



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 April 2020 To 31 March 2021

Charity name: Potterne Village Hall

Charity registration number: 202490

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Charity provides and maintains Potterne Village Hall . The hall provides a venue for the use of village residents, their clubs and societies for various activities, as required, and for activities by others for the benefit of village residents.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The village hall is available for hire by any individual or group. In addition, the Village Hall Committee arranges fundraising events to which the public are invited. The proceeds of these events and the fees paid by hirers are used by the Committee to maintain the village hall.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	I confirm that the trustees have regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>For most of the year 2020-21, the village hall was closed due to COVID-19. During the first lockdown, the hall was set up with hand sanitisers and a one-way system, and a risk assessment was completed in order for it to be COVID compliant when it reopened.</p> <p>The hall was able to re-open in August and provided a venue for local groups including: Seated Sports, Good Companions, Karate club, and a local band. It also provided a venue for volunteers to put on a number of dining club lunches. The dining club had previously operated weekly and provides an opportunity for local people (mainly single older people, though anyone is welcome) to get together and enjoy a hot lunch for £4 per person.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Thanks mainly to generous grants from Wiltshire Council, the charity ended the year with a significantly larger reserve than it has had for years. The Charity's operating procedures require a minimum reserve of £7,500.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The reserve is required to cover: routine overheads, maintenance and improvements to the facility.
Amount of reserves held	Para 1.22	£42,362
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Trust Deed
How is the charity constituted?	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Members of the Management Committee are asked to become trustees. Each trustee is provided with a copy of the constitution, governance and operating procedures. The election of committee members is held at the AGM, to which regular users of the hall are invited. In addition, the committee elects officers to key positions of: Chair, Secretary and Treasurer.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Potterne Village Hall
Other name the charity uses	N/A
Registered charity number	202490
Charity's principal address	Potterne Village Hall Mill Road Potterne Devizes SN10 5ND

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Nesta Pudney	Chair	Whole year	N/A
2	Sue Hiscock	Secretary	Whole year	N/A
3	Helen Pritchard	Treasurer	Whole year	N/A
4	Deborah Allfree-Reid	N/A	Whole year	N/A
5	Elaine Wakefield	N/A	Whole year	N/A
6	Charles Hanson	N/A	Whole year	N/A
7				
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20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

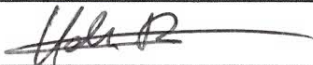
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Helen Pritchard	
Position (eg Secretary, Chair, etc)	Treasurer	

Date	8 December 2021
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POTTERNE VILLAGE HALL ACCOUNT FOR FY 18/19

