

# TOWN HALL AND INSTITUTE

England & Wales · Charity number 200623

## Details

---

Other names	THE BUCKFASTLEIGH TOWN HALL TRUST, TOWN HALL AND INSTITUTE, BUCKFASTLEIGH
Status	Registered
Legal form	Other
Registered	1961-12-22
Register	<a href="#">View on the Charity Commission register</a>

## Contact

---

Address	Buckfastleigh Town Hall 34 Bossell Road Buckfastleigh TQ11 0DD
Phone	01364388017
Email	<a href="mailto:admin@buckfastleigh.gov.uk">admin@buckfastleigh.gov.uk</a>
Website	<a href="http://www.buckfastleigh.gov.uk">www.buckfastleigh.gov.uk</a>

## Activities

---

**Objects:** ERECTION OF BUILDINGS FOR THE USE OF THE INHABITANTS OF BUCKFASTLEIGH AND NEIGHBOURHOOD.

**Activities:** Buckfastleigh Town Hall Trust provides a large community building which is used by a wide variety of local groups and organisations to hold events and activities on a daily basis. The Town Hall Trust operates for the benefit of the local community.

## Classification

---

- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Amateur Sport
- **Who:** The General Public/mankind

## Geography

---

- **Area of benefit:** BUCKFASTLEIGH AND NEIGHBOURHOOD
- Devon

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£48,890	£49,125	-	-
2024-03-31	£48,520	£64,746	-	-
2023-03-31	£46,757	£62,357	-	-
2022-03-31	£42,058	£45,660	-	-
2021-03-31	£61,405	£39,779	-	-

---

## Trustees

---

Name	Role	Appointed
Buckfastleigh Town Council		1952-06-13

---

**TOWN HALL AND INSTITUTE**

England & Wales - Charity number 200623

---

# Accounts

---

## **Buckfastleigh Town Hall Chair/Trustee's Report**

**For the year ended 31.03.23**

### **Annual General Meeting**

#### **Constitution**

The Charity is constituted under a trust deed dated 13th June 1952 registered by the Charity Commission on 22nd December 1961. Its charitable objects are "for a Town Hall, Institute, Technical School, Free Library for the use of inhabitants of Buckfastleigh and the neighbourhood or such other purpose..... as might be agreed upon by (the Trustee)."

#### **Trustees**

Buckfastleigh Town Council is the sole Trustee.

The Trust is administered by the Acting Secretary to the Trust: -

Mrs Clair S. Stevens  
Town Hall  
Bossell Road  
Buckfastleigh  
Devon  
TQ11 0DD

#### **Chair's Update**

Firstly I want to start by congratulating the staff team at the Town Hall and Town Council for again pulling together to support each other through some of the challenges we have faced in this period, mostly involving the repairs to the roof and the resulting events from the fraud perpetrated by the contractor and the ongoing contact with Trading Standards.

We only have a small staff team so it is essential that they are able to navigate their stressors and also celebrate their successes together.

In January 2025 the educational provision that had been hiring spaces from us ended their relationship with us due to their own operational reasons.

We acted as a Polling Station for the General Election and then again for the County elections.

We were hired as a wedding venue in June 2024, using the downstairs kitchen and the main hall which Clair made look lovely for the happy couple.

We saw the return of Mid Devon Cycling Club meetings and various performances and choir rehearsals kept Town Hall busy.

As usual the W.I. Christmas Fair took place in November 2024 with rooms 2 and 3 and the big kitchen proving perfect for sellers and volunteers to sell their wares and raise funds.

In November 2025 we hosted the 'Wintertide' event which filled the Town hall to capacity and brought a lot of new people into the building and made sure that our building is essential for this extremely popular event to be successful. I know that the organisers of Wintertide needed a lot of time and access to dress the hall and their feedback was very positive about how Clair assisted with this so it could go smoothly.

Later in the year the Social Supermarket relocated from the football club to the town hall and were very grateful that we identified some additional storage space for them. The Social Supermarket has been very necessary to many of our residents. They can access cheap, fresh foods and other items whilst also enjoying a warm social space to chat together and access a number of other support services that are made available to them.

It is essential that community spaces like our town hall remain affordable to those running services that directly benefit the community as well those who wish to hire rooms for private events or their fitness businesses.

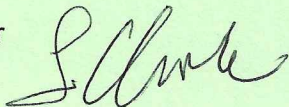
In this period we did have some concerns about the impact of MIC opening and inviting organisations to hire spaces in competition with us but, in fact the income from lettings remained stable, including the Town Council and Library rent (TC rent £8000/Library £4452).

Trustees, continued to have conversations about new ways to attract lettings and maximise income especially in light of the work that is required to the building.

