

WESTBURY ON TRYM VILLAGE HALL

England & Wales · Charity number 202781

Details

Status Registered

Legal form Other

Registered 1962-02-16

Register [View on the Charity Commission register](#)

Contact

Address Eastfield Road
Westbury-on-Trym
Bristol
BS9 4AG

Phone 01179623399

Email enquiries@wotvillagehall.org

Website www.wotvillagehall.org

Activities

Objects: VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE WARD WESTBURY ON TRYM AND THE NEIGHBOURHOOD WITHOUT DISTINCTION OF POLITICAL RELIGIOUS OR OTHER OPINIONS INCLUDING USE FOR MEETINGS LECTURES AND CLASSES, AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: Village hall available for individual & group hire for regular activities and single events.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Amateur Sport
- **Who:** Other Defined Groups

Geography

- **Area of benefit:** WESTBURY ON TRYM
- Bristol City

Finances

Period end	Income	Expenditure	Assets	Employees
2025-06-30	£61,014	£223,529	-	-
2024-06-30	£64,749	£73,458	-	-
2023-06-30	£86,471	£69,374	-	-
2022-06-30	£58,998	£40,367	-	-
2021-06-30	£25,012	£24,272	-	-

Trustees

Name	Role	Appointed
GRAHAM FRANCIS PLUMMER	Chair	2012-11-05
HILARY SMETHURST LONG		2016-11-30
JANE NICKOLA PLUMMER		2012-11-05
John Henry Deval		2021-10-25
Malcolm John Neave		2025-10-27

WESTBURY ON TRYM VILLAGE HALL

England & Wales - Charity number 202781

Accounts

Westbury-on-Trym Village Hall

Annual Report - 2024/2025

Registered Charity Number

202781

Report and Accounts

30 June 2025

The report of the Trustees for the year ended 30 June 2025

Introduction

The duly elected Trustees of the hall also serve as the Village Hall Management Committee (VHMC) and are composed solely of volunteers who manage and look after the maintenance and running of the hall to enable the safe use for all hirers and to keep the hall available for the whole community.

The Board of Trustees present their annual report and accounts for the year ended 30 June 2025 and are satisfied with the performance of the charity during the year and the position at 30 June 2025. We also consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfill its obligations.

Review of progress and achievements

During this annual report period the hall was closed for two months in July and August which I believe is unprecedented in order to complete much needed repairs. The project was very costly and our funds have been greatly depleted, we are currently working hard to restore our finances. The project of works involved; removal of asbestos guttering and replacing with new, together with new downpipes, restoration of stone works, repaired and repointing of chimney stacks, high level roof repairs, new windows in all upstairs rooms. Due to the size of the works and complexity, and to comply with building regulations and as we are a grade two listed building we employed a building company to plan and oversee the project. They employed a site manager as we had multiple workmen on site including scaffolders, he ensured that H & S requirements were followed and he controlled access to the site. The hall was actually a building site for two months and even I had to ask for access as entry was strictly controlled.

Our regular hirers were very patient with the extended closure, and they all returned to the hall afterwards. The scaffolding was still up days before the Village Show in September but we managed to get parts of it taken down to allow safe access for the public. We are now completely asbestos free at the hall and as we now have new rainwater gutters and downpipes, together with all the stone repairs carried out, let us hope that the hall will last for many decades to come.

The hall continues to be busy with regular hirers, weddings and parties and I would like to especially thank all the volunteers that have given up their time to help behind the bar on weekends.

Detailed reports on various areas of running the Village Hall are in Appendices 1 and 2

Name, registered office and constitution of the charity

The full name of the charity is Westbury-on-Trym Village Hall.

The legal registration details are: Date of formation 16 February 1962

The Principal Office is Eastfield Road, Westbury-on-Trym, BS9 4AG

Charity Registration Number 202781

The telephone number is 0117 962 3399

A summary of the objectives of the charity as set out in its governing document.

The objective of the Charity is to provide and maintain a village hall for the use of the inhabitants of Westbury-on-Trym and surrounds for recreational and leisure purposes.

Public benefit that is provided by the charity

The VHMC aims to provide first class Hall facilities at an affordable cost to the local community and the charity depends largely on the continuing help of local volunteers.

The Hall is available for hire by any individual or organization in accordance with the standard hiring agreement and scale of charges adopted for the year. It is intended that the scale of charges be sufficient together with the associated bar profit to generate enough income to meet all expenditure incurred in providing and improving the Hall and maintain a reserve of accumulated funds which will enable them to properly maintain and operate the Hall. This reserve will also provide resources to meet exceptional costs and/or running expenses should unforeseen circumstances arise to interrupt normal fund raising activities. The Trustees intend that the reserve will be at least £30,000 and will not in normal circumstances exceed £150,000. Improvements are also funded by events arranged by supporters of the Hall, and from income, donations, dividends and interest.

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

The Charity's governing document was signed and sealed on 8th October 1981. It covers the administration of the charity, outlines its charitable objectives, deals with the appointment, procedures and obligations of the committee of management and the conduct of meetings.

Financial Review

Availability and adequacy of assets of each of the funds

The Board of Trustees is satisfied that the charity's assets in each fund are available and adequate to fulfill its obligations in respect of each fund.

Transactions and Financial position – See appendix 1 (Accounts Report - separate document)

The members of the Board of Trustees of the Charity during the year ended 30 June 2025 were:

Graham Plummer (chair)

Henry Deval

Hilary Long
Jane Plummer

The Trustees are all members of the charity.

Any new nominations for Trustees - Names to be given at the AGM meeting.

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:

Graham Plummer (chair)
Henry Deval
Hilary Long
Jane Plummer

Independent Examiner - to be appointed by the Trustees.

Statement of Trustees' Responsibilities

Charities registered in England and Wales that are not companies are allowed under section 42 (3) of the Charities Act 1993 to prepare receipts and payments accounts provided the charity's gross income is not over £250,000 for financial years ending on or after 1 April 2009. For financial years ending prior to 1 April 2009, this gross income threshold for receipts and payments accounting was lower at £100,000. Receipts and payments accounts are expected to show a 'true and fair view' of the charity's financial activities and state of affairs as is required with accounts prepared on the accruals basis.

All current accounting standards are fulfilled in the presentation of these accounts.

- receipts and payments accounts should be prepared in a consistent way from year to year; and
- if valuations are provided in the statement of assets and liabilities, they should be relevant, reliable and understandable.

The Trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report and the responsibility of the independent examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the Board of Trustees on 9th October 2025.

G. F. Plummer
Chairman

Appendix 1 - Accounts Report - See separate document

Appendix 2 - Committee Reports

1 Booking Secretary: General/Regular – Jane Plummer

I took over the bookings in March 2025, the bookings were affected during this reporting year due to an extended closure for building works from 7 July 2024 to 31 August 2024. The regular hirers now total 15; they include ALHA, Brownies, Baby ballet, Badminton (4 groups), Bristol Show Choir, Embroidery, Karate, Raleigh club, SUSWOT, Tutor group, WI, WOTSOC AGM and Zumba. Two long- standing bookings have finished- Tai Chi and Bridge and a new writing class booking also finished this year due to a lack of numbers. WOTSOC now hold their regular meetings in the library to support the Library group but they still have their AGM or any larger meetings at the hall. A ladies dance class has just started on Monday nights 7.45 to 9.15pm. We receive many enquiries from individuals, clubs and fitness type classes but we are unable to accommodate them as we are fully booked in the evenings especially early evening which is the popular time after work or school.

Booking details 2023/2024 in brackets

Parties 31 (24)

Concerts 3 (2)

Miscellaneous 5 (5)

2 Booking Secretary: Weddings – Graham Plummer

I would like to report that all weddings held at the hall have been very successful and we continue to receive very good feedback and compliments to the Hall from our hirers and their guests. Weddings are not only very popular but together with their bar revenue provide the main source of income for the Hall.

The maximum number of wedding receptions agreed by the committee are about 12 per calendar year. This is to ensure that the hall is also made available to hire for other events including community events. I also try to keep to only two per month and two in consecutive weeks as they do require a lot of volunteer work which we are struggling for. There were only 7 wedding receptions held in our financial year ending 30/06/25, with also just 8 the year before, which is partly due to the hall being closed for 6 weeks last year and for 2 months this year in July and August 2024. We only have 7 confirmed bookings so far for 2026 but to help increase these numbers I have introduced a new celebration package for just the Saturday afternoon and evening and which has proved popular for some weddings and also other special events. We do however already have one wedding booked in for 2027. The Hall continues to enjoy a good working relationship with local businesses who regularly provide catering, decorating and music services for the hirers. I am very grateful for the support of all of our bar volunteers, especially those who have covered wedding bars in the daytime in addition to their normal evening bar duties.

3 Bar Manager - Graham Plummer

Bar takings and profits are £731 more than last year, despite the hall being closed for July and August and it still remains a good source of income for the hall. The actual total bar income for the year was £16,789 (including corkage of £3,257). There were a total of 18 bars during the financial year, which was 4 less than the previous year of 22, which includes 1 less wedding.

I would like to say a big thank you to all our bar volunteers who give up their valuable time, mainly on a Saturday in the day or in the evening, in order to help behind the bar, and to say that without their help we would not be able to host as many bookings with bars, which creates a high level of income for the hall.

I am constantly trying to increase the number of bar volunteers as we currently only have about 12 regular volunteers, hopefully this can be improved on over the next year.

4 Buildings and Maintenance Manager – Patrick Thorpe

Since the last AGM only general maintenance such as boiler servicing, fire alarm/security alarms and fire extinguishers has been carried out. There are outstanding works carried over from last year's major works' programme that need additional funds before they can be undertaken.

The list of works consists of the replacement of the ground floor windows in the Committee room, main entrance lobby and the male and female toilets. The costs for these works from 2024 pricing amounts to £11,160.

