

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

Contents

	Page
Income and expenditure account	1
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	48,961	42,691
		<u>50,770</u>	<u>45,107</u>
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		470	470
		<u>100,342</u>	<u>105,664</u>
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		741	(2,209)
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
	22,872	65,963
Cost of income		
Bar supplies/Stock Write Off	442	7,609
Events expenses	-	1,864
	442	9,473
Other business income		
COIF dividends	2,134	405
Interest receivable	6	6
	2,140	411
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
	5,708	15,306
Repairs and Renewals of Property & Equipment		
Repairs and maintenance	18,051	36,749
	18,051	36,749
Telephone, fax, stationery and other office costs		
Telephone and fax	129	211
Printing, postage and stationery	64	204
Equipment expensed	1,413	3,768
	1,607	4,182
Accountancy legal and other professional fees		
Professional indemnity insurance	2,704	2,473
	2,704	2,473
Depreciation and loss/(profit) on revaluation		
Depreciation	607	812
(Surplus)/deficit on COIF values	(6,270)	(1,189)
	(5,663)	(378)
Other business expenses		
Sundry expenses	1,424	778
	1,424	778

3 Equipment, Machinery and Motor Vehicles

Equipment £

Cost

At 1 July 2020	69,653
At 30 June 2021	<u>69,653</u>

Depreciation

At 1 July 2020	67,237
Charge for year	607
At 30 June 2021	<u>67,844</u>

Net Book Value

At 1 July 2020	-	2,416
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	151,112
	<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)

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:

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
BRISTOL, BS9 3BX.

Westbury-on-Trym Village Hall

Audited Accounts

30 June 2021

Charity Number: 202781

Westbury-on-Trym Village Hall

Contents

	Page
Income and expenditure account	1
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	48,961	42,691
		<u>50,770</u>	<u>45,107</u>
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		470	470
		<u>100,342</u>	<u>105,664</u>
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		741	(2,209)
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
	22,872	65,963
Cost of income		
Bar supplies/Stock Write Off	442	7,609
Events expenses	-	1,864
	442	9,473
Other business income		
COIF dividends	2,134	405
Interest receivable	6	6
	2,140	411
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
	5,708	15,306
Repairs and Renewals of Property & Equipment		
Repairs and maintenance	18,051	36,749
	18,051	36,749
Telephone, fax, stationery and other office costs		
Telephone and fax	129	211
Printing, postage and stationery	64	204
Equipment expensed	1,413	3,768
	1,607	4,182
Accountancy legal and other professional fees		
Professional indemnity insurance	2,704	2,473
	2,704	2,473
Depreciation and loss/(profit) on revaluation		
Depreciation	607	812
(Surplus)/deficit on COIF values	(6,270)	(1,189)
	(5,663)	(378)
Other business expenses		
Sundry expenses	1,424	778
	1,424	778

3 Equipment, Machinery and Motor Vehicles

Equipment £

Cost

At 1 July 2020	69,653
At 30 June 2021	<u>69,653</u>

Depreciation

At 1 July 2020	67,237
Charge for year	607
At 30 June 2021	<u>67,844</u>

Net Book Value

At 1 July 2020	-	2,416
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	151,112
	<u>151,112</u>