**Statement approved at the Buckfastleigh Town Hall & Institute Annual General Meeting held on:**

**Date:** 16-12-25

Chair



Deputy Chair



## BUCKFASTLEIGH TOWN HALL & INSTITUTE

(Registered Charity No: 200623)

### Income & Expenditure Account for the year ended 31st March 2025

	<b>2023/2024</b>	<b>2024/2025</b>
<b>Income</b>		
Lettings & Rents	30,369.60	30,890.40
Town Council Revenue Grant	17,220.00	18,000.00
Cinema	0	0
Other income	930.00	0
<b>Total Income</b>	<b>48,519.60</b>	<b>48,890.40</b>
<b>Revenue Expenditure</b>	<b>2023/24</b>	<b>2023/24</b>
Salaries & Wages	22,933.52	23,993.80
Gas & Electricity	16,306.40	8,662.48
Bank Fees	93.75	71.82
Cinema Costs	0	0
Insurance	2,447.83	2,242.65
Water Rates	328.00	956.00
Repairs & Maintenance	11,047.58	7,232.07
Printing & Stationery	1,337.09	779.15
IT, Software & Consumables	1,085.49	1,070.60
Telephone & Internet	873.68	935.75
Postage	0	0
Cleaning & Refuse	297.74	830.58
General Expenses	1,226.81	1,195.03
Subscriptions & Licences (Legal Expenses)	826.81	399.70
PAYE	89.21	279.09
Payroll costs	146.50	269.75
Pension payable	1,355.57	69.88
Staff Training	390.00	0
Advertising & Marketing	0	0
Audit & Accountancy Fees	120.00	126.00
Travel expenses	0	0
<b>Total Revenue Expenditure</b>	<b>64,745.57</b>	<b>49,125.15</b>

#### Town Council Capital Grants

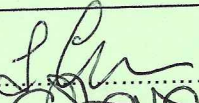
	<b>2023/24</b>	<b>2024/25</b>
	0	0
<b>Total</b>	<b>0</b>	<b>0</b>


#### Total Capital Expenditure from Earmarked Reserves including Capital Grants and Loans as detailed above

	<b>2023/24</b>	<b>2024/25</b>
	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

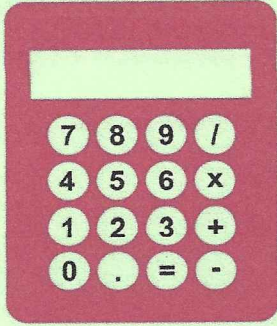
**Assets retained for the Charity's Own Use**

	2023/24	2024/25
Premises (Insurance Value)	2,250,000	2,250,000
Fixtures & Fittings	37,481.34	37,481.34
<b>Total</b>	<b>2,288,481.34</b>	<b>2,288,481.34</b>

Signed  (Chair of Buckfastleigh Town Hall & Institute)

Signed  (Acting Secretary to the Buckfastleigh Town Hall & Institute)

Date 16-12-25



## **Lee Accounting (SW) Limited**

**19b Golvers Hill Road, Kingsteignton  
Newton Abbot, Devon, TQ12 3BP**

Telephone            Mobile  
01626 324994    07828624717

### **Independent Examiner's Report to the Trustees of Buckfastleigh Town Hall and Institute**

I report on the accounts of the Charity for the year ended 31 March 2025, which are set out on pages...

#### **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; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required by an audit, and consequently no opinion is given as to whether the accounts represent 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

Registered in England and Wales No: 8499632

Email: [hania@leeaccounting.org.uk](mailto:hania@leeaccounting.org.uk)

VAT registration number: 243 6626 05

- to keep accounting records in accordance with section 130 of the 2011 Act;  
and
- 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.

Hania Lee

Signed.....*Hania Lee*.....

Association of Chartered Certified Accountants

19b Golvers Hill Road  
Kingsteignton  
Newton Abbot  
Devon  
TQ12 3BP

Date.....14 November 2025.....

**TOWN HALL AND INSTITUTE**

England & Wales - Charity number 200623

---

# Accounts

---

## **Buckfastleigh Town Hall Chair/Trustee's Report**

**For the year ended 31.03.23**

### **Annual General Meeting**

#### **Constitution**

The Charity is constituted under a trust deed dated 13th June 1952 registered by the Charity Commission on 22nd December 1961. Its charitable objects are "for a Town Hall, Institute, Technical School, Free Library for the use of inhabitants of Buckfastleigh and the neighbourhood or such other purpose..... as might be agreed upon by (the Trustee)."

#### **Trustees**

Buckfastleigh Town Council is the sole Trustee.

The Trust is administered by the Acting Secretary to the Trust: -

Mrs Clair S. Stevens  
Town Hall  
Bossell Road  
Buckfastleigh  
Devon  
TQ11 0DD

#### **Chair's Update**

I will start by expressing the shock and sadness we all felt at the passing of our previous Chair and Council Leader, Huw Cox, who we lost after a short illness in January 2024. Huw was not only committed to the town, but I know he also loved the Town Hall was a very focused on its improvement and continuing success. It took us a while to come to terms with not seeing his familiar face at our meetings and his steady and considered input to all our discussions about the plans and hopes going forward.

I spoke on Friday 3<sup>rd</sup> Jan to Huw's widow Audra about how she was holding up with the anniversary of Huw's death fast approaching. She told me that she and her daughter were planning to have a day to celebrate the anniversary of her marriage to Huw which took place some days prior to his death and which she described as 'a really beautiful day'.