The external stonework at low level from the Southwest corner of the main hall to the boiler house and from the boiler house to the boundary wall adjacent to the main entrance, still needs to be re-pointed and minor areas of stone replacement. The cost for this work at 2024 pricing is £1,800.

In the main hall we still have the problem of the wall between the double fire exit doors and the kitchen door absorbing water that has damaged the plaster and the stone to the old fireplace. This situation is becoming more acute as time goes on and needs further investigation by an expert in damp control. The price obtained in 2024 was £6,000.

The fire escape doors adjacent to the bar in the main hall need to be replaced as they have been damaged and need new secure locking bolts fitted. The 2024 price for this work was £4,800.

The side entrance door, that is used by most people using the hall, needs to be replaced as the bottom rail is rotten and the lock needs replacing along with the intruder alarm devices. The 2024 price for this work was £3,000.

Both the double doors and the side entrance doors are subject to a planning application that stipulates the quality and method of construction of the replacement doors.

The main electrical panel situated in the cupboard under the stairs is now obsolete. We are not able to replace the MCB's (miniature circuit breakers) should one fail. The MCB's installed in the panel were last manufactured in 2003. The replacement cost as of 2024 was £9,600.

In an effort to increase the air temperature in the main hall we investigated installing high level destratification fans to bring the warm air from high level to floor level. The 2024 price for this work was £7,200.

It should be noted that to install the destratification fans we would need to replace the main electrical panel at the same time.

The VHMC are currently evaluating the list of remaining works with regards to finance and urgency and will be preparing a plan of action for 2026.

5 Garden – Jane Plummer

I took over the responsibility of the gardens last year and was delighted to receive immediate help from Carole and Patrick Thorpe and my husband of course Graham! We had to restore the front garden as many trees and shrubs were removed to allow the scaffolding to be put up for the major project of works. Carole and myself planted new shrubs, bulbs, winter and summer bedding. Graham and Patrick focussed on the lawn mowing and watering which was very arduous this year with the prolonged drought. We have trimmed all of the hedges and I removed a very old pyracantha in the front garden which was growing over our neighbours lane and removed all dead leaves from the Cordyline which makes the whole area look much improved.

We are still working our way around the garden and need to focus on the side garden next year as a lot of shrubs were also cut back to allow scaffolding. There were a lot of climbing plants, ivy and brambles in the front behind the noticeboard which were damaging the stonework. These have been removed and

there is a lot of work to do in this area which is difficult as there are still a lot of saplings and a new drainage system under the surface which is making planting difficult.

The horse chestnut tree has suffered greatly this year with the dry weather and is in distress, we are in the process of having it surveyed for damage and to ensure that it is safe. As we are a grade two listed building and the horse chestnut tree is as old, or older, than the hall any tree works have to go through planning permission which takes time. It was very strange this year to be sweeping up leaves in the summer during weddings and parties and our poor tree hardly produced any conkers this year, we hope that it manages to recover or that we can apply some remedial action as it is so iconic.

6 Events – Graham Plummer

The annual Village Show was held in September this year and is covered below.

7 Village Show – Carole Thorpe

Oral report to be given by Alexia Gardiner, as Ex Chairman of the Village Show.

We are very grateful for the continued generous support of the Village Show and would like to thank Carole and all the village show committee together with all the volunteers involved in making this such a great event, year after year.

Westbury-on-Trym Village Hall

Audited Accounts

30 June 2025

Charity Number: 202781

Westbury-on-Trym Village Hall Contents

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Balance sheet	2
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**Westbury-on-Trym Village Hall
Income and Expenditure Account
for the year ended 30 June 2025**

	2025	2024
	£	£
Income	58,445	58,175
Cost of income	5,862	6,511
Gross income	<u>52,583</u>	<u>51,664</u>
Other business income	2,569	6,574
Expenses		
Premises expenses	17,189	16,992
Repairs and renewals of property and equipment	193,504	47,963
Telephone, stationery and other office costs	1,348	1,163
Advertising and website costs	100	500
Accountancy, legal and other professional fees	3,860	4,362
Depreciation and loss/(profit) on sale/valuation	829	(4,892)
Other business expenses	837	859
	<u>217,667</u>	<u>66,947</u>
Deficit	<u>(162,515)</u>	<u>(8,709)</u>

**Westbury-on-Trym Village Hall
Balance Sheet
as at 30 June 2025**

	Notes	2025 £	2024 £
Fixed assets			
Equipment and machinery	3	2,261	3,014
Other fixed assets	4	5,535	78,153
		<u>7,796</u>	<u>81,167</u>
Current assets			
Bar stock		2,405	2,373
COIF balance		5,564	85,178
Bank balances		8,089	11,900
Cash in hand		216	316
Other current assets and prepayments		4,286	5,263
		<u>20,560</u>	<u>105,030</u>
Current liabilities			
Other liabilities and accruals		<u>12,740</u>	<u>8,066</u>
Net current assets		7,820	96,964
Net assets		<u>15,616</u>	<u>178,131</u>
Funds of the charity			
Balance at start of period		178,131	186,840
Net deficit		(162,515)	(8,709)
		<u>15,616</u>	<u>178,131</u>

Graham Plummer (Chairman)

Dated:

**Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2025**

1 Accounting basis

The trustees present the annual report together with the financial statements of the charity for the year ended 30 June 2025.

2 Income and expenditure account analysis

	2025	2024
	£	£
Income		
Public hire of hall	39,017	36,710
Bar income	12,094	15,534
Corkage	3,571	3,278
Village show	1,800	1,300
Donations	1,963	1,353
	<u>58,445</u>	<u>58,175</u>
Cost of income		
Bar supplies	5,591	6,235
Event expenses	271	276
	<u>5,862</u>	<u>6,511</u>
Other business income		
Interest receivable	1,543	4,473
COIF dividends	1,026	2,101
	<u>2,569</u>	<u>6,574</u>
Premises expenses		
Rates and water	770	796
Gas and electric	6,265	7,011
Waste	2,404	2,420
Cleaning	6,606	5,453
Security	1,144	1,312
	<u>17,189</u>	<u>16,992</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>193,504</u>	<u>47,963</u>
Telephone, stationery and other office costs		
Telephone and internet	835	664
Printing, postage and stationery	265	261
Equipment expensed	248	238
	<u>1,348</u>	<u>1,163</u>
Advertising and website costs		
Advertising and PR	<u>100</u>	<u>500</u>

**Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2025**

Accountancy, legal and other professional fees

Accountants fees	600	600
Other legal and professional	-	648
Insurance	3,260	3,114
	<u>3,860</u>	<u>4,362</u>

Depreciation and loss/(profit) on sale/valuation

Depreciation	753	1,004
(Surplus)/deficit on COIF values	76	(5,896)
	<u>829</u>	<u>(4,892)</u>

Other business expenses

Flower fund	340	340
Licence fees	180	180
Sundry expenses	317	339
	<u>837</u>	<u>859</u>

**Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2025**

3 Equipment and machinery

	Equipment
	£
Cost	
At 1 July 2024	70,242
At 30 June 2025	<u>70,242</u>
Depreciation	
At 1 July 2024	67,228
Charge for the year	753
At 30 June 2025	<u>67,981</u>
Net book value	
At 30 June 2025	<u>2,261</u>
At 30 June 2024	<u>3,014</u>

4 Other fixed assets

	2025	2024
	£	£
Investments	<u>5,535</u>	<u>78,153</u>



Section A Independent Examiner's Report

Report to the trustees/ members of

Charity Name WESTBURY-ON-TRYM VILLAGE HALL

On accounts for the year ended

30 JUNE 2025

Charity no (if any)

202781

Set out on pages

1-5 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD MM YYYY.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 17/9/2025

Name: PAUL NICHOLAS DAY.

Relevant professional qualification(s) or body (if any):

FMAAT

Address:

FIRST FLOOR, 5 HIGH STREET, WESTBURY-ON-TRYM BRISTOL, BS9 3BY.

WESTBURY ON TRYM VILLAGE HALL

England & Wales - Charity number 202781

Accounts

Westbury-on-Trym Village Hall

Annual Report - 2023/2024

Registered Charity Number

202781

Report and Accounts

30 June 2024

The report of the Trustees for the year ended 30 June 2024

Introduction

The duly elected Trustees of the hall also serve as the Village Hall Management Committee (VHMC) and are composed solely of volunteers who manage and look after the maintenance and running of the hall to enable the safe use for all hirers and to keep the hall available for the whole community.

The Board of Trustees present their annual report and accounts for the year ended 30 June 2023 and are satisfied with the performance of the charity during the year and the position at 30 June 2023. We also consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfill its obligations.

Review of progress and achievements

Firstly I'm sorry to announce the resignation of Mike Chant who was a member of the hall committee many years ago but has since focussed on looking after our gardens and lawns by himself for more than forty years. He dealt with tree maintenance, pathways and many other important jobs including even the replacement of light bulbs. I would like to thank Mike for his advice and decades of long service to the hall and he will be very much missed. I hope that he will now have more time to spend dealing with his own garden and allotment.

The comprehensive preventative maintenance program of works is still ongoing and the hall has been closed for two months this year to accommodate these works, which started in 2023 and is finishing in October this year. Three of our chimney stacks have been repaired and repointed together with many additional stone repairs around the building including the replacement of our guttering and downpipes. The kitchen wall was totally replaced and re-built for safety reasons due to cracking. We were able to retain use of the kitchen whilst the works were undertaken as the end window area was completely blocked off with a stud wall.

The hall's funds were in a financially good position, however the ongoing programme of works has drained most of our resources which we will now need to rebuild again in order to pay for the addition work that is still required.

I would like to thank the committee for their support during the year together with all the volunteers that have given up so much of their own time.

