



Trustees' Annual Report for the period

Period start date

1st April 2020

Period end date

31st March 2021

From

To

Section A

Reference and administration details

Charity name **Denham Memorial Hall**Other names charity is known by **DENHAM VILLAGE MEMORIAL HALL**Registered charity number (if any) **202124**Charity's principal address **Denham Memorial Hall****Village Road****Denham, Bucks****UB9 5BN**

Names of the charity trustees who manage the charity

| | Trustee name | Office (if any) | Dates acted if not for whole year |
|----|---------------------|------------------------------------|-----------------------------------|
| 1 | Rosemarie Stevenson | Trustee | |
| 2 | Cathy Jullien | Secretary | |
| 3 | Tim Greenfield | Trustee & Treasurer | |
| 4 | Beverley Walker | Chairman | |
| 5 | Derek Walker | | |
| 6 | Kathleen Anderson | | |
| 7 | Stefan Wrana | | |
| 8 | Carmen Brown | Co-opted Member | |
| 9 | Alison Turrall | Co-opted Member | |
| 10 | Anne Leigh | Denham Nursing Fund Representative | |
| 11 | Marilyn Heath | Parish Council Representative | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |
| 20 | | | |

Names of the trustees for the charity, (custodian trustees)

| Name | Dates acted if not for whole year |
|---------------------|-----------------------------------|
| Tim Greenfield | |
| Rosemarie Stevenson | |
| | |

Names and addresses of advisers (Optional information)

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

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

Section B Structure, governance and management

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Trust Deeds dated 22nd December 1921, 2nd February 1933 and 26 th April 1961 |
| How the charity is constituted (eg. trust, association, company) | Trust |
| Trustee selection methods (eg. appointed by, elected by) | Appointed by Trustees |

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Summary of the objects of the charity set out in its governing document

Trust to provide a Village Hall and Community Centre for the benefit of the inhabitants of the Parish of Denham

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Varied – We provide the Hall, buildings and grounds buildings as a suitable place for the people of Denham to meet and hold events.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Another very strange and challenging year, mostly in the throes of the Covid pandemic with the Hall being closed or semi-closed for a great majority of the time.

The Hall provided a very valuable service for the local community with the Denham Food Bank which operated from April 2020 to nearly the end of the year.

It's been a trying time particularly for (*Our Booking Clerk*) Carmen with bookings being made and cancelled due to the government lockdowns throughout 2020 and up until summer 2021 - it has also been difficult to manage the hall with the ever changing rules for social gatherings ... but we got through it! Carmen now also has a mobile phone which is much better for her managing the calls and emails.

We also had cause last August to report a serious incident to the Charity Commission and you've been circulated with the details along with the AGM paperwork. This was a very unfortunate incidence of one of our regular clubs using the Hall during lockdown without permission and when the Hall was closed in line with government regulations. This particular club has since relocated to another venue.

So, moving on, our achievements during the year have included:

The main hall has had the paintwork all touched up and the changing room has been redecorated.

The kitchen has been tidied up with the under sink area being boxed in. New locks fitted to the outside doors. A key card access system has also been discussed but not introduced.

The new under stage cupboards have come in very useful with some of our regular groups especially as these bring in a bit more income.

Section E**Financial review**

Brief statement of the charity's policy on reserves

Reserves will be used for emergencies and refurbishment.

Details of any funds materially in deficit

Further financial review details (Optional information)

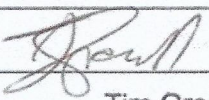
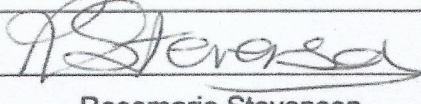
You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|---|---|
| Signature(s) |  |  |
| Full name(s) | Tim Greenfield | Rosemarie Stevenson |
| Position (eg Secretary, Chair, etc) | Trustee and treasurer | Trustee |

Date

10th November 2021

Section A

Independent Examiner's Report

Report to the trustees of **Denham Memorial Hall**

On accounts for the year ended **31st March 2021** Charity no (if any) **202124**

Set out on pages **1**

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

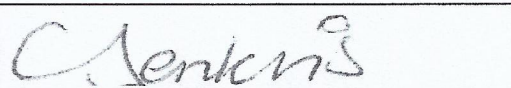
- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

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 accounts, and seeking explanations from the 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 which gives me reasonable cause to believe that in, any material respect, the requirements to keep accounting records in accordance with section 41 of the 1993 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:  Date: **2/10/2021**

Name: **Mr Chris Jenkins**

Relevant professional body : **Retired Financial Adviser**

Address: **Riverside House, Rope Walk**
Hamble
Southampton. SO31 4HD

DENHAM VILLAGE MEMORIAL HALL

Statement of Financial Activities (SOFA)

Income & Expenditure for the Year to 31/03/21

| | £ |
|-------------------------------------|---------------|
| Regular bookings | 1,625 |
| Other Bookings | 1,569 |
| deposits | 380 |
| Electricity Substation | 148 |
| Buckinghamshire Council Grants | 21,099 |
| Job Retention Scheme | 3,160 |
| Donations | - |
| Filming | - |
| Fund Raising | - |
| Council Offices Rent | 3,145 |
| Bungalow Rent | 14,850 |
| Total Income | 45,976 |
| Expenditure | |
| Stationary | - |
| Advertising | 972 |
| Water | 793 |
| Boiler Repairs | - |
| Refuge Collection | 1,031 |
| Telephone | 285 |
| Cleaners | 2,475 |
| Cleaning Materials | 461 |
| Electricity | 4,564 |
| Gas | 46 |
| Insurance | 2,665 |
| Repairs and renewals | 2,929 |
| Fire Precautions | 56 |
| Hall Improvements | 1,916 |
| Bungalow costs | 4,313 |
| Performing Rights | - |
| Misc sundries | 120 |
| Wages | 4,240 |
| Garden | - |
| refunds | 1,939 |
| deposit returns | 380 |
| Total Expenses | 29,185 |
| SURPLUS ON HIRING ACTIVITIES | 16,792 |

DENHAM VILLAGE MEMORIAL HALL

BALANCE SHEET as at 31st March 2021

| | 2020/2021 £ |
|-------------------------------|----------------|
| CASH | |
| Treasurer's Account | 11,405 |
| Business Money Master Account | 8,809 |
| Project Account | 50 |
| Cash in Hand | |
| Total Cash | 20,265 |
| Deposits Held | -700 |
| Uncleared Cheques | 0 |
| TOTAL ASSETS | 19,565 |

Notes

1. A proportion of the revenue will be used for "redecorating and equipment" for redecoration of the hall and replacement of furniture and equipment.
2. Extra hire charges for the kitchen are to be used for kitchen equipment.
3. The Memorial Bungalow ceased to be a caretaker's residence in 2004/5 and is now let to private tenants. The rent received is paid into a separate fund and will be used to refurbish the bungalow and maintain the Hall.
4. Trust Deed clause (10(1)) states the committee receives an "audited" statement of its accounts and clause (10(6)) an auditor is appointed. They are taking this on the Charity commissions advice as being examined by a capable person
5. The Project account is for major improvements on the Hall and grounds. The next project is for a Play area and gates.

I certify that the forgoing accounts have been correctly drawn up in accordance with records produced to me and as required by the Charity Commission Statement of Recommended Practice (SORP)

C. Jenkins