I know I speak for all trustees when I say that we still mourn the loss of Huw and recognise all that he managed to achieve through his dedicated public service. Thank you Huw.

During the period 1st April 2023 - 31st March 2024 we said goodbye to a couple of valued users, including one group who had been using the building for 20 years. We also welcomed one off performances from a director from as far away as Scotland! Helen Chadwick, Songwriter and Theatre Creator returned for performances. We were also the chosen venue for Buckfastleigh Primary Schools end of year performance to parents.

We welcomed the glitz of the Ballroom every Saturday afternoon and the Twinning Association hosted a very successful welcome party for their French visitors in August. The One Big Happy Charity joined us for their holiday programme for Children and Cat Howard and Moor Fitness bought her very popular 'Clubasize' class to the Hall. We also had a more sedate, chair-based exercise class for over 50's as well as our other valued, regular bookings.

The Police Surgeries continued; where members of the community come to discuss their concerns with an officer once a month and we as Trustees and Councillors can share our concerns about any crime or disorder in our town.

The great staff team continued to support each other, covering duties during sickness and holiday and continued to look for ways to increase the use of the Town Hall. Work was scheduled for room three (now named the Huw Cox Room) and Trustees remain mindful of the need for further increasingly urgent remedial work needed for the building.

I would like to thank Clair and Kiki for their continued service to the Town Hall Trust.

The Trust is pleased to confirm that the Town Hall continues to pursue the objectives and purpose originally designated by its founders and trustees in 1887 and reinforced by its Constitution in 1952. We would like once again to thank all the town hall customers, staff and volunteers for their continued support.

The Trustees confirm that they have complied with the duty to have regard to the guidance on public benefit published by the Charity Commission in exercising their powers.

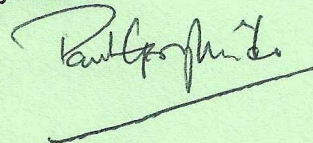
**Statement approved at the Buckfastleigh Town Hall & Institute Annual General Meeting held on:**

Date: 14-01-25

Chair



Deputy Chair



# **BUCKFASTLEIGH TOWN HALL & INSTITUTE**

(Registered Charity No: 200623)

**Income & Expenditure Account for the year ended 31st March 2024**

	<b>2022/2023</b>	<b>2023/2024</b>
<b>Income</b>		
Lettings & Rents	29,602.70	30,369.60
Town Council Revenue Grant	17,049.00	17,220.00
Cinema	90.00	0
Other income (Coronavirus Business Grant/Donations)	15.00	930.00
Job Retention Scheme	0	0
<b>Total Income</b>	<b><u>46,756.70</u></b>	<b><u>48,519.60</u></b>
<b>Revenue Expenditure</b>	<b>2022/23</b>	<b>2023/24</b>
Salaries & Wages	21,816.48	22,933.52
Gas & Electricity	11,467.83	16,306.40
Bank Fees	77.09	93.75
Cinema Costs	339.60	0
Insurance	3,417.33	2,447.83
Water Rates	901.50	328.00
Repairs & Maintenance	15,585.80	11,047.58
Printing & Stationery	1,345.03	1,337.09
IT, Software & Consumables	1,804.16	1,085.49
Telephone & Internet	716.70	873.68
Postage	0	0
Cleaning & Refuse	1,030.39	297.74
General Expenses	2,442.62	1,226.81
Subscriptions & Licences (Legal Expenses)	980.52	826.81
PAYE	36.23	89.21
Payroll costs	173.65	146.50
Pension payable	671.31	1,355.57
Staff Training	0	390.00
Advertising & Marketing	0	0
Audit & Accountancy Fees	164.00	120.00
Travel expenses	0	0
<b>Total Revenue Expenditure</b>	<b><u>62,970.24</u></b>	<b><u>64,745.57</u></b>

## **Town Council Capital Grants**

	<b>2022/23</b>	<b>2023/24</b>
	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>

## **Total Capital Expenditure from Earmarked Reserves including Capital Grants and Loans as detailed above**

	<b>2022/23</b>	<b>2023/24</b>
	<b>0</b>	<b>0</b>

<b>Total</b>	<b>0</b>	<b>0</b>
--------------	----------	----------

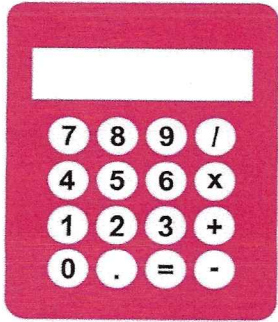
**Assets retained for the Charity's Own Use**

	<b>2022/23</b>	<b>2022/23</b>
<b>Premises (Insurance Value)</b>	<b>2, 250,000</b>	<b>2, 250,000</b>
<b>Fixtures &amp; Fittings</b>	<b>37,481.34</b>	<b>37,481.34</b>
<b>Total</b>	<b>2,288,481.34</b>	<b>2, 288,481.34</b>

Signed *[Signature]* (Chair of Buckfastleigh Town Hall & Institute)

Signed *[Signature]* (Acting Secretary to the Buckfastleigh Town Hall & Institute)

Date *14/1/25*



## **Lee Accounting (SW) Limited**

**19b Golvers Hill Road, Kingsteignton  
Newton Abbot, Devon, TQ12 3BP**

Telephone            Mobile  
01626 324994    07828624717

### **Independent Examiner's Report to the Trustees of Buckfastleigh Town Hall and Institute**

I report on the accounts of the Charity for the year ended 31 March 2024, which are set out on pages...