Detailed reports on various areas of running the Village Hall are in Appendices 1 and 2

Name, registered office and constitution of the charity

The full name of the charity is Westbury-on-Trym Village Hall.

The legal registration details are: Date of formation 16 February 1962

The Principal Office is Eastfield Road, Westbury-on-Trym, BS9 4AG

Charity Registration Number 202781

The telephone number is 0117 962 3399

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Availability and adequacy of assets of each of the funds

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Transactions and Financial position – See appendix 1 (Accounts Report - separate document)

The members of the Board of Trustees of the Charity during the year ended 30 June 2024 were:

Graham Plummer (chair)

Henry Deval

Hilary Long
Jane Plummer
Patrick Thorpe

The Trustees are all members of the charity.

Any new nominations for Trustees - Names to be given at the AGM meeting.

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:

Graham Plummer (chair)
Henry Deval
Hilary Long
Jane Plummer

I'm sorry to announce that Patrick Thorpe, has resigned as a trustee this year, he had been a committee member for the last four years and managed our buildings and maintenance. Patrick firstly arranged for the removal of the asbestos, which was on many of the doors downstairs, and he oversaw professional surveys, new risk assessments, fire safety procedures, electrical testing etc. and together with Colliers Building Consultancy managed our building & maintenance programme of works, which is currently ongoing. We would like to thank him for all his time and wish him well for the future.

Independent Examiner - to be appointed by the Trustees.

Statement of Trustees' Responsibilities

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All current accounting standards are fulfilled in the presentation of these accounts.

- receipts and payments accounts should be prepared in a consistent way from year to year; and
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The Trustees are also responsible for the contents of the Trustees' report and the responsibility of the independent examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the Board of Trustees on 11th October 2024.

G. F. Plummer
Chairman

Appendix 1 - Accounts Report - See separate document

Appendix 2 - Committee Reports

1 Booking Secretary: General/Regular – Henry Deval

The number of regular hirers totals 18. One long-standing booking – Exercise - has finished. Regular bookings include ALHA, Badminton (4), Baby Ballet, Bridge, Bristol Show choir, Brownies, Embroidery, Karate, Raleigh club, SUSWOT, Tai Chi, Tutor group, WI, WOTSOC and Zumba. We continue to receive many enquiries from individuals, different clubs and associations requesting bookings, which we are unable to accommodate, as we are fully booked in the evenings and for most of the week-days.

Booking details – 2022/23 in brackets

Parties 29 (31)

Concerts 1 (3)

Christening/Naming ceremony 0 (1)

Misc 5 (5)

2 Booking Secretary: Weddings – Graham Plummer

I would like to report that all the weddings held here at the hall have been very successful and we continue to receive very good feedback and compliments to the Hall from our hirers and their guests. Weddings are not only very popular but together with their bar revenue provide the main source of income for the Hall.

The maximum number of wedding receptions agreed by the committee are about 12 per calendar year. This is to ensure that the hall is also made available to hire for other events including community events. I also try to keep to only two per month and two in consecutive weeks as they do require a lot of volunteer work which we are struggling for. There were only 8 wedding receptions held in our financial year ending 30/06/24 compared to 13 the year before, which is partly due to the hall being closed for 6 weeks during July and August 2023. We only have 7 confirmed bookings so far for 2025. We do however already have one wedding booked in for 2026. The Hall continues to enjoy a good working relationship with local businesses who regularly provide catering, decorating and music services for the hirers. I am very grateful for the support of all of our bar volunteers, especially those who have covered wedding bars in the daytime in addition to their normal evening bar duties.

3 Bar Manager - Graham Plummer

Despite actual bar takings and profits being £15,047 less than last year, it still remain a good source of income for the hall. The actual total bar income for the year was £16,058 (including corkage of £2,894). There were a total of 22 bars during the financial year, which was 11 less than the previous year of 33. There were also 5 less weddings at 8 instead of 13 for the year before..

I would like to say a big thank you to all our bar volunteers who give up their valuable time, mainly on a Saturday in the day or in the evening, in order to help behind the bar, and to say that without their help we would not be able to host as many bookings with bars, which creates a high level of income for the hall.

I am constantly trying to increase the number of bar volunteers as we currently only have about 12 regular volunteers, hopefully this can be improved on over the next year.

4 Buildings and Maintenance Manager – Graham Plummer

Since the resignation of Patrick Thorpe in September I have now stepped back in to take over the buildings & maintenance role and have been actively involved with all of the current high level roof works, windows, guttering, chimney stacks and stone works, which will fall within next year's annual budget report. I am currently liaising with the contractors and managing agents to firstly complete the works that require scaffolding before this is to be removed in October this year.

Much of the past year has been spent in preparing for the program of building works by working with the managing agents to prioritize essential works, obtain planning permission and achieve the maximum repairs and maintenance work possible within our budget.

Early in 2024 work commenced in the kitchen to replace the whole wall facing onto the patio area as it had severe cracks in the stone and was at risk of collapse. The far end of the kitchen was boarded off so that the stone masons could work from the outside and the kitchen could still be used with reduced capacity. The window lintel together with the end of the roof beam had deteriorated and had to be replaced and the whole wall was re-built using existing stones and bricks where possible. New windows and new interior walls were installed at the gable end. The existing sink and kitchen units were reinstalled, and the kitchen back fire exit door was also replaced.

The defibrillator was completed in July 2023, and is functioning within the required weekly checks to the system. We had a drone survey last year of the inside and outside of the hall which provided an accurate 3D model, this enables accurate plans to be drawn up.

A new WIFI router was installed last year to improve WIFI within the hall and our website has been updated. We now have a payment card system for the bar with two terminals, this helps the bar volunteers in identifying prices and adding up payments. We now hardly ever take cash, the system has been set up and is managed by myself for the stock we sell and all bar prices and is also used for the Village Show to take card payments for their refreshments.

Throughout the year we have undertaken remedial works where necessary, including decorating, and have continued to maintain the defibrillator, emergency lighting, fire and security systems to the required standard.

5 Events – Graham Plummer

The annual Village Show was held in September this year and is covered below.

6 Village Show – Carole Thorpe

Oral report to be given by Carole, as Chairman of the Village Show.

We are very grateful for the continued generous support of the Village Show and would like to thank Carole and all the village show committee together with all the volunteers involved in making this such a great event, year after year.

Westbury-on-Trym Village Hall

Audited Accounts

30 June 2024

Charity Number: 202781

**Westbury-on-Trym Village Hall
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**Westbury-on-Trym Village Hall
Income and Expenditure Account
for the year ended 30 June 2024**

	2024 £	2023 £
Income	58,175	82,188
Cost of income	6,511	12,303
Gross income	<u>51,664</u>	<u>69,885</u>
Other business income	6,574	4,283
Expenses		
Premises expenses	16,992	20,263
Repairs and renewals of property and equipment	47,963	28,945
Telephone, stationery and other office costs	1,163	4,526
Advertising and website costs	500	-
Accountancy, legal and other professional fees	4,362	3,330
Depreciation and loss/(profit) on sale/valuation	(4,892)	(827)
Other business expenses	859	834
	<u>66,947</u>	<u>57,071</u>
(Deficit)/surplus	<u>(8,709)</u>	<u>17,097</u>

Westbury-on-Trym Village Hall
Balance Sheet
as at 30 June 2024

	Notes	2024 £	2023 £
Fixed assets			
Equipment and machinery	3	3,014	4,018
Other fixed assets	4	78,153	72,258
		<u>81,167</u>	<u>76,276</u>
Current assets			
Bar stock		2,373	1,584
COIF balance		85,178	81,010
Bank balances		11,900	32,556
Cash in hand		316	316
Other current assets and prepayments		5,263	5,525
		<u>105,030</u>	<u>120,991</u>
Current liabilities			
Other liabilities and accruals		8,066	10,427
		<u>8,066</u>	<u>10,427</u>
Net current assets		96,964	110,564
Net assets		<u>178,131</u>	<u>186,840</u>
Funds of the charity			
Balance at start of period		186,840	169,743
Net (deficit)/surplus		(8,709)	17,097
		<u>178,131</u>	<u>186,840</u>

Graham Plummer (Chairman)

Dated:

Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2024

1 Accounting basis

The trustees present the annual report together with the financial statements of the charity for the year ended 30 June 2024.

2 Income and expenditure account analysis

	2024	2023
	£	£
Income		
Public hire of hall	36,710	42,106
Bar income	15,534	28,660
Corkage	3,278	3,386
Village show	1,300	1,400
Event income	-	730
Donations	1,353	5,906
	<u>58,175</u>	<u>82,188</u>
Cost of income		
Bar supplies	6,235	11,333
Event expenses	276	970
	<u>6,511</u>	<u>12,303</u>
Other business income		
Interest receivable	4,473	2,190
COIF dividends	2,101	2,093
	<u>6,574</u>	<u>4,283</u>
Premises expenses		
Rates and water	796	1,218
Gas and electric	7,011	9,457
Waste	2,420	2,370
Cleaning	5,453	5,565
Security	1,312	1,653
	<u>16,992</u>	<u>20,263</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>47,963</u>	<u>28,945</u>
Telephone, stationery and other office costs		
Telephone and internet	664	410
Printing, postage and stationery	261	121
Equipment expensed	238	3,995
	<u>1,163</u>	<u>4,526</u>
Advertising and website costs		
Advertising and PR	<u>500</u>	<u>-</u>

Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2024

Accountancy, legal and other professional fees

Accountants fees	600	600
Other legal and professional	648	-
Insurance	3,114	2,730
	<u>4,362</u>	<u>3,330</u>

Depreciation and loss/(profit) on sale/valuation

Depreciation	1,004	1,347
(Surplus)/deficit on COIF values	(5,896)	(2,192)
Surplus/deficit on disposal of fixed assets	-	18
	<u>(4,892)</u>	<u>(827)</u>

Other business expenses

Flower fund	340	300
Licence fees	180	180
Sundry expenses	339	354
	<u>859</u>	<u>834</u>

**Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2024**

3 Equipment and machinery

	Equipment
	£
Cost	
At 1 July 2023	70,242
At 30 June 2024	<u>70,242</u>
Depreciation	
At 1 July 2023	66,224
Charge for the year	1,004
At 30 June 2024	<u>67,228</u>
Net book value	
At 30 June 2024	<u>3,014</u>
At 30 June 2023	<u>4,018</u>

4 Other fixed assets

	2024	2023
	£	£
Investments	<u>78,153</u>	<u>72,258</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
WESTBURY-ON-TRYM VILLAGE HALL

**On accounts for the year
ended**

30 JUNE 2024
Charity no (if any) 202781

Set out on pages

1-5
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:  Date: 16/10/24

Name: PAUL NICHOLAS DAY

**Relevant professional
qualification(s) or body
(if any):**

FM AAT

Address:

FIRST FLOOR, 5 HIGH STREET, WESTBURY-ON-TRYM
BRISTOL, BS9 3BY.

