

Oake & District Village Hall and Recreation Ground

Registered Charity 205829

Trustees' Annual Report 1st April 2022 to 31st March 2023

Names of Trustees

Mr B Ballardie

Chair

Mrs K Horton

Secretary

Ms P Archer

Treasurer

Mrs S Earthrowl

Mrs T Bellamy

Mr M Sharland

Governance

The charity was established by a trust deed dated 20th May 2002

Appointment of Trustees

The trust deed governs the appointment of committee members who are the charity trustees. It allows for 5 elected members together with appointed members for user organisations. The term of office of all members will end at the end of the annual general meeting following the date on which they came into office. They may be re-elected or re appointed.

Sources of Support and Advice

Somerset Community Council, Victoria House, Victoria St Taunton TA1 3JZ

Oake Parish Council

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been formulated:

Safe Guarding; Energy and Environment; Health and Safety;

Equal Opportunities; Vulnerable Adults; Financial; Noise; Alcohol Provision;

Data Protection.

Hiring Agreement

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

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11.10.23

Licences

The hall has a Premises Licence and is registered with the local authority for small society lotteries. The hall also holds licenses for sale of alcohol; and with the Performing Right Society for live and recorded music.

Risk Management

Insurance

The village hall is insured with Ansvar Insurance: with respect to Buildings insurance £1,351,804 cover, Property Owners Liability £5,000,000, Contents £50,100, Public Liability £5,500,000, Employer's Liability £10,000,000, Business Interruption £69,964, Legal Expenses £250,000, and Trustees Liability £1,000,000.

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Building Issues

Gas appliances and portable electrical appliances are tested by qualified personnel regularly.

The mains electrical installation is periodically checked by a qualified engineer within the 5 years period as required by law. The fire alarm system is checked every 6 months.

A Fire Safety Risk Assessment is now in place.

Firefighting appliances are inspected annually under contract with the supplier.

Volunteers from the Committee carry out other regular maintenance where appropriate.

Objectives of the Charity

The object of the charity is, in the interests of social welfare, to improve the conditions of the lives of the inhabitants of the area of benefit, without distinction of political, religious or other opinions, by the provision and maintenance of a village hall and recreation ground.

Principal Activities in Pursuit of Objectives

The hall is available every day of the week for a variety of activities and is available for hire for private functions.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set to achieve this.

See Governance
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Volunteers' Efforts

Management costs are minimised by the input of many voluntary hours by the Committee Members and Booking Secretary throughout the year, in general running activities and organizing various fundraising events.

2022/2023 Achievements

Efforts continued to rebuild the Hiring levels and income following the Covid Pandemic shut down of previous years.

Significant additional repair work was incurred in refurbishing the Play Area, and sharing the cost of a path from main entrance to hall and shop.

All of which contributed to a deficit of £12452

Reserves Policy

The Charity has over £35,000 in bank current and savings accounts as unrestricted reserves at the year end. These balances are available for unforeseen expenditure in relation to building maintenance or equipment and fixtures replacements and any uninsurable losses. It is the Trustee's policy to maintain unrestricted reserves equivalent to at least annual revenue.

Future Plans

The committee wish to continue to offer an excellent facility to the village, and assist with any community projects where possible.

The main aim is to continue to rebuild the full use of the hall and maximise Income commensurate with offering the facilities in accordance with the Charity's Governance.

The hall having been in existence for 20 years, a number of refurbishment projects are in hand, of note the kitchen, which will make significant inroads into the reserves.

The Trustees declare that they have approved the forgoing report.

Signed on behalf of the charity's Trustees

Signature: *Susan Earthrowl*

Full Name *SUSAN EARTHROWL*

Position *COMMITTEE MEMBER (ACTING CHAIRMAN)*

Date *11.10.23*

S. Earthrowl
11.10.23

**Oake & District Village Hall
Charity 205829**

Assets and Liabilities

**Year ended
31st March 2023**

	2023 £	2022 £
Fixed Assets:		
Buildings	457423	457423
Playspace	76596	76596
	<u>534019</u>	<u>534019</u>
Current Assets		
Debtors and Prepayments	1178	2441
Cash at Bank and in Hand	35795	48852
	<u>36973</u>	<u>51293</u>
Total	<u>570992</u>	<u>585312</u>
Less Creditors and Accruals		
Toddler Group Funds	1864	3992
	<u>202</u>	<u>0</u>
	<u>2066</u>	<u>3992</u>
Net Assets	<u>568926</u>	<u>581320</u>
Represented By:		
Unrestricted Funds	199896	201617
Deficit/Surplus for year	12394	1721
	<u>187502</u>	<u>199896</u>
Restricted Funds (Building Fund) (Playspace)		
	304885	304885
	<u>76539</u>	<u>76539</u>
	<u>381424</u>	<u>381424</u>
Total Funds	<u>568926</u>	<u>581320</u>

Signed

Dated

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10.10.23

**Oake & District Village Hall
Charity 205829**

Income and Expenditure

**Year ended
31st March 2023**

		2023			2022		
	Notes	Restricted £	Unrestricted £	Total £	Restricted £	Unrestricted £	Total £
Receipts							
PCC Grants	1	1120		1120	1120		1120
Somerset Community Foundation		1500		1500	200		200
Somerset Community Council		720		720			
Hall Bookings			24214	24214		12012	12012
Fundraising	2		2416	2416		14453	14453
Donation			39	39		2943	2943
Investment Income			80	80		0	0
Other			0	0		46	46
Total		3340	26749	30089	1320	29484	30804
Payments							
Fundraising			1183	1183		1445	1445
Play space Expenses		2620	3023	5643	470		470
Repairs & Maintenance	3	720	22251	22971	832	16768	17600
Administrative Costs	4		12497	12497		12889	12889
Website Expenses			43	43		103	103
Other			146	146	18		18
Total		3340	39143	42483	1320	31205	32525
Deficit for the Year		0	-12394	-12394	0	-1721	-1721
Total Funds Brought Forward		381424	199896	581320	381424	201617	583041
Total Funds Carried Forward		381424	187502	568926	381424	199896	581320

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**Year ended
31st March 2023**

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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

Oake & District Village Hall and Recreation Ground

On accounts for the year
ended

31st March 2023

Charity no
(if any)

205289

Set out on pages

1-2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2022.

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

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:

P. Keen

Date:

2.8.2023

Name:

Pamela Keen

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

Fellow of The Institute of Certified Bookkeepers (ICB)

Address:

1st Floor, Victoria House

Victoria Street, Taunton

Somerset. TA1 3FA

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.