#### **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; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required by an audit, and consequently no opinion is given as to whether the accounts represent 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

**Registered in England and Wales No: 8499632**

**Email: [hania@leeaccounting.org.uk](mailto:hania@leeaccounting.org.uk)**

**VAT registration number: 243 6626 05**

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- 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.

Hania Lee

Signed.....*Hania Lee*.....

Association of Chartered Certified Accountants

19b Golvers Hill Road  
Kingsteignton  
Newton Abbot  
Devon  
TQ12 3BP

Date.....15 November 2024.....

**TOWN HALL AND INSTITUTE**

England & Wales - Charity number 200623

---

# Accounts

---

## **Buckfastleigh Town Hall Chair/Trustee's Report**

**For the year ended 31.03.23**

### **Annual General Meeting**

#### **Constitution**

The Charity is constituted under a trust deed dated 13th June 1952 registered by the Charity Commission on 22nd December 1961. Its charitable objects are "for a Town Hall, Institute, Technical School, Free Library for the use of inhabitants of Buckfastleigh and the neighbourhood or such other purpose..... as might be agreed upon by (the Trustee)."

#### **Trustees**

Buckfastleigh Town Council is the sole Trustee.

The Trust is administered by the Acting Secretary to the Trust: -

Mrs Clair S. Stevens  
Town Hall  
Bossell Road  
Buckfastleigh  
Devon  
TQ11 0DD

#### **Chair's Update**

The Town Hall & Institute has had a good year. Bookings are slowly but surely increasing. This period has seen the Town Hall provide space for a variety of Community Groups, Choirs, Buckfastleigh Scout Group, Christmas Fairs & Education services to name a few.

The Town Council also funded a Citizens Advice Outreach Service which consisted of a video booth service once a week for the community. We also saw the return on Police Surgery's where members of the community could come and discuss their concerns with a officer once a month.

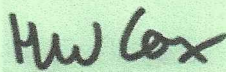
The staff team continue to support each other well. There is awareness from the Trustees that the building needs work and this is being addressed.

The Trust is pleased to confirm that the Town Hall continues to pursue the objectives and purpose originally designated by its founders and trustees in 1887 and reinforced by its Constitution in 1952. We would like once again to thank all the town hall customers, staff and volunteers for their continued support.

The Trustees confirm that they have complied with the duty to have regard to the guidance on public benefit published by the Charity Commission in exercising their powers.

**Statement approved at the Buckfastleigh Town Hall & Institute Annual General Meeting held on:**

**Date:** 15<sup>th</sup> November 2023



Chair



Deputy Chair

# **BUCKFASTLEIGH TOWN HALL & INSTITUTE**

**(Registered Charity No: 200623)**

**Income & Expenditure Account for the year ended 31st March 2023**

<b>Income</b>	<b>2021/2022</b>	<b>2022/2023</b>
Lettings & Rents	22,944.53	29,602.70
Town Council Revenue Grant	16,880.00	17,049.00
Cinema	248.05	90.00
Other income (Coronavirus Business Grant/Donations)	7.80	15.00
Job Retention Scheme	1978.14	0
<b>Total Income</b>	<b>42,058.52</b>	<b>46,756.70</b>
<b>Revenue Expenditure</b>	<b>2021/22</b>	<b>2022/23</b>
Salaries & Wages	20,167.90	21,816.48
Gas & Electricity	7,803.30	11,467.83
Bank Fees	21.93	77.09
Cinema Costs	207.19	339.60
Insurance	3,301.84	3,417.33
Water Rates	850.00	901.50
Repairs & Maintenance	6,756.64	15,585.80
Printing & Stationery	1,644.63	1,345.03
IT, Software & Consumables	973.40	1,804.16
Telephone & Internet	908.53	716.70
Postage	0	0
Cleaning & Refuse	525.11	1,030.39
General Expenses	934.59	2,442.62
Subscriptions & Licences (Legal Expenses)	220.00	980.52
PAYE	340.92	36.23
Payroll costs	325.00	173.65
Pension costs	515.48	58.39
Staff Training	0	0
Advertising & Marketing	0	0
Audit & Accountancy Fees	164.00	164.00
Travel expenses	0	0
<b>Total Revenue Expenditure</b>	<b>45,660.46</b>	<b>62,357.32</b>

## **Town Council Capital Grants**

	<b>2021/2022</b>	<b>2022/23</b>
	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>

## **Total Capital Expenditure from Earmarked Reserves including Capital Grants and Loans as detailed above**

	<b>2021/2022</b>	<b>2022/23</b>
	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>

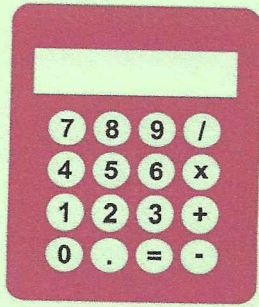
**Assets retained for the Charity's Own Use**

	2021/2022	2022/23
<b>Premises (Insurance Value)</b>	<b>2, 250,000</b>	<b>2, 250,000</b>
<b>Fixtures &amp; Fittings</b>	<b>37,481.34</b>	<b>37,481.34</b>
<b>Total</b>	<b>2,288,481.34</b>	<b>2, 288,481.34</b>

Signed..... *HW Cox* ..... (Chair of Buckfastleigh Town Hall & Institute)

Signed..... *Deven* ..... (Acting Secretary to the Buckfastleigh Town Hall & Institute)

Date..... *13-11-23* .....