WESTBURY ON TRYM VILLAGE HALL

England & Wales - Charity number 202781

Accounts

Westbury-on-Trym Village Hall

Annual Report - 2022/2023

Registered Charity Number

202781

Report and Accounts

30 June 2023

The report of the Trustees for the year ended 30 June 2023

Introduction

The duly elected Trustees of the hall also serve as the Village Hall Management Committee (VHMC) and are composed solely of volunteers who manage and look after the maintenance and running of the hall to enable the safe use for all hirers and to keep the hall available for the whole community.

The Board of Trustees present their annual report and accounts for the year ended 30 June 2023 and are satisfied with the performance of the charity during the year and the position at 30 June 2023. We also consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfill its obligations.

Review of progress and achievements

I would like to start by thanking Jean Calway who has had to retire from the hall's committee this year due to ill health after over ten years on the committee. She has also been very involved with the hall going back many more years dealing with events and has been our rock dealing with the catering of nearly every event that the hall has put on for as many years as I can remember. We will miss her valued opinions, knowledge and help over the years and I would like to pass on our very best wishes to her for the future.

The VHMC has prepared a comprehensive planned preventative maintenance schedule of works which has started in 2023. This is to protect the building structure and fabric of the hall and so includes all aspects such as, roof, windows, stone work, heating, lighting and electrical work and to ensure that we are compliant with all necessary obligations to enable a safe and healthy environment for the hall to be used. These works will be prioritised accordingly and actioned as soon as possible. We extended our annual two weeks maintenance closure time in August this year to six weeks to accommodate as much of the work as possible. We are at present awaiting planning consent for the majority of the work needed to be done and have planned to close the hall from 7th July 2024 for seven weeks in order to accommodate this work.

The roof has had a historic leak repaired which worsened last year with the bad weather and we had to install a temporary leak diverter inside the hall while we obtained quotes for the repairs and planning consent, as we are a grade two listed building. Scaffolding was already up outside the hall as we had a buddleia removed from the chimney stack together with the rebuilding of the whole chimney stack last year. We also had the boiler house roof replaced which was leaking. We had to close the hall for a few days during this work being carried out due to falling debris inside the hall and roof tiles falling near to the side entrance.

The VHMC has now purchased a defibrillator which has been installed on the outside wall near to the side entrance and our premises will be added to the defibrillator list for Westbury-on-Trym found in the BS9 magazine.

The hall's funds are in a financially good position going forward and we have also received a further legacy of £5,906 to add to the nearly £15 thousand pounds last year from Walter Finley who was our regular booking secretary of nearly 30 years standing.

I would like to thank the committee for their support during the year together with all the volunteers that have given up so much of their own time.

Detailed reports on various areas of running the Village Hall are in Appendices 1 and 2

Name, registered office and constitution of the charity

The full name of the charity is Westbury-on-Trym Village Hall.

The legal registration details are: Date of formation 16 February 1962

The Principal Office is Eastfield Road, Westbury-on-Trym, BS9 4AG

Charity Registration Number 202781

The telephone number is 0117 962 3399

A summary of the objectives of the charity as set out in its governing document.

The objective of the Charity is to provide and maintain a village hall for the use of the inhabitants of Westbury-on-Trym and surrounds for recreational and leisure purposes.

Public benefit that is provided by the charity

The VHMC aims to provide first class Hall facilities at an affordable cost to the local community and the charity depends largely on the continuing help of local volunteers.

The Hall is available for hire by any individual or organization in accordance with the standard hiring agreement and scale of charges adopted for the year. It is intended that the scale of charges be sufficient together with the associated bar profit to generate enough income to meet all expenditure incurred in providing and improving the Hall and maintain a reserve of accumulated funds which will enable them to properly maintain and operate the Hall. This reserve will also provide resources to meet exceptional costs and/or running expenses should unforeseen circumstances arise to interrupt normal fund raising activities. The Trustees intend that the reserve will be at least £30,000 and will not in normal circumstances exceed £150,000. Improvements are also funded by events arranged by supporters of the Hall, and from income, donations, dividends and interest.

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

The Charity's governing document was signed and sealed on 8th October 1981. It covers the administration of the charity, outlines its charitable objectives, deals with the appointment, procedures and obligations of the committee of management and the conduct of meetings.

Financial Review

Availability and adequacy of assets of each of the funds

The Board of Trustees is satisfied that the charity's assets in each fund are available and adequate to fulfill its obligations in respect of each fund.

Transactions and Financial position – See appendix 1 (Accounts Report - separate document)

The members of the Board of Trustees of the Charity during the year ended 30 June 2021 were:

Graham Plummer (chair)

Christian Strat

Henry Deval

Hilary Long

Jane Plummer

Patrick Thorpe

The Trustees are all members of the charity.

Any new nominations for Trustees - Names to be given at the AGM meeting.

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:

Graham Plummer (chair)

Christian Strat

Henry Deval

Hilary Long

Jane Plummer

Patrick Thorpe

Independent Examiner - to be appointed by the Trustees.

Statement of Trustees' Responsibilities

Charities registered in England and Wales that are not companies are allowed under section 42(3) of the Charities Act 1993 to prepare receipts and payments accounts provided the charity's gross income is not over £250,000 for financial years ending on or after 1 April 2009. For financial years ending prior to 1 April 2009, this gross income threshold for receipts and payments accounting was lower at £100,000. Receipts and payments accounts are expected to show a 'true and fair view' of the charity's financial activities and state of affairs as is required with accounts prepared on the accruals basis.

All current accounting standards are fulfilled in the presentation of these accounts.

- receipts and payments accounts should be prepared in a consistent way from year to year; and
- if valuations are provided in the statement of assets and liabilities, they should be relevant, reliable and understandable.

The Trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report and the responsibility of the independent examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the Board of Trustees on 11th October 2023.

G. F. Plummer
Chairman

Appendix 1 - Accounts Report - See separate document

Appendix 2 - Committee Reports

1 Booking Secretary: General/Regular – Henry Deval

The number of regular hirers now totals 19. Two long-standing bookings have been lost – Yoga and Pilates. Regular bookings include Badminton (4), Bridge, Brownies, Embroidery, Karate, SUSWOT, Tai Chi, WOTSOC and Zumba. We continue to receive many enquiries from different clubs and associations requesting regular weekly bookings, which we are unable to accommodate, as we are fully booked in the evenings.

Booking details – 2021/22 in brackets

Parties 31 (35)

Concerts 3 (2)

Christening/Naming ceremony 1 (1)

Wakes 0 (3)

Misc 6 (5)

2 Booking Secretary: Weddings – Graham Plummer

I would like to report that all the weddings held here at the hall have been very successful and we continue to receive very good feedback and compliments to the Hall from our hirers and their guests. Weddings are not only very popular but together with their bar revenue provide the main source of income for the Hall.

The maximum number of wedding receptions agreed by the committee are about 12 per calendar year not financial year. This is to ensure that the hall is also made available to hire for other events including community ones and there were 10 wedding receptions held in the year 2023 and 13 in our financial year ending 30/06/23. I also try to keep to only two per month and two in consecutive weeks as they do require

a lot of volunteer work which we are struggling for. We only have 8 confirmed bookings so far for 2024 which is partly due to the hall being closed for maintenance purposes in July and August. We do however already have one wedding booked in for 2025. The Hall continues to enjoy a good working relationship with local businesses who regularly provide catering, decorating and music services for the hirers. I am very grateful for the support of all of our bar volunteers, especially those who have covered wedding bars in the daytime in addition to their normal evening bar duties.

3 Bar Manager - Graham Plummer

Bar takings and profits remain a good source of income for the hall and without this income the hall would have made a loss this year. The actual total bar income for the year was £31,105 (including corkage of £2,474); this was £15,046 more than last year's income of £16,059. Wedding bar income alone amounted to £20,484 compared to £10,638 last year. There were a total of 33 bars during the financial year, 13 of which were weddings.

I would like to say a big thank you to all our bar volunteers who give up their valuable time, mainly on a Saturday in the day or in the evening, in order to help behind the bar, and to say that without their help we would not be able to host as many bookings with bars, which creates a high level of income for the hall.

I am constantly trying to increase the number of bar volunteers as we currently only have about 10 regular volunteers, hopefully this can be improved on over the next year.

4 Gardening report - Mike Chant

2023 has been quite a good year for the Village Hall Gardens. Despite the unpredictable British weather we managed to maintain a variety of colours and forms, from the daffodils and tulips in early spring to the mixed bedding plants throughout summer, up to the present time.

The established shrubs and trees continue to fill the side border alongside the side lawn, although we are careful to maintain them to a manageable and practical size, using professional expertise on the larger specimens.