INCOME					EXPEND						EXPEND					INCOME							
Date	Detail	RV	Cash	Bank	Utilities	Insuranc e	Maint	Admin/ sundries	Debtors	Creditors	Detail (- cheque #)	PV	Cash	Bank	Lettings	Fundraisin g	Licence Fees	Dining Club	Interest	Carried forward	Initial Debtors	Creditor s	
May 15, 20	Budget Target				3,300	850	5,000	750			Income Target				6,000	2,600	100	1,800					
	Totals B/F		23.45	###	-	-	-	-		-			-	-	-	-	-	-	-	###	-	209.75	
					23.00						Water - Apr	dd		23.00									
					62.00						Electricity - Apr	dd		62.00									
	Crown Centre donation	1		6,000.00												6,000.00							
					23.00						Water - May	dd		23.00									
					62.00						Electricity - May	dd		62.00									
					23.00						Water - Jun	dd		23.00									
					62.00						Electricity - Jun	dd		62.00									
Jun 28, 20	Bank interest			2.86															2.86				
Jul 3, 20								240.00			Accounts audit	1		240.00									
							220.00				Plumbing in cottage	2		220.00									
					62.00						Electricity - July	dd		62.00									
								50.00			Community First	3		50.00									
										19.99	Dining Club flowers	4		19.99									
Jul 6, 20	Let - Rainbows	2		18.00												18.00							
Aug 5, 20							127.50				Fire Extinguisher test	5		127.50									
Aug 13, 20					225.74						Kinch fuels	6		225.74									
Aug 31, 20							51.00				PAT Testing	7		51.00									
					62.00						Electricity - July	dd		62.00									
					62.00						Electricity - August	dd		62.00									
Aug 28, 20	Grant from Wilts Counc	3		###												10,000.00							
Oct 4, 20	Dining Club - 16/09	4	12.00															12.00					
								38.36			COVID supplies	8		38.36									
	Bank interest			1.48				70.00			Licence Fee	9		70.00					1.48				
					62.00						Electricity - September	dd		62.00									
Oct 6, 20	Dining Club - 30/09	5	32.00															32.00					
	Sackful of Sovereigns	6	40.00													40.00							
							23.00				window cleaning	10		23.00									
					100.14						Kinch Fuels	11		100.14									
Oct 29, 20	Dining Club - 14/10	7	62.00															62.00					
	Panto donation to DC	8		150.00																		150.00	
					62.00						Electricity October	dd		62.00									
	C2B			72.00									72.00										
	Dining club - 28 Oct	9	21.00															21.00					
	Sackful of Sovereigns	10	40.00													40.00							
	Karate	11	36.00													36.00							
Nov 19, 20						827.24					Insurance	13		827.24									
	Let - Good companions	12	9.00													9.00							
Nov 26, 20	Grant from Wilts Counc	13		1,334.00												1,334.00							
Dec 6, 20	Let - Seated Sports	14		33.00												33.00							
					62.00						Electricity November	dd		62.00									
Dec 18, 20							70.00				Plumbing in cottage	14		70.00									
					175.35						Kinch fuels	15		175.35									
	Dining club - 9 Dec	15	19.00															19.00					
								44.95			Ginny - Hall decoration	16	44.95										

[illegible]

Potterne Village Hall

(Charity Number 202490)

Financial Statements

For the Year ended 31 March 2021

IMW Office Services Limited
4 Brownleaze Lane
Potterne, Devizes
Wiltshire SN10 5PA
Telephone: 07813 777710

POTTERNE VILLAGE HALL

BALANCE SHEET

AS AT 31 MARCH 2021

	2021	2020
	£	£
Current Assets		
Bank Current Account	12,058	9,190
Bank Business Reserve Account	30,642	10,637
Cash in Hand	178	23
Debtors and Prepayments	0	195
	<u>42,877</u>	<u>20,045</u>
Less: Current Liabilities		
Creditors - Accruals and Deferred Income	515	450
Net Current Assets	<u>42,362</u>	<u>19,596</u>
TOTAL NET ASSETS	<u><u>42,362</u></u>	<u><u>19,596</u></u>
Represented By		
General Fund		
Brought Forward	19,596	17,952
Profit/(Loss) for the Year	<u>22,766</u>	<u>1,644</u>
	<u><u>42,362</u></u>	<u><u>19,596</u></u>

I have audited the accounts of Potterne Village Hall for the year ended 31st March 2021 and confirm that they are in accordance with the books and records supplied to me.

IMW Office Services Ltd.

Ian Wheeler
IMW Office Services Limited

POTTERNE VILLAGE HALL

INCOME AND EXPENDITURE ACCOUNT

For the Year ended 31st March 2021

	2021	2020
	£	£
Income		
Lettings	194	5,679
Fund Raising Surplus	146	3,972
Licence Fees	0	20
Donations	6,000	557
Council Grants	20,532	0
Interest Earned	5	20
	<u>26,877</u>	<u>10,248</u>
Expenditure		
Electricity and Gas	806	941
Oil	938	2,349
Water	78	264
Insurances	827	827
Telephone, Post & Stationery	0	271
Repairs and maintenance	704	2,206
Performing rights	0	165
Advertising	35	35
Licence Costs	70	70
Subscriptions	100	50
Presentations	0	20
COVID Costs	183	0
Accountancy	175	240
Miscellaneous Expenses	0	176
	<u>3,916</u>	<u>7,614</u>
Profit for the Year	22,961	2,634
Less: Exceptional Building Costs	0	990
Write off of outstanding Debts	195	0
Carried Forward to Reserves	<u>22,766</u>	<u>1,644</u>