## **Lee Accounting (SW) Limited**

**19b Golvers Hill Road, Kingsteignton  
Newton Abbot, Devon, TQ12 3BP**

Telephone            Mobile  
01626 324994    07828624717

### **Independent Examiner's Report to the Trustees of Buckfastleigh Town Hall and Institute**

I report on the accounts of the Charity for the year ended 31 March 2023, which are set out on pages...

#### **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; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required by an audit, and consequently no opinion is given as to whether the accounts represent 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

Registered in England and Wales No: 8499632

Email: [hania@leeaccounting.org.uk](mailto:hania@leeaccounting.org.uk)

VAT registration number: 243 6626 05

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- 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.

Hania Lee

Signed.....*Hania Lee*.....

Association of Chartered Certified Accountants

19b Golvers Hill Road  
Kingsteignton  
Newton Abbot  
Devon  
TQ12 3BP

Date.....12 October 2022.....

Registered in England and Wales No: 8499632

Email: [hania@leeaccounting.org.uk](mailto:hania@leeaccounting.org.uk)

VAT registration number: 243 6626 05

**TOWN HALL AND INSTITUTE**

England & Wales - Charity number 200623

---

# Accounts

---

## **Buckfastleigh Town Hall Chair/Trustee's Report**

**For the year ended 31.03.22**

### **Annual General Meeting**

#### **Constitution**

The Charity is constituted under a trust deed dated 13th June 1952 registered by the Charity Commission on 22nd December 1961. Its charitable objects are "for a Town Hall, Institute, Technical School, Free Library for the use of inhabitants of Buckfastleigh and the neighbourhood or such other purpose..... as might be agreed upon by (the Trustee)."

#### **Trustees**

Buckfastleigh Town Council is the sole Trustee.

The Trust is administered by the Acting Secretary to the Trust: -

Mrs Clair S. Stevens  
Town Hall  
Bossell Road  
Buckfastleigh  
Devon  
TQ11 0DD

#### **Chair's Update**

It has been a better year for the Town Hall & Institute (TH&I) with the changes that occurred for everyone due to the Covid Pandemic and lockdowns gradually eased. The Trustees got regular updates from Clair the Town Hall Manager and took into account the national picture in relation to Covid-19.

Bookings slowly started to return with staff and Trustees maintaining a cautious 'safety-first' approach, ensuring continued compliance with public safety requirements and government guidelines. Thanks are due to Clair for steering us carefully through the pandemic and being alert to every change in guidance.

The TH&I has continued to be fastidious about the cleaning needed to help prevent the spread of the virus through surface contact and as Chair I would also like to congratulate Kiki Sykes for her dedication to keeping all areas spotless and safe.

I would also like to commend our staff team for the way that they support each other and cover each other's duties as needed. This saves the Town Hall considerable cost in terms of relief staffing.

Whilst the TH&I was able to remain open for essential educational and youth support services throughout the previous year, this year saw a welcome, gradual uptick in other business and events taking place. 2021 also saw the completion of the installation of up-to-date audio/visual equipment.

Some highlights from the 2021 calendar are as follows:

**May**

Polling station

Yoga Classes re-started

**July/August**

Moorland Community Care

Friendship Group

Hello Summer (wet weather venue bookings)

**September**

Villages In Action

Choir sessions

**October (Covid restrictions eased)**

Town Council Meetings

Hello Autumn sessions

**December**

Cinema relaunch

'Boo To a Goose' and Buckfastleigh Library performance

Hello Winter

**January 2022**

Police Surgery

Vaccination Clinics

**February**

Citizens Advice video booth debut

Jubilee Committee meetings

**March**

Energy Workshops (from Buckfastleigh Town Council)

There is no doubt that the disruption of established bookings due to the pandemic had an effect on business, I am satisfied that our cautious and considered approach helped us to ensure that the safety of staff and members of the public was at the forefront of all our decision making.

Looking back at some of the events and sessions we have hosted, it's clear that we continue to be a welcoming and comfortable space for groups that offer fun, support and companionship for our residents and users from the very young (Hello Summer/Autumn/Winter) to the more senior of our citizens (Moorland Community Care and Friendship Group). It is also lovely to hear the voices raised in song coming from the open windows of the main hall when the Choir are rehearsing upstairs. The vaccination clinics have proved essential to our community, helping to ensure that our residents aren't prevented from accessing essential healthcare by having to travel or face daunting queue's. Thanks are due to Town Hall staff for all the telephone enquiries they've had to handle in respect of this.