There is one new addition to the garden. You may have noticed that a small conifer tree in the border near to the side entrance gate had died. We had it cut down and the stump removed and recently an Acer Palmatum was planted in its place. This particular variety, called Taylor, changes colour as the seasons change so hopefully it will add some more interest to the garden.

The side lawn suffered very badly from the work that was carried out on the roof to investigate the leak above the main hall entrance doors. Scaffold boards, tubes and tiles were strewn all over the lawn and when they were eventually cleared away large areas of bare soil were exposed where the grass had died away. Those areas have recently been prepared and re-seeded and hopefully in a week or two new grass will start to appear.

I would like to finish by saying that the Hall gardens are looked after and maintained for the benefit of the community of Westbury-on-Trym.

5 Buildings and Maintenance Manager – Patrick Thorpe

Electrical Works:

Over this year we have carried out selective electrical works in line with the requirements of the Electrical Installation Condition Report (EICR). These being the work to the garage that involved the provision of new lighting and power and the safety measure of replacing the existing 32amp fuse with a 20amp fuse, in line with the capacity of the supply cable. We have also changed socket outlets in the main hall to incorporate RCD detection so these sockets can be safely used to power equipment in the garden.

Work in the kitchen to install additional socket outlets and the addition of new lighting to cover the waste bin area.

Emergency Lighting:

We had the whole system inspected and tested as a many of the lights had failed. The result of the inspection showed that many of the lights to be nearly 20 years old and that many had corroded batteries and fused LED indicators. The whole system, with exception of the kitchen and disabled toilet, has been replaced with new fittings. The emergency fittings in the main hall have had to be rewired to work should just the main hall lighting fail. The lighting is now fully compliant with all current standards and legislation.

Heating system:

The two systems, first floor rooms and the ground floor, have had the required Gas Safe inspections carried out. The boiler on the first floor is working correctly but due to its age there is now very limited spare parts available, therefore this may need to be replaced with new in the near future. The boiler on the ground floor is having to work harder than it should due the state of the pipework and heater cabinets in the committee room and main hall. The air filters in the heater cabinets have had to be removed due to them being clogged with many years of dirt and grime.

We have had an electrical inspection of the heater cabinets, as one in the main hall has a fault on the fan. The inspection found that all the heaters have had modification to the wiring over the years and none are now wired as the original intention. We therefore don't know what is and isn't working correctly, but all wiring was checked for damage and termination and found to be safe.

The pipework supplying the water to the heater underwent a pressure test to prove its soundness but unfortunately the test failed. For the test to have failed there must be a leak in the pipework, the location and severity of the leak is unknown due to the inaccessibility of the pipework which is below floor level.

We are now working with a heating engineering company to review options for the heating.

Side Entrance:

We have installed a new floor and matwell and repaired the damaged skirting as well as repainted the walls.

Planning and Listed Building Consent Applications:

Much of the year has been spent putting together documentation and applying for Listed Building Consent for the following works:

Rebuilding of the gable wall of the kitchen due to structural problems.

New escape doors in the main hall.

Repointing and stone repairs to the low level stonework at the buttresses of the main hall.

Replacement of openable metal windows.

Installation of a Defibrillator box

We have currently only been granted approval for the installation of the defibrillator box which has now been installed.

We are continuing to chase the planning department for approval to carry out the rebuild of the kitchen wall and will in the next few weeks submit new applications for other works.

Kitchen Wall Structural Issues:

We have over the past year been monitoring the state of the cracking appearing in the blockwork and window stonework. The situation as developed to a point where we have had to employ the services of a structural Engineer to advise on the issue. The Structural Engineer has produced a comprehensive report

highlighting the issues and providing a structural solution to the problem. We are now awaiting Listed Building Consent to be able to carry out limited demolition of the wall to below window level and rebuilding to the new structural design. As part of the structural investigation, we referred to the original Architects drawing and noted that the design did not include the kitchen extract system, fans, ducting and extract hood. This equipment has added considerable load to the lintels over the window for which they are not designed and can find no evidence that a structural checking was carried out before the extract system was installed.

Health and Safety Documentation:

As with all establishments that engage with hirers and the public, we have up to date documentation to cover current legal requirements. As such we have issued a new Fire Risk Assessment and Fire Evacuation Plan for all hirers along with the updated General Risk Assessment.

We have also had a full review of Health and Safety at the Hall carried out by an independent Health and Safety Professional. As part of this review this we had the water services tested for the presence of Legionella. There is currently no sign of the bacteria, but this will need to be supported by further testing every year.

6 Events – Graham Plummer

A successful jazz evening event was held in December last year, with special thanks to Hilary and Bill Long for dealing with the catering at the last minute and the organising. The annual Village Show was also held in September this year and is covered below.

7 Village Show – Carole Thorpe

Oral report to be given by Carole, as Chairman of the Village Show.

We are very grateful for the continued generous support of the Village Show and would like to thank Carole and all the village show committee together with all the volunteers involved in making this such a great event, year after year.

Westbury-on-Trym Village Hall

Audited Accounts

30 June 2023

Charity Number: 202781

Westbury-on-Trym Village Hall Contents

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**Westbury-on-Trym Village Hall
Income and Expenditure Account
for the year ended 30 June 2023**

	2023 £	2022 £
Income	82,188	57,308
Cost of income	12,303	8,638
Gross income	<u>69,885</u>	<u>48,670</u>
Other business income	4,283	1,690
Expenses		
Premises expenses	20,263	14,116
Repairs and renewals of property and equipment	28,945	6,497
Telephone, stationery and other office costs	4,526	1,566
Accountancy, legal and other professional fees	3,330	3,192
Depreciation and loss/(profit) on sale	(827)	5,462
Other business expenses	834	896
	<u>57,071</u>	<u>31,729</u>
Surplus	<u>17,097</u>	<u>18,631</u>

Westbury-on-Trym Village Hall
Balance Sheet
as at 30 June 2023

	Notes	2023 £	2022 £
Fixed assets			
Equipment and machinery	3	4,018	5,383
Other fixed assets	4	72,258	70,066
		<u>76,276</u>	<u>75,449</u>
Current assets			
Bar stock		1,584	1,761
COIF balance		81,010	78,914
Bank balances		32,556	20,654
Cash in hand		316	470
Other current assets and prepayments		5,525	2,898
		<u>120,991</u>	<u>104,697</u>
Current liabilities			
Other liabilities and accruals		10,427	10,403
		<u>110,564</u>	<u>94,294</u>
Net current assets			
		110,564	94,294
Net assets			
		<u>186,840</u>	<u>169,743</u>
Funds of the charity			
Balance at start of period		169,743	151,112
Net surplus		17,097	18,631
		<u>186,840</u>	<u>169,743</u>

Graham Plummer (Chairman)

Dated: 13 October 2023

Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2023

1 Accounting basis

The trustees present the annual report together with the financial statements of the charity for the year ended 30 June 2023.

2 Income and expenditure account analysis

	2023	2022
	£	£
Income		
Public hire of hall	42,106	25,059
Bar income	28,660	12,869
Corkage	3,386	2,450
Village show	1,400	700
Event income	730	1,060
Miscellaneous	-	441
Donations	5,906	14,729
	<u>82,188</u>	<u>57,308</u>
Cost of income		
Bar supplies	11,333	7,781
Event expenses	970	857
	<u>12,303</u>	<u>8,638</u>
Other business income		
Interest receivable	2,190	147
COIF dividends	2,093	1,543
	<u>4,283</u>	<u>1,690</u>
Premises expenses		
Rates and water	1,218	598
Gas and electric	9,457	5,704
Waste	2,370	1,397
Cleaning	5,565	5,512
Security	1,653	905
	<u>20,263</u>	<u>14,116</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>28,945</u>	<u>6,497</u>
Telephone, stationery and other office costs		
Telephone and internet	410	485
Printing, postage and stationery	121	174
Equipment expensed	3,995	907
	<u>4,526</u>	<u>1,566</u>
Accountancy, legal and other professional fees		
Accountants fees	600	600
Insurance	2,730	2,592
	<u>3,330</u>	<u>3,192</u>

Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2023

Depreciation and loss/(profit) on sale

Depreciation	1,347	1,528
(Surplus)/deficit on COIF values	(2,192)	3,895
Surplus/deficit on disposal of fixed assets	18	39
	<u>(827)</u>	<u>5,462</u>

Other business expenses

Flower fund	300	300
Licence fees	180	180
Sundry expenses	354	416
	<u>834</u>	<u>896</u>

**Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2023**

3 Equipment and machinery

	Equipment
	£
Cost	
At 1 July 2022	72,581
Disposals	<u>(2,339)</u>
At 30 June 2023	<u>70,242</u>
Depreciation	
At 1 July 2022	67,198
Charge for the year	1,347
On disposals	<u>(2,321)</u>
At 30 June 2023	<u>66,224</u>
Net book value	
At 30 June 2023	<u>4,018</u>
At 30 June 2022	<u>5,383</u>

4 Other fixed assets

	2023	2022
	£	£
Investments	<u>72,258</u>	<u>70,066</u>



Section A

Independent Examiner's Report

Report to the trustees

Charity Name WESTBURY-ON-TLYM VILLAGE HALL

On accounts for the year ended

30 JUNE 2023 Charity no (if any) 202781

Set out on pages

1-5 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed: [Signature]

Date: 15/10/23

Name: PAUL NICHOLAS DAY

Relevant professional qualification(s) or body

FMAAT

(if any):

Address:

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

WESTBURY ON TRYM VILLAGE HALL

England & Wales - Charity number 202781

Accounts

Westbury-on-Trym Village Hall

Annual Report - 2021/2022

Registered Charity Number

202781

Report and Accounts

30 June 2022

The report of the Trustees for the year ended 30 June 2022

Introduction

The Trustees present their annual report and accounts for the year ended 30 June 2022

The Board of Trustees are satisfied with the performance of the charity during the year and the position at 30 June 2022 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfill its obligations.

