

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	(2,213)
At 30 June 2022	<u>72,581</u>
Depreciation	
At 1 July 2021	67,844
Charge for the year	1,528
On disposals	(2,174)
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>



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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

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CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

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Independent
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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