Every Friday since December 2021, the CAB have run the video booth sessions in the TH Chamber. There were some initial teething problems with the technology, but the service has been a real success and the report submitted to Town Council this month is evidence of just how important that help has been. In the coming months, the CAB is likely to see an increase in requests for help as people struggle to pay bills and find housing.

In this last year, we have agreed to raise the pay of our TH Manager after some careful research completed by Cllr Kathy Taylor using her skill as a trained HR professional to make comparisons and come to us with a recommendation. As you know Kathy sadly passed away in November and she will be a loss to this Trust and to Buckfastleigh. I would like to formally record our condolences to Kathy's family.

The Town Council continues to make it clear that they recognise the Town Hall as an invaluable resource to the parish and they will continue to support it fully – with financial resources and participation in planning its future.

The Town Hall continues to receive income from letting rooms for meetings and events, hiring space to the Town Council for its offices and to the library. In addition, it receives a grant from the Town Council. Full financial details are available in the accounts.

The standard hall hire rates are still competitive and incorporate a regular annual price increase.

Residents of Buckfastleigh/Buckfast are offered a 20% discount on bookings of 4 or more hours. We offer a standard rate and a reduced rate for local Charities and Community Groups.

The Trust is therefore pleased to confirm that the Town Hall continues to pursue the objectives and purpose originally designated by its founders and trustees in 1887 and reinforced by its Constitution in 1952. We would like once again to thank all the town hall customers, staff and volunteers for their continued support.

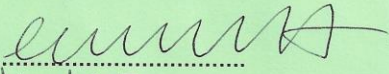
#### Public Benefit

The Trustees confirm that they have complied with the duty to have regard to the guidance on public benefit published by the Charity Commission in exercising their powers.

Statement approved at the Buckfastleigh Town Hall & Institute Annual General Meeting held on... MONDAY 5<sup>TH</sup> DECEMBER 2022

Signed by:

Trustee... 

Trustee... 

Date... 5/12/22

## **BUCKFASTLEIGH TOWN HALL & INSTITUTE**

(Registered Charity No: 200623)

**Income & Expenditure Account for the year ended 31st March 2022**

<b>Income</b>	<b>2020/2021</b>	<b>2021/2022</b>
Lettings & Rents	14,933.63	22,944.53
Town Council Revenue Grant	16,713.00	16,880.00
Cinema	0	248.05
Other income (Coronavirus Business Grant/Donations)	25,500	7.80
Job Retention Scheme	4,258.10	1978.14
<b>Total Income</b>	<b>61,404.73</b>	<b>42,058.52</b>
<b>Revenue Expenditure</b>	<b>2020/21</b>	<b>2021/22</b>
Salaries & Wages	20,027.06	20,167.90
Gas & Electricity	6,324.62	7,803.30
Bank Fees	0	21.93
Cinema Costs	0	207.19
Insurance	3,460.86	3,301.84
Water Rates	354.00	850.00
Repairs & Maintenance	2,182.06	6,756.64
Printing & Stationery	1,082.25	1,644.63
IT, Software & Consumables	977.83	973.40
Telephone & Internet	920.95	908.53
Postage	18.56	0
Cleaning & Refuse	1,543.29	525.11
General Expenses	1,023.24	934.59
Subscriptions & Licences (Legal Expenses)	647.30	220.00
PAYE	176.81	340.92
Payroll costs	340.00	325.00
Pension costs	514.20	515.48
Staff Training	0	0
Advertising & Marketing	0	0
Audit & Accountancy Fees	186.00	164.00
Travel expenses	0	0
<b>Total Revenue Expenditure</b>	<b>39,779.03</b>	<b>45,660.46</b>

### **Town Council Capital Grants**

	<b>2019/20</b>	<b>2020/21</b>
	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>

### **Total Capital Expenditure from Earmarked Reserves including Capital Grants and Loans as detailed above**

	<b>2019/20</b>	<b>2020/21</b>
	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>

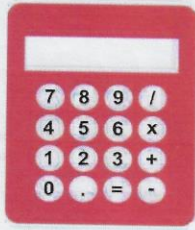
**Assets retained for the Charity's Own Use**

	2020/21	2021/22
<b>Premises (Insurance Value)</b>	<b>2, 250,000</b>	<b>2, 250,000</b>
<b>Fixtures &amp; Fittings</b>	<b>37,481.34</b>	<b>37,481.34</b>
<b>Total</b>	<b>2,288,481.34</b>	<b>2, 288,481.34</b>

Signed *J. Clarke* ..... (Chair of Buckfastleigh Town Hall & Institute)

Signed *Stevens* ..... (Acting Secretary to the Buckfastleigh Town Hall & Institute)

Date: *5/12/22* .....



## **Lee Accounting (SW) Limited**

**19b Golvers Hill Road, Kingsteignton  
Newton Abbot, Devon, TQ12 3BP**

Telephone      Mobile  
01626 324994    07828624717

### **Independent Examiner's Report to the Trustees of Buckfastleigh Town Hall and Institute**

I report on the accounts of the Charity for the year ended 31 March 2022, which are set out on pages...