Review of progress and achievements

This financial year is the first full year that the hall has been opened since the Coronavirus pandemic and I'm pleased to report that the revenue of the hall has returned back to normal with bookings continuing as before. The hall's funds are in a financially good position going forward and we have also received a legacy of nearly £15 thousand pounds from Walter Finley who was our regular booking secretary of nearly 30 years standing.

The village hall management committee are looking at ways to operate more effectively due to the increase in energy costs and a shortage of volunteers. We are trying to reduce the number of weekend bookings at busy periods by blocking off the occasional Friday or Saturday and also at reducing large events that require bars, as this involves a great deal of volunteer time before, during and after the event. We also now close the hall for two weeks at Christmas together with two weeks in August and bank holidays in order to give the volunteers a break and get essential maintenance done.

Due to the fact that our hire charges have stayed the same since Jan 21 and because of the cost of living and large energy prices we have also agreed to increase our hire charges from the 1st Oct 22 by the RPI.

I would like to thank the committee for their support together with all the many volunteers that have given up so much of their own time over the last year.

Detailed reports on various areas of running the Village Hall are in Appendices 1 and 2

Name, registered office and constitution of the charity

The full name of the charity is Westbury-on-Trym Village Hall.

The legal registration details are: Date of formation 16 February 1962

The Principal Office is Eastfield Road, Westbury-on-Trym, BS9 4AG

Charity Registration Number 202781

The telephone number is 0117 962 3399

A summary of the objectives of the charity as set out in its governing document.

The objective of the Charity is to provide and maintain a village hall for the use of the inhabitants of Westbury-on-Trym and surrounds for recreational and leisure purposes.

Public benefit that is provided by the charity

The Management Committee aims to provide first class Hall facilities at an affordable cost to the local community and the charity depends largely on the continuing help of local volunteers.

The Hall is available for hire by any individual or organization in accordance with the standard hiring agreement and scale of charges adopted for the year. It is intended that the scale of charges be sufficient together with the associated bar profit to generate enough income to meet all expenditure incurred in providing and improving the Hall and maintain a reserve of accumulated funds which will enable them to properly maintain and operate the Hall. This reserve will also provide resources to meet exceptional costs and/or running expenses should unforeseen circumstances arise to interrupt normal fund raising activities. The Trustees intend that the reserve will be at least £30,000 and will not in normal circumstances exceed £150,000. Improvements are also funded by events arranged by supporters of the Hall, and from income, donations, dividends and interest.

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

The Charity's governing document was signed and sealed on 8th October 1981. It covers the administration of the charity, outlines its charitable objectives, deals with the appointment, procedures and obligations of the committee of management and the conduct of meetings.

Financial Review

Availability and adequacy of assets of each of the funds

The Board of Trustees is satisfied that the charity's assets in each fund are available and adequate to fulfill its obligations in respect of each fund.

Transactions and Financial position - this is attached to this report

The members of the Board of Trustees of the Charity during the year ended 30 June 2021 were:

Jean Calway
Henry Deval
Hilary Long
Graham Plummer
Jane Plummer
Patrick Thorpe
Plus co-opted trustee
Christian Strat

The Trustees are all members of the charity.

At the Annual General Meeting Jean Calway and Hilary Long retire and are eligible for reappointment.

Any new nominations for Trustees - Names to be given at the AGM meeting.

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:

Henry Deval

Hilary Long

Graham Plummer

Jane Plummer

Patrick Thorpe

Plus co-opted trustee

Christian Strat

Independent Examiner - to be appointed by the Trustees.

Statement of Trustees' Responsibilities

Charities registered in England and Wales that are not companies are allowed under section 42(3) of the Charities Act 1993 to prepare receipts and payments accounts provided the charity's gross income is not over £250,000 for financial years ending on or after 1 April 2009. For financial years ending prior to 1 April 2009, this gross income threshold for receipts and payments accounting was lower at £100,000. Receipts and payments accounts are not expected to show a 'true and fair view' of the charity's financial activities and state of affairs as is required with accounts prepared on the accruals basis.

Accounting standards, which are primarily concerned with the presentation of a true and fair view, do not apply to receipts and payments accounts. However:

- receipts and payments accounts should be prepared in a consistent way from year to year; and
- if valuations are provided in the statement of assets and liabilities, they should be relevant, reliable and understandable.

The Trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report and the responsibility of the independent examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the Board of Trustees on 5th October 2022.

G. F. Plummer

Chairman

Appendix 1 - Accounts Report - See separate document

Appendix 2 - Committee Reports

1 Booking Secretaries: General/Regular – Henry Deval

Regular bookings resumed in April 2021 following lockdown. New regular hirers include a School-age tutor group and the Bristol Show choir. Two long-standing bookings have been lost – Henleaze Swimming Club and Friday Bridge. Regular bookings include Badminton (4), Bridge, Brownies, Embroidery, Karate, Pilates, SUSWOT, Tai Chi, WOTSOC, Yoga and Zumba. We continue to receive many enquiries from different clubs and associations, requesting regular weekly bookings, which we are unable to accommodate, as we are fully booked in the evenings.

Parties 35

Concerts 2

Christening/Naming ceremony 1

Wakes 3

Misc 5

2 Booking Secretary: Weddings – Graham Plummer

I have to say that all the weddings held here at the hall have been very successful and we continue to receive very good feedback and compliments to the Hall from our hired guests. Weddings are not only very popular but provide a substantial source of revenue for the Hall.

The maximum number of weddings agreed by the committee are about 12 per calendar year not financial year. This is to ensure that the hall is also made available to hire for other events including community ones and there were 11 weddings held in 2021/22. I also try to keep to only two per month and two in consecutive weeks as they do require a lot of volunteer work which we are struggling for. We only have 6 confirmed bookings so far for 2023. The Hall continues to enjoy a good working relationship with local businesses who regularly provide catering, decorating and music services for the hirers. I am very grateful for the support of all of our bar volunteers, especially those who have covered wedding bars in the daytime in addition to their normal evening bar duties.

3 Bar Manager - Graham Plummer

Bar takings and profits remain a good source of income for the hall and this year's actual total bar income was £16,059 (including corkage); this was £15,950 more than last year's exceptionally low income of £109 due to Covid and the hall being closed. There were a total of 28 bars during the financial year, 11 of which were weddings.

I am trying to increase bar volunteers as we currently only have about 10 regular volunteers, hopefully though, I can improve this number over the next year.

4 Garden - Mike Chant

As all gardeners will know this has been a particularly difficult year in the garden due to the extremely hot dry summer. This was shown very clearly by the state of the lawns during July and August, but I'm

pleased to say they are now recovering following the recent rain we've had.

The year started well and our spring display of daffodils and tulips in the front borders was excellent and was the subject of many appreciative comments.

When the daffodils and tulips died down they were dug up and replaced with the usual selection of summer bedding plants. They rooted well and provided an initial colourful display. However, as the summer progressed and the ground became drier and drier they began to struggle and very soon began to die back significantly. We attempted to keep them going with regular watering, and I would like to express my thanks to Jane who I know watered them whenever she came to the Hall and had time to get the watering can out. As a result, we managed to maintain a reasonably colourful display in those front borders throughout the summer, although possibly not up to our usual standard.

The borders along the side of the Hall and along the side lawn are planted with well-established small trees, shrubs and perennial plants and even through the long hot dry spell they provided a selection of interesting colours and forms.

We continue to maintain the larger trees and hedges in and around the Hall gardens too by employing the use of a tree surgeon to ensure that they do not grow out of control.

Many of you will have noticed a significant change to one of the Hall boundaries. The hedge that ran down the side of the Hall between ourselves and the adjoining neighbour has gone and has been replaced with a wooden fence, which was paid for by our adjoining neighbour. We had to employ someone to dig out and remove the remaining roots and employ an asphalt contractor to resurface and make good the strip of land between the original path and the fence as this was in a dangerous condition.

I would like to finish by saying that the Hall gardens are looked after and maintained for the benefit of the community of Westbury-on-Trym.

5 Buildings and Maintenance – Patrick Thorpe

In the last year we have carried out general maintenance such as replacing damaged and broken hand dryers in the toilets and replacing damaged toilet seats. We have installed a grease trap on the kitchen drainage to prevent the reoccurring fat blockages. We have also installed a vent pipe to high level in the courtyard behind the kitchen with an access to allow for the drains to be cleaned. All the inside notice boards have either been refurbished or replaced with new to be in more keeping with the building. Life Safety Systems, fire detection and extinguisher provision has been maintained in line with all legal requirements. Several of the fire extinguishers have been replaced due to age and we have increased the number of extinguishers on the first floor.

Over the past year we, as everyone else, have been subject to large increases in energy costs. The Trustees are monitoring the situation closely and are in the early stages of a review of current and future energy needs. As an environmentally aware committee we are looking at all aspects of energy use at the hall. The review will look into green energy provision, insulation to reduce energy loss and new energy efficient lighting and heating equipment.

As you will have seen, we have a scaffold access to the chimney with the buddleia growing out the top. As we are a grade 2 listed building we have had to apply for a Certificate of Lawfulness from the Conservation Officer at Bristol City Council to give approval for the works. We are currently awaiting a response/approval which could take some weeks to obtain. Without this approval the hall Trustees would be liable in law, which is something we are not prepared to be.

6 Events – Graham Plummer

We held a successful Latino evening event in December last year and our annual January quiz event was cancelled due to covid.

7 Village Show – Carole Thorpe

Oral report to be given by Carole, as Chairman of the Village Show.

We are very grateful for the continued generous support of the Village Show and would like to thank Carole and all the village show committee together with all the volunteers involved in making this such a great event year after year.

