

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 18th 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

Income	2019/20	2020/2021
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
Total Income	<u>47,619.30</u>	<u>61,404.73</u>
Revenue Expenditure	2019/20	2020/21
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
Total Revenue Expenditure	<u>43,730.65</u>	<u>39,779.03</u>

Town Council Capital Grants

	2019/20	2020/21
	0	0
Total	0	0

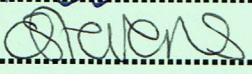
Total Capital Expenditure from Earmarked Reserves including Capital Grants and Loans as detailed above

	2019/20	2020/21
	0	0
Total	0	0

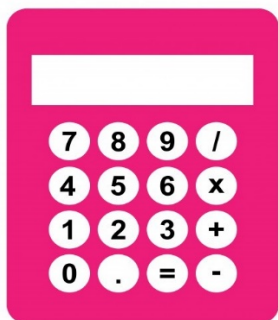
Assets retained for the Charity's Own Use

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

Signed.....  (Chair of Buckfastleigh Town Hall & Institute)

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

Date..... 23/11/21



Lee Accounting (SW) Limited

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