#### **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; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required by an audit, and consequently no opinion is given as to whether the accounts represent 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

Registered in England and Wales No: 8499632

Email: [hania@leeaccounting.org.uk](mailto:hania@leeaccounting.org.uk)

- to keep accounting records in accordance with section 130 of the 2011 Act;  
and
- 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.

Hania Lee

Signed.....*Hania Lee*.....

Association of Chartered Certified Accountants

19b Golvers Hill Road  
Kingsteignton  
Newton Abbot  
Devon  
TQ12 3BP

Date.....6 November 2022.....

**TOWN HALL AND INSTITUTE**

England & Wales - Charity number 200623

---

# Accounts

---

## **Buckfastleigh Town Hall Chair/Trustee's Report**

**For the year ended 31.03.21**

### **Annual General Meeting**

#### **Constitution**

The Charity is constituted under a trust deed dated 13th June 1952 registered by the Charity Commission on 22nd December 1961. Its charitable objects are "for a Town Hall, Institute, Technical School, Free Library for the use of inhabitants of Buckfastleigh and the neighbourhood or such other purpose..... as might be agreed upon by (the Trustee)."

#### **Trustees**

Buckfastleigh Town Council is the sole Trustee.

The Trust is administered by the Acting Secretary to the Trust: -

Mrs Clair S. Stevens  
Town Hall  
Bossell Road  
Buckfastleigh  
Devon  
TQ11 0DD

#### **Chair's Update**

It has been an unusual year for the Town Hall & Institute (TH&I) with the changes that occurred for everyone due to the Covid Pandemic and lockdowns.

On March the 18<sup>th</sup> 2020 the Town Hall had to close until further notice due to the Covid 19 pandemic, as with many other businesses. All users were informed, and refunds paid to all that had paid in advance for bookings.

In line with government guidelines the TH&I was able to open for much of 20/21 to educational services so we continued to make space available for Education Support services and other support groups when permitted such as a Youth Wellbeing provider and a mother and baby support group. The loss of other valuable business was in some way compensated by the grants from local and central government applied for by the Town Hall Manager.

With the easing of restrictions, bookings slowly started to return with staff and Trustees maintaining a cautious 'safety-first' approach, ensuring full compliance with public safety requirements and government guidelines. The Town Hall Manager spent the month of August getting all measures in place to safely reopen to limited bookings in September 2020.

The TH&I has been fastidious about the cleaning needed to help prevent the spread of the virus through surface contact and as Chair I would like to congratulate Kiki Sykes for her dedication to keeping all areas spotless and safe. Kiki was Furloughed when we went into Lockdown and subject to the government furlough payments to

maintain her income during lockdown with all the administration of the scheme being handled by our Manager Clair Stevens. Clair remained on full pay and moved to working from home. The Town Council, who act as Sole Trustee to the Charity agreed that Clair would dedicate her normal working hours to the Buckfastleigh Covid Response Team. Clair worked as Volunteer Coordinator for Foodbank and Prescription deliveries, continuing the role until it ceased in December 2020, alongside her Town Hall duties. During Lockdown when the Town Hall was closed, Clair kept up to date with all the legally required fire safety checks and all other legally required business. Kiki volunteered once a week to clean at the Food Bank and returned on reduced hours, remaining on Furlough for the remaining hours when the Town Hall reopened. Feedback on the space provided during the Pandemic has been positive with users saying they felt the space was warm, safe and welcoming, despite the measures in place.

Regular users were offered the larger space on their return to activities for the same cost as their normal space to help them return & recover from the impact of the Lockdown.

There has of course been a concomitant impact of our income as a result of lockdowns despite the mitigation of the grants supplied but our capital reserves remain relatively healthy.

Work on updating the audio/visual systems was completed which will be important for TH&I business going forward. In December 2020, a very successful light show by The Media Workshop, commissioned by the Town Council was projected from the TH&I on to the primary school opposite. This event was very well attended despite the horrendous weather (over 400 attendees over three nights) and the feedback indicated that it was much appreciated as a way to safely celebrate the Christmas holiday and was a resounding success. Many thanks to the staff who worked so hard and the trustees who volunteered to make this such a success. help set This continued growth in use is down to a combination of improved safety and fire standards, modifications in structure and systems to make the space more user-friendly, increased publicity and most of all, the work of Clair Stevens, the Town Hall Manager, who has worked tirelessly to promote and manage the space and liaise with users.

An ongoing issue of unsafe equipment stored at the TH&I started to be finally addressed in March 2021 and has now been resolved. I'm aware this situation led to some stress on staff and Trustees as the circumstances of the storage were disputed, so I am grateful that thanks to careful recording and detailed chronologies, we were able to evidence our position and find resolution.

It is clear from the feedback that I and other trustees have received over the last year that the Town Hall is a valuable resource for the local community and that residents feel a strong connection to it.

Buckfastleigh TH&I was set up in 1887 to provide a building to be used as a "Town Hall, Institute, Technical School, Free Library and other like purposes" as deemed necessary by the Trustees. Buckfastleigh Town Council became trustees of the

charity in 1952 and a group of town Councillors and others act as the operating committee.