Westbury-on-Trym Village Hall

Audited Accounts

30 June 2022

Charity Number: 202781

Westbury-on-Trym Village Hall Contents

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**Westbury-on-Trym Village Hall
Income and Expenditure Account
for the year ended 30 June 2022**

	2022 £	2021 £
Income	57,308	22,873
Cost of income	8,638	442
Gross income	<u>48,670</u>	<u>22,431</u>
Other business income	1,690	2,140
Expenses		
Premises expenses	14,116	5,708
Repairs and renewals of property and equipment	6,497	18,051
Telephone, stationery and other office costs	1,566	1,606
Accountancy, legal and other professional fees	3,192	2,704
Depreciation and loss/(profit) on sale	5,462	(5,663)
Other business expenses	896	1,424
	<u>31,729</u>	<u>23,830</u>
Surplus	<u>18,631</u>	<u>741</u>

Westbury-on-Trym Village Hall
Balance Sheet
as at 30 June 2022

	Notes	2022 £	2021 £
Fixed assets			
Equipment and machinery	3	5,383	1,809
Other fixed assets	4	70,066	48,961
		<u>75,449</u>	<u>50,770</u>
Current assets			
Bar stock		1,761	1,548
COIF balance		78,914	78,769
Bank balances		20,654	19,555
Cash in hand		470	470
Other current assets and prepayments		2,898	-
		<u>104,697</u>	<u>100,342</u>
Current liabilities			
Other liabilities and accruals		10,403	-
		<u>10,403</u>	<u>-</u>
Net current assets		94,294	100,342
Net assets		<u>169,743</u>	<u>151,112</u>
Funds of the charity			
Balance at start of period		151,112	150,371
Net surplus		18,631	741
		<u>169,743</u>	<u>151,112</u>

Graham Plummer (Chairman)

Dated

Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2022

1 Accounting basis

The trustees present the annual report together with the financial statements of the charity for the year ended 30 June 2022.

2 Income and expenditure account analysis

	2022	2021
	£	£
Income		
Public hire of hall	25,059	3,535
Bar income	12,869	410
Corkage	2,450	161
Village show	700	-
Event income	1,060	-
Grants (Covid -19)	-	18,717
Miscellaneous	441	-
Donations	14,729	50
	<u>57,308</u>	<u>22,873</u>
Cost of income		
Bar supplies	7,781	442
Event expenses	857	-
	<u>8,638</u>	<u>442</u>
Other business income		
Interest receivable	147	6
COIF dividends	1,543	2,134
	<u>1,690</u>	<u>2,140</u>
Premises expenses		
Rates and water	598	(137)
Gas and electric	5,704	1,640
Waste	1,397	700
Cleaning	5,512	2,425
Security	905	1,080
	<u>14,116</u>	<u>5,708</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>6,497</u>	<u>18,051</u>
Telephone, stationery and other office costs		
Telephone and internet	485	129
Printing, postage and stationery	174	64
Equipment expensed	907	1,413
	<u>1,566</u>	<u>1,606</u>
Accountancy, legal and other professional fees		
Accountants fees	600	-
Insurance	2,592	2,704
	<u>3,192</u>	<u>2,704</u>

**Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2022**

Depreciation and loss/(profit) on sale

Depreciation	1,528	607
(Surplus)/deficit on COIF values	3,895	(6,270)
Surplus/deficit on disposal of fixed assets	39	-
	<u>5,462</u>	<u>(5,663)</u>

Other business expenses

Flower fund	300	-
Licence fees	180	180
Sundry expenses	416	1,244
	<u>896</u>	<u>1,424</u>

**Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2022**

3 Equipment and machinery

	Equipment
	£
Cost	
At 1 July 2021	69,653
Additions	5,141
Disposals	<u>(2,213)</u>
At 30 June 2022	<u>72,581</u>
Depreciation	
At 1 July 2021	67,844
Charge for the year	1,528
On disposals	<u>(2,174)</u>
At 30 June 2022	<u>67,198</u>
Net book value	
At 30 June 2022	<u>5,383</u>
At 30 June 2021	<u>1,809</u>

4 Other fixed assets

	2022	2021
	£	£
Investments	<u>70,066</u>	<u>48,961</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
WESTBURY-ON-TRYM VILLAGE HALL

**On accounts for the year
ended**

30 JUNE 2022
Charity no (if any) 202781

Set out on pages

1 - 5
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.


**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:  Date: 1/10/2022

Name: PAUL NICHOLAS DAY

**Relevant professional
qualification(s) or body
(if any):**

FMAAT

Address:

FIRST FLOOR, 5 HIGH STREET, WESTBURY - ON - TRYM
BRISTOL, BS9 3DY

Westbury-on-Trym Village Hall

Audited Accounts

30 June 2022

Charity Number: 202781

Westbury-on-Trym Village Hall Contents

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**Westbury-on-Trym Village Hall
Income and Expenditure Account
for the year ended 30 June 2022**

	2022 £	2021 £
Income	57,308	22,873
Cost of income	8,638	442
Gross income	<u>48,670</u>	<u>22,431</u>
Other business income	1,690	2,140
Expenses		
Premises expenses	14,116	5,708
Repairs and renewals of property and equipment	6,497	18,051
Telephone, stationery and other office costs	1,566	1,606
Accountancy, legal and other professional fees	3,192	2,704
Depreciation and loss/(profit) on sale	5,462	(5,663)
Other business expenses	896	1,424
	<u>31,729</u>	<u>23,830</u>
Surplus	<u>18,631</u>	<u>741</u>

**Westbury-on-Trym Village Hall
Balance Sheet
as at 30 June 2022**

	Notes	2022 £	2021 £
Fixed assets			
Equipment and machinery	3	5,383	1,809
Other fixed assets	4	70,066	48,961
		<u>75,449</u>	<u>50,770</u>
Current assets			
Bar stock		1,761	1,548
COIF balance		78,914	78,769
Bank balances		20,654	19,555
Cash in hand		470	470
Other current assets and prepayments		2,898	-
		<u>104,697</u>	<u>100,342</u>
Current liabilities			
Other liabilities and accruals		10,403	-
		<u>10,403</u>	<u>-</u>
Net current assets		94,294	100,342
Net assets		<u>169,743</u>	<u>151,112</u>
Funds of the charity			
Balance at start of period		151,112	150,371
Net surplus		18,631	741
		<u>169,743</u>	<u>151,112</u>

Graham Plummer (Chairman)

Dated

Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2022

1 Accounting basis

The trustees present the annual report together with the financial statements of the charity for the year ended 30 June 2022.

2 Income and expenditure account analysis

	2022	2021
	£	£
Income		
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Village show	700	-
Event income	1,060	-
Grants (Covid -19)	-	18,717
Miscellaneous	441	-
Donations	14,729	50
	<u>57,308</u>	<u>22,873</u>
Cost of income		
Bar supplies	7,781	442
Event expenses	857	-
	<u>8,638</u>	<u>442</u>
Other business income		
Interest receivable	147	6
COIF dividends	1,543	2,134
	<u>1,690</u>	<u>2,140</u>
Premises expenses		
Rates and water	598	(137)
Gas and electric	5,704	1,640
Waste	1,397	700
Cleaning	5,512	2,425
Security	905	1,080
	<u>14,116</u>	<u>5,708</u>
Repairs and renewals of property and equipment		
Repairs and maintenance	<u>6,497</u>	<u>18,051</u>
Telephone, stationery and other office costs		
Telephone and internet	485	129
Printing, postage and stationery	174	64
Equipment expensed	907	1,413
	<u>1,566</u>	<u>1,606</u>
Accountancy, legal and other professional fees		
Accountants fees	600	-
Insurance	2,592	2,704
	<u>3,192</u>	<u>2,704</u>

Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2022

Depreciation and loss/(profit) on sale

Depreciation	1,528	607
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Surplus/deficit on disposal of fixed assets	39	-
	<u>5,462</u>	<u>(5,663)</u>

Other business expenses

Flower fund	300	-
Licence fees	180	180
Sundry expenses	416	1,244
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**Westbury-on-Trym Village Hall
Notes to the Accounts
for the year ended 30 June 2022**

3 Equipment and machinery

	Equipment
	£
Cost	
At 1 July 2021	69,653
Additions	5,141
Disposals	<u>(2,213)</u>
At 30 June 2022	<u>72,581</u>
Depreciation	
At 1 July 2021	67,844
Charge for the year	1,528
On disposals	<u>(2,174)</u>
At 30 June 2022	<u>67,198</u>
Net book value	
At 30 June 2022	<u>5,383</u>
At 30 June 2021	<u>1,809</u>

4 Other fixed assets

	2022	2021
	£	£
Investments	<u>70,066</u>	<u>48,961</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
WESTBURY-ON-TRYM VILLAGE HALL

**On accounts for the year
ended**

30 JUNE 2022
Charity no (if any) 202781

Set out on pages

1 - 5
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.


**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:  Date: 1/10/2022

Name: PAUL NICHOLAS DAY

**Relevant professional
qualification(s) or body
(if any):**

FMAAT

Address:

FIRST FLOOR, 5 HIGH STREET, WESTBURY - ON - TRYM
BRISTOL, BS9 3DY

WESTBURY ON TRYM VILLAGE HALL

England & Wales - Charity number 202781

Accounts

Westbury-on-Trym Village Hall

Annual Report - 2020/2021

Registered Charity Number

202781

Report and Accounts

30 June 2021

The report of the Trustees for the year ended 30 June 2021

Introduction

The Trustees present their annual report and accounts for the year ended 30 June 2021

The Board of Trustees are satisfied with the performance of the charity during the year and the position at 30 June 2021 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfill its obligations.

Review of progress and achievements

Firstly I'm sorry to report of the sad passing away of Phillip Singleton in June 2021. Phillip was a trustee of the hall for 10/11 years and mainly dealt with our buildings and maintenance and was always there to help in many other ways as well, including stocking and manning the bar. Phil will be sadly missed by all the village hall management committee and those who knew him.

