



## TRUSTEES ANNUAL REPORT – 2021

Thorverton Memorial Hall, Silver Street, Thorverton EX5 5LT

Charity Number: 203778

Thorverton Memorial Hall Committee is comprised of up to ten elected Trustees, two co-opted Trustees, one representative Trustee nominated by the Parish Council and up to five others by recognised local organisations. In 2021 our Trustees were the following:

Russell Clarke, Michael Shelton, Janet Wills, Jenny Reygate, Michael Baldwin, David Reygate, Sarah Addicott, Claire Heaven-Roberts, Ian Ford, Tim Cusack.

Trustees hold monthly meetings and for the first half of 2021 these were held on Zoom, before the easing of Covid restrictions permitted face-to-face meetings for the second half of the year. Trustees recognised the importance of keeping good channels of communication going, particularly during periods when the hall had to close. Regular articles appeared throughout 2021 in the monthly village magazine 'in Focus' to keep villagers updated.

During the Covid restrictions in the first few months of 2021 we kept the hall ticking over as well as spending time in preparation for a Covid safe re-opening. After the hall was used for the local elections in April we bounced back in May and, applying some Covid-safe restrictions, we actioned a range of events for the local community to offer a way back to some sort of normality.

The first of these events was in conjunction with Villages in Action in which The Assembleth Theatre company, performed 'The Shodessey', a humorous take on aspects of Greek Mythology. The show sold out and was a resounding success. We followed this with a Dog Show and Music in the Park drawing many people from the village and local area. It seemed that Summer had arrived and confidence was returning. Various regular hirers returned including the Sewing Classes, Toddlers Group and Pilates. Three wedding bookings took place during August and September and Film Nights and Big Breakfast/ Saturday Market returned to the calendar. The Autumn season events, including further live Drama, Jazz and Folk Music, Skittles, Craft Fair and Bingo continued to be well supported and began to show some essential income. Further Covid restrictions at the end of the year meant once again the hall had to close.

During the past year we have been very aware that, with little or no income, the hall's finite resources would have a limited life. However, a number of opportunities for grant aid became apparent for which we were able to apply.

We are grateful to our Treasurer for the time and effort he put into obtaining several vital grants throughout the pandemic from various sources that provided us with the income we required. These grants enabled us to pay our regular bills during the Covid closures including some essential major electrical rewiring and upgrade work.

The Finance & Management Sub Committee was formed during the past year to discuss and share ideas and to report back to the main committee to help develop and improve our accounting systems and put in place forward planning procedures. One particular challenge to our financial systems was caused by problems with our bank which led to a period of several months without a cheque book or debit card. The details of our accounts 2021 are shown on our annual account sheet. The charity ended the year on a strong financial footing.

Achievements during the year in terms of our policies and procedures include the following: Revising the Hire Contract we issue to hirers to clarify some issues and align our contract with the Charity Commission's requirements.

Revising the Hire Rates charged with particular reference to local group charges but also to ensure that TMH continues to remain a viable organisation for the local community.

Our policies for Health & Safety, Management and Maintenance and Equal Opportunities have been reviewed this year and are currently in place.

We are also currently producing a Safeguarding Policy and training for our Trustees in conjunction with ACRE (*Action With Communities In Rural England*) to give everyone a clearer understanding of their roles and responsibilities.

We are conscious of our responsibilities to ensure we undertake all the necessary safety checks carried out on the building, for example, Fire Safety and Electrical Tests. In relation to the electrical tests we undertook all recommended work with the exception of the extra light on the walkway from the car park to the rear of the building. This is currently awaiting completion.

All Buildings and Public Liability Insurances are fully up to date and include an Indemnity Insurance to cover personal litigation against all our Trustees (Committee Members).

One exciting new development has been the launch of our new website in the summer of 2021. This has generally proved very useful in promoting the hall's facilities, regular classes, events and information to the various devices the public now use. We need and should continue to develop the use of useful digital information systems to assist our communication and the management of TMH.