The Town Council continues to make it clear that they recognise the Town Hall as an invaluable resource to the parish and they will continue to support it fully – with financial resources and participation in planning its future.

The Town Hall receives income from letting rooms for meetings and events, hiring space to the Town Council for its offices and to the library. In addition, it receives a grant from the Town Council. Full financial details are available in our accounts.

The revised booking systems and clearly contracted safety policies are now embedded practice and continued to be reviewed and updated as needed.

The standard hire rates are still competitive and incorporate a regular annual price increase, rates were not increased during this period due to the Pandemic.

Residents of Buckfastleigh/Buckfast are offered a 20% discount on bookings of 4 or more hours. We offer a standard rate and a reduced rate for local Charities and Community Groups.

Permanent occupants of the Town Hall who provide revenue are the Town Council's office and the library.

The Trust is therefore pleased to confirm that the Town Hall continues to pursue the objectives and purpose originally designated by its founders and trustees in 1887 and reinforced by its Constitution in 1952. We would like once again to thank all the town hall customers, staff and volunteers for their continued support.

**Public Benefit**

The Trustees confirm that they have complied with the duty to have regard to the guidance on public benefit published by the Charity Commission in exercising their powers.

**Statement approved at the Buckfastleigh Town Hall & Institute Annual General Meeting held on.....**

**Signed by:**

Trustee  .....

Trustee  .....

Date 23/11/21 .....

# **BUCKFASTLEIGH TOWN HALL & INSTITUTE**

(Registered Charity No: 200623)

## **Income & Expenditure Account for the year ended 31st March 2021**

<b>Income</b>	<b>2019/20</b>	<b>2020/2021</b>
Lettings & Rents	30,317.00	14,933.63
Town Council Revenue Grant	16,385.00	16,713.00
Cinema	313.18	0
Other income (Coronavirus Business Grant)	597.83	25,500
Interest income	6.09	0
Job Retention Scheme	0	4,258.10
<b>Total Income</b>	<b><u>47,619.30</u></b>	<b><u>61,404.73</u></b>
<b>Revenue Expenditure</b>	<b>2019/20</b>	<b>2020/21</b>
Salaries & Wages	19,695.88	20,027.06
Gas & Electricity	5,789.55	6,324.62
Insurance	3,340.43	3,460.86
Water Rates	486.00	354.00
Repairs & Maintenance	7,982.39	2,182.06
Printing & Stationery	1,775.58	1,082.25
IT, Software & Consumables	850.26	977.83
Telephone & Internet	922.28	920.95
Postage	11.40	18.56
Cleaning & Refuse	435.37	1,543.29
General Expenses	1,009.39	1,023.24
Subscriptions & Licences (Legal Expenses)	70.00	647.30
PAYE	397.03	176.81
Payroll costs	146.50	340.00
Pension costs	610.59	514.20
Staff Training	0	0
Advertising & Marketing	0	0
Audit & Accountancy Fees	208.00	186.00
Travel expenses	0	0
<b>Total Revenue Expenditure</b>	<b><u>43,730.65</u></b>	<b><u>39,779.03</u></b>

### **Town Council Capital Grants**

	<b>2019/20</b>	<b>2020/21</b>
	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>

### **Total Capital Expenditure from Earmarked Reserves including Capital Grants and Loans as detailed above**

	<b>2019/20</b>	<b>2020/21</b>
	<b>0</b>	<b>0</b>
<b>Total</b>	<b>0</b>	<b>0</b>

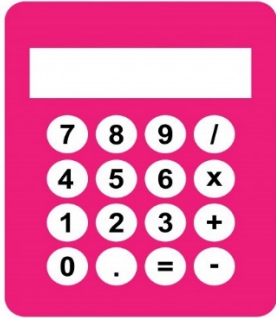
**Assets retained for the Charity's Own Use**

	2019/20	2020/21
<b>Premises (Insurance Value)</b>	<b>2.250,000</b>	<b>2, 250,000</b>
<b>Fixtures &amp; Fittings</b>	<b>37,481.34</b>	<b>37,481.34</b>
<b>Total</b>	<b>2,288,481.34</b>	<b>2,288,481.34</b>

Signed  (Chair of Buckfastleigh Town Hall & Institute)

Signed  (Acting Secretary to the Buckfastleigh Town Hall & Institute)

Date 23/11/21



## **Lee Accounting (SW) Limited**

**19b Golvers Hill Road, Kingsteignton  
Newton Abbot, Devon, TQ12 3BP**

Telephone            Mobile  
01626 324994    07828624717

### **Independent Examiner's Report to the Trustees of Buckfastleigh Town Hall and Institute**

I report on the accounts of the Charity for the year ended 31 March 2021, which are set out on pages...

#### **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; and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with the 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 accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required by an audit, and consequently no opinion is given as to whether the accounts represent 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; and
- 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.

Hania Lee

Signed.....*Hania Lee*.....

Association of Chartered Certified Accountants

19b Golvers Hill Road  
Kingsteignton  
Newton Abbot  
Devon  
TQ12 3BP

Date.....12 November 2021.....