now at the heart of this and we hope that this will bring many people to the Hall who have never used it before. Early signs are promising.

We are involved with T-Mugs and the Parish Council to organise events for the Queen's Platinum Jubilee.

We fully intend to run a Tempsford Show in 2022 and are canvassing volunteers to establish their participation and help. We anticipate that the Show will be a scaled down version of previous shows because our main sponsor (Kier) has departed the village and because other sponsors may be reluctant to donate because of the effect of Covid on their businesses.

We intend to continue maintenance and refurbishment tasks for which we have funding. The main items to be completed are the kitchen and the external paintwork and these are scheduled for spring/summer 2022

### **Financial Review**

Once again it is impossible to make a 'year on year' comparison for 2021 due to the ongoing disruption caused by Covid-19. However, whilst having recovered a little from 2020's figures, the Hall's income in 2021 from hirers and events was still only £6,075 which is a third of pre-covid levels (2019).

We received a total of £18,145 in Grants from CBC to help counter the financial losses of further Covid-19 restrictions and to assist with the costs of additional cleaning and sanitising



between hirers. These Grants have once again been a real lifeline, without them the Hall's reserves would have been seriously depleted as the running and essential maintenance costs in 2021 were over £5,000 more than the income generated.

At the 31<sup>st</sup> December 2021 the Hall had Unrestricted Funds of £37,036 comprising of £23,721 in its Barclays current account and £13,315 in a Post Office Investment Account.

Whilst the Trustees don't need to worry about the financial viability of the Hall as yet, we do have to be mindful that although all government restrictions have been lifted, Covid-19 is still likely to be with us in some form for the foreseeable future and we may not return to the levels of profit from hirers and events that we saw in the pre-covid years for some time yet. Bearing this in mind it will be a continuing balancing act between investing in our improvement plans and keeping enough in reserves to maintain the Hall should we have a few more bumpy years ahead.

The Hire Rates for the Hall were increased on July 1<sup>st</sup> 2017 and they have been maintained at the same level during 2021.

The Hall has Restricted Investment Funds of £8,782 (Market Value £17,026), which in 2021 generated an income of £564 compared to £814 in 2020.

The law applicable to the charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year.

In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently
- Make judgments that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departure disclosed and explained in the financial statements
- Prepare ongoing financial statements

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the Charity and which enable them to ascertain the financial position of the Charity and to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Report) Regulations and the Provisions of the Trust Deed. The Trustees are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

The Charity prepares accounts on a receipts and payments basis.

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

**Signed on behalf of the charity's trustees**

Signature(s)

B. Harrison

Tracy Hiron

Full name(s)

BRIAN HARRISON

TRACY HIRON

Position

CHAIRMAN OF TRUSTEES

TREASURER

Date

3-10-2022

03-10-2022

**THE BOARD OF MANAGEMENT  
OF  
THE STUART MEMORIAL HALL  
TEMPSFORD**

**ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR  
2021**



## INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

### The Board of Management of THE STUART MEMORIAL HALL, TEMPSFORD

I report on the accounts of the Trust for the year ended 31st December 2021, which are set out on pages 9 and 10.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

#### Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the account, and seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention.

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: A. Gorst FCCA CTA

Address: Anstee Gorst  
Ground Floor Offices, Eaton Court  
Colmworth Business Park, Eaton Socon  
St Neots, Cambs  
PE19 8ER

Date:

The Board of Management  
of  
**THE STUART MEMORIAL HALL, TEMPSFORD**

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2021**

	2021		2020	
	£	£	£	£
<b>RECEIPTS</b>				
Endowment fund investments	564		814	
Hall hire receipts	6,075		3,510	
Security bond - refundable	200		300	
Donations for heating	17		0	
Grants	26,056		17,290	
Village show and raffle	<u>0</u>		<u>1,000</u>	
		32,912		22,914
<b>PAYMENTS</b>				
Cleaning and caretaking	1,435		1,731	
Insurance	1,351		1,469	
Light and heat	1,413		-2,721	
Water	147		473	
Repairs, maintenance and replacements				
General	4,769		6,490	
Capital	10,070		61,705	
Security bond refund	200		400	
Postage, stationery and telephone	30		40	
Booking clerk	838		597	
Licenses and subscriptions	944		1,361	
Accountancy and professional fees	450		450	
Village show costs	<u>0</u>		<u>148</u>	
		21,647		72,143
<b>EXCESS OF PAYMENTS OVER RECEIPTS</b>		<u><u>11,265</u></u>		<u><u>(49,229)</u></u>



The Board of Management  
of  
THE STUART MEMORIAL HALL, TEMPSFORD  
STATEMENT OF ASSETS AT 31 DECEMBER 2021

	2021		2020	
	£	£	£	£
<b>ENDOWMENT FUND (RESTRICTED)</b>				
(see footnote)				
at 1 January 2021	8,782		8,782	
at 31 December 2021		8,782		8,782
<b>CASH AT BANK AND IN HAND</b>				
Cash: at bank and in hand	23,721		12,551	
Post Office Investment account	13,315		13,220	
		37,036		25,771
<b>TOTAL FUNDS AT 31 DECEMBER 2021</b>		45,818		34,553
<b>REPRESENTED BY:</b>				
<b>ACCUMULATED FUND (UNRESTRICTED)</b>				
at 1 January 2021	25,771		75,000	
Excess of payments over receipts for the year	11,265		(49,229)	
at 31 December 2021		37,036		25,771
Endowment Fund:				
Quoted investments at 1993 valuation and subsequent cost:				
2393.85 Charinco Common Investment Fund units	4,504		4,504	
614.03 COIF Charities Investment Fund Inc. Units	4,278		4,278	
(Market value £17,026 (2020: £20,492))		8,782		8,782
		45,818		34,553

## NOTES:

The Endowment Fund was created by Deed of Trust dated 12 December 1935 and is a restricted fund in that only the income of the fund can be applied to meet the running expenses of the Stuart Memorial Hall.

In addition to the above, the Charity owns the building and associated land known as the Stuart Memorial Hall. However as this was gifted to the Charity and the Charity's accounts are prepared on a receipts and payments basis, no value for the building and associated land has been recognised historically in the statement of assets. Although no market value for the building and associated land is readily available, the Trustees believe that the rebuild cost of the building itself would be in the region of £1,250,000.

APPROVED BY THE BOARD OF MANAGEMENT ON

16/08

2022

AND SIGNED ON ITS BEHALF

Pracy Milton  
(TREASURER)

B. Hamer  
(CHAIRMAN OF TRUSTEES)