Looking forward, our aim is to continue to offer the hall as a useful and vibrant facility for the use of all members of the local community. We will be doing this against a background of rising costs for everyone. As a charitable organisation we rely on many volunteer helpers, for whom we are particularly grateful, and our Trustees (our Committee members) who

meet together to discuss and organise a varied programme of events and oversee the operation and running of TMH.

To enable this to continue effectively we are always open to recruit new committee members and to encourage villagers to have an input into the continuing development of TMH as a valuable asset to our community.





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Thorverton Memorial Hall

203778

## Receipts and payments accounts

CC16a

For the period  
from

01-Jan-21

To

31-Dec-21

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Hall Hire	4,328	-		4,328	
TMH Events	722		-	722	
Bar & Kitchen Takings	15,415			15,415	
Electricity & Storage	750			750	
Grants	18,746			18,746	10,000
Interest	2			2	
Misc income	661		-	661	5,301
				-	
<b>Sub total (Gross income for AR)</b>	<b>40,625</b>	<b>-</b>	<b>-</b>	<b>40,625</b>	<b>15,301</b>
<b>A2 Asset and investment sales, (see table).</b>					
				-	
				-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>40,625</b>	<b>-</b>	<b>-</b>	<b>40,625</b>	<b>15,301</b>
<b>A3 Payments</b>					
Cleaning & Gardening	2,892			2,892	
Equipment incl. H&S re covid	1,618			1,618	
Hall Maintenance	10,754			10,754	
Event Coasts	5,462			5,462	
Utilities & Website	1,893			1,893	
Insurance and Licences	1,907			1,907	
Misc & Petty Cash	2,234			2,234	13,757
				-	
				-	
<b>Sub total</b>	<b>26,760</b>	<b>-</b>	<b>-</b>	<b>26,760</b>	<b>13,757</b>
<b>A4 Asset and investment purchases, (see table)</b>					
				-	
				-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>26,760</b>	<b>-</b>	<b>-</b>	<b>26,760</b>	<b>13,757</b>
<b>Net of receipts/(payments)</b>	<b>13,865</b>	<b>-</b>	<b>-</b>	<b>13,865</b>	<b>1,544</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,710</b>
<b>Cash funds this year end</b>	<b>13,865</b>	<b>-</b>	<b>-</b>	<b>13,865</b>	<b>14,254</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Account	50		
	Reserve Account	25,825		
	Cash	700		
	<b>Total cash funds</b>	<b>26,575</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

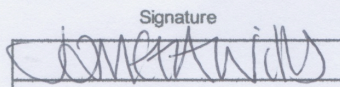
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>				

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>				

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>				

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>				

Signed by one or two trustees on  
behalf of all the trustees

Signature	Print Name	Date of approval
	JANET A. WILLS	27/4/2023





**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

**Thorverton Memorial Hall**

On accounts for the year  
ended

**31<sup>st</sup> December 2021**

Charity no  
(if any)

**203778**

Set out on pages

**1 & 2**

1 & (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 **31/12/2021** 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:

*James P. Roberts*

Date:

*3<sup>rd</sup> May 2023*

Name:

**James P Roberts**

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

**None**

Address:

**8 Little Silver**

**EXETER**

**EX4 4HU**



**Section B****Disclosure**

Only complete if the examiner needs to highlight 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.**

The end-of-year balances revealed that TMH had received £ 2,569 more than has been accounted for. This unrecorded income has paid for necessary expenditure, with the remainder in the cash and bank balances.

After extensive investigation of the paperwork and discussions with the Treasurer and other Trustees the source of this income cannot be identified. I am confident that it is unrecorded cash income. I recognise the significant difficulties that the lockdown period at the beginning of the year posed, especially the lack of debit card and chequebook.

I am pleased to report that the Treasurer has already implemented measures to record the cash movements more assiduously.