This financial year has again been a very challenging and exceptional one for the hall due to the Coronavirus pandemic and as a consequence the hall has been closed for 10 months of the year, from July 2020 until April 2021. The hall then only opened for regular hirers for the rest of the financial year.

Our treasurer, Andrew Maddern, has resigned as a trustee but has offered to prepare our accounts until further notice. Our wedding bookings secretary, Rachel Ashton, had also resigned at the beginning of the year due to personal reasons so this position has come back to myself to manage.

I'm pleased to report that Henry Deval, our previous chairman, has offered to come back onto the committee and has been co-opted as a trustee together with Patrick Thorpe who will now deal with our buildings and maintenance. Patrick has already made a great start in having the asbestos removed from the 4 doors downstairs, together with other maintenance, health and safety work.

Whilst the hall has been closed due to Covid-19 we have taken the opportunity to not only decorate where necessary but also install a new floor in the committee room and on the stage together with a total refurbishment to the main hall and hall entrance floors. These improvements will now make our village hall an even more attractive venue to hire.

I would like to thank the committee for their support and all our volunteers over the year with particular thanks to our gardener Mike Chant who always keeps our lawns and gardens in pristine condition.

Due to the Covid-19 pandemic and the consequent closure of the village hall there will not be any detailed reports as in previous years on the various areas of running the Village Hall.

Name, registered office and constitution of the charity

The full name of the charity is Westbury-on-Trym Village Hall.

The legal registration details are: Date of formation 16 February 1962
The Principal Office is Eastfield Road, Westbury-on-Trym, BS9 4AG
Charity Registration Number 202781
The telephone number is 0117 962 3399

Objectives and Activities of the Charity

A summary of the objectives of the charity as set out in its governing document.

The objective of the Charity is to provide and maintain a village hall for the use of the inhabitants of Westbury-on-Trym and surrounds for recreational and leisure purposes.

Public benefit that is provided by the charity

The Management Committee aims to provide first class Hall facilities at an affordable cost to the local community and the charity depends largely on the continuing help of local volunteers.

The Hall is available for hire by any individual or organization in accordance with the standard hiring agreement and scale of charges adopted for the year. It is intended that the scale of charges be sufficient together with the associated bar profit to generate enough income to meet all expenditure incurred in providing and improving the Hall and maintain a reserve of accumulated funds which will enable them to properly maintain and operate the Hall. This reserve will also provide resources to meet exceptional costs and/or running expenses should unforeseen circumstances arise to interrupt normal fund raising activities. The Trustees intend that the reserve will be at least £30,000 and will not in normal circumstances exceed £120,000. Improvements are also funded by events arranged by supporters of the Hall, and from income, donations, dividends and interest.

Structure, Governance and Management

Nature of the Governing Document and constitution of the charity

The Charity's governing document was signed and sealed on 8th October 1981. It covers the administration of the charity, outlines its charitable objectives, deals with the appointment, procedures and obligations of the committee of management and the conduct of meetings.

Financial Review

Availability and adequacy of assets of each of the funds

The Board of Trustees is satisfied that the charity's assets in each fund are available and adequate to fulfill its obligations in respect of each fund.

Transactions and Financial position - this is attached to this report

The members of the Board of Trustees of the Charity during the year ended 30 June 2021 were:

J. Calway

H. Long

G. Plummer

J. Plummer

P. Singleton

Plus 2 Co-opted trustees

Henry Deval

Patrick Thorpe

The Trustees are all members of the charity.

Any new nominations for Trustees - Names to be given at the AGM meeting.

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:

J. Calway

H. Long

G. Plummer

J. Plummer

Plus 2 Co-opted trustees

Henry Deval

Patrick Thorpe

Independent Examiner - to be appointed by the Trustees.

Statement of Trustees' Responsibilities

Charities registered in England and Wales that are not companies are allowed under section 42(3) of the Charities Act 1993 to prepare receipts and payments accounts provided the charity's gross income is not over £250,000 for financial years ending on or after 1 April 2009. For financial years ending prior to 1 April 2009, this gross income threshold for receipts and payments accounting was lower at £100,000. Receipts and payments accounts are not expected to show a 'true and fair view' of the charity's financial activities and state of affairs as is required with accounts prepared on the accruals basis.

Accounting standards, which are primarily concerned with the presentation of a true and fair view, do not apply to receipts and payments accounts. However:

- receipts and payments accounts should be prepared in a consistent way from year to year; and
- if valuations are provided in the statement of assets and liabilities, they should be relevant, reliable and understandable.

The Trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report and the responsibility of the independent examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the Board of Trustees on 19th October 2021.

For Accounts Report - Please see separate document.

G. F. Plummer

Chairman

Westbury-on-Trym Village Hall

Audited Accounts

30 June 2021

Charity Number: 202781

Westbury-on-Trym Village Hall

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Balance sheet	2
Notes to the accounts	3 - 4

**Westbury on Trym Village Hall
Income and Expenditure Account
for the year ended 30th June 2021**

Page 1

	2021	2020
	£	£
Income	22,872	65,963
Cost of income	442	9,473
Gross Income	<u>22,430</u>	<u>56,490</u>
Other business income	2,140	411
Expenses		
Rent rates power and insurance costs	5,708	15,306
Repairs and renewals of property & equipment	18,051	36,749
Telephone, fax, stationery and other office costs	1,607	4,182
Accountancy legal and other professional fees	2,704	2,473
Depreciation and loss/(profit) on revaluation	(5,663)	(378)
Other business expenses	1,424	778
Expenses	23,830	59,111
Surplus / (Deficit)	<u>741</u>	<u>(2,209)</u>

Westbury on Trym Village Hall
Balance Sheet
as at 30th June 2021

Page 2

	Notes	2021 £	2020 £
Fixed assets			
Equipment, machinery & motor vehicles	3	1,809	2,416
Other fixed assets	4	<u>48,961</u>	<u>42,691</u>
		50,770	45,107
Current assets			
Bar stock and work in progress		1,548	1,990
COIF Balance		78,769	78,738
Bank Balances		19,555	24,466
Cash in hand		<u>470</u>	<u>470</u>
		100,342	105,664
Current Liabilities			
Other liabilities and accruals		0	400
Net current assets		100,342	105,264
NET ASSETS		<u>151,112</u>	<u>150,371</u>
Funds of the Charity			
	5		
Balance at start of period		150,371	152,580
Net (deficit)/surplus		<u>741</u>	<u>(2,209)</u>
Carried forward		<u>151,112</u>	<u>150,371</u>

Graham Plummer (Chairman)

Dated

Notes to the Accounts

for the year ended 30th June 2021

1 Accounting Basis

The accounts have been compiled on a basis that enables profit to be calculated in accordance with UK Generally Accepted Accounting Practice

2 Income and Expenditure Account Analysis

	2021	2020
	£	£
Income		
Donations	50	146
Grant (Covid-19)	18,717	10,000
Bar income	409	15,006
Corkage income	161	1,580
Public hire of hall	3,534	36,251
Event income	-	1,095
Village show	-	1,200
Miscellaneous	-	684
	<u>22,872</u>	<u>65,963</u>
Cost of income		
Bar supplies/Stock Write Off	442	7,609
Events expenses	-	1,864
	<u>442</u>	<u>9,473</u>
Other business income		
COIF dividends	2,134	405
Interest receivable	6	6
	<u>2,140</u>	<u>411</u>
Expenses		
Rent, Rates, Insurance & Power		
Rates and water	(137)	1,460
Waste	700	1,595
Light and heat	1,640	3,469
Cleaning	2,425	8,202
Security	1,080	580
	<u>5,708</u>	<u>15,306</u>
Repairs and Renewals of Property & Equipment		
Repairs and maintenance	18,051	36,749
	<u>18,051</u>	<u>36,749</u>
Telephone, fax, stationery and other office costs		
Telephone and fax	129	211
Printing, postage and stationery	64	204
Equipment expensed	1,413	3,768
	<u>1,607</u>	<u>4,182</u>
Accountancy legal and other professional fees		
Professional indemnity insurance	2,704	2,473
	<u>2,704</u>	<u>2,473</u>
Depreciation and loss/(profit) on revaluation		
Depreciation	607	812
(Surplus)/deficit on COIF values	(6,270)	(1,189)
	<u>(5,663)</u>	<u>(378)</u>
Other business expenses		
Sundry expenses	1,424	778
	<u>1,424</u>	<u>778</u>

3 Equipment, Machinery and Motor Vehicles

	Equipment
	£
Cost	
At 1 July 2020	<u>69,653</u>
At 30 June 2021	<u>69,653</u>
Depreciation	
At 1 July 2020	67,237
Charge for year	<u>607</u>
At 30 June 2021	<u>67,844</u>
Net Book Value	
At 1 July 2020	- <u>2,416</u>
At 30 June 2021	- <u>1,809</u>

4 Other Fixed Assets

	2021	2020
	£	£
Investments	<u>48,961</u>	<u>42,691</u>

5 Funds of the Charity

	2021
	£
Unrestricted funds	<u>151,112</u>
	<u>151,112</u>



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
WESTBURY-ON-TRYM VILAGE HALL

**On accounts for the year
ended**

30 JUNE 2021
Charity no (if any) 202781

Set out on pages

1-4
(remember to include the page numbers of additional sheets.)

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* Please delete the words in the brackets if they do not apply.

Signed:

Date: 9/11/2021

Name: PAUL NICHOLAS DAY

**Relevant professional
qualification(s) or body
(if any):**

MAAT

Address:

FIRST FLOOR, 5 HIGH STREET, WESTBURY-ON-TRYM
BLISTOL, BS9 3BX.

Westbury-on-Trym Village Hall

Audited Accounts

30 June 2021

Charity Number: 202781

Westbury-on-Trym Village Hall

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Graham Plummer (Chairman)

Dated

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