

## **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.

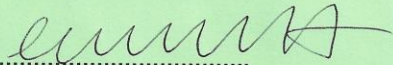
Statement approved at the Buckfastleigh Town Hall & Institute Annual General Meeting held on... MONDAY 5<sup>TH</sup> DECEMBER 2022

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**

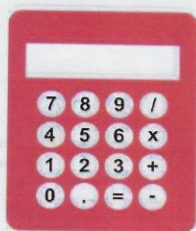
	2020/21	2021/22
Premises (Insurance Value)	2, 250,000	2, 250,000
Fixtures & Fittings	37,481.34	37,481.34
Total	2,288,481.34	2, 288,481.34

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**

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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 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

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- 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.....