

## **LYDNEY TOWN HALL TRUST**

### **TRUSTEE ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021**

#### **Reference and Administrative Information**

Lydney Town Hall Trust is a registered charity (number 210628) whose address is The Town Hall, High Street, Lydney, Gloucestershire, GL15 5DY

The Trustees at the time of the preparation of the accounts are below. (Annual General Meeting for 2020 postponed until 1<sup>st</sup> November 2021 due to Covid 19 restrictions)

Chair : Paul Trevatt

Vice Chair : Alan Sadler

Secretary : Colin Knight

Other Officers

Treasurer : Judith Davis (employee and committee member)

#### **Structure, Governance and Management**

The charity's governing document is a Declaration of Trust dated 20 September 1957 and a scheme of 19 February 1968 as amended by a scheme sealed on 7<sup>th</sup> October 1993.

The current governance is based on a declaration of Trust Deed made 22<sup>nd</sup> May 2012 when new Trustees were appointed.

On 9<sup>th</sup> February 2021 an amended Trust Deed of Appointment and Retirement of Trustees was affirmed to establish the current position of the Charitable Trust and recognising all the changes made since 22<sup>nd</sup> May 2012 that had not been recognised by an amended Trust Deed.

Trustees are appointed or resign annually according to the rules of the Trust. Appointments are usually at the AGM and are subject to approval of the existing Trustees.

The day to day activities of the Trust are managed by a management committee which comprises the Trustees and volunteers as elected.

## **Objectives and Activities**

The objectives of the charity as set out in the Declaration of Trust Deed 2012 are the provision and maintenance of the Lydney Town Hall Building to provide public benefit through community use.

The Trustees have complied with their duty to have regard to the guidance on “Public Benefit” published by the Charity Commission in exercising their powers and duties. The charity has continued to provide and maintain the Town Hall, in furtherance of the public benefit given by the Charity’s charitable activities.

## **Financial review**

The Trustees believe that the Charity has adequate reserves to finance its activities for the immediate future and have approved the financial statements for the year ended 31 March 2021

There are no funds in deficit.

The Year ending 31<sup>st</sup> March 2021 was severely affected by the Covid pandemic with income before any support from Covid grants down by 77%.

The outlook for 2021/2022 is cautious due to prevalence of Covid 19 infections impacting on the activities of the Hall. Government support grants and furlough support have assisted in the early part of 2021/2022 together with a lower cost base.

Hall Hire and other sales have increased in the later stages of 2021 and there is increased activity for bookings in 2022.

The maintenance and safety of the Hall structure remains a priority and work continued during 2020 and 2021 despite Covid restrictions to improve the infrastructure.

## **Independent Examiners**

The Charity’s financial statements as filed have been independently examined by Ian Starfield. Chartered Certified Accountant.

Annual Report approved by the Trustees

.....

Paul Trevatt

Chair

1.11.2021

.....

Alan Sadler

Vice Chair

Charity Reg No. **210628**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**FOR**

**LYDNEY TOWN HALL TRUST**

**Lydney Town Hall Trust**

**Contents of the Financial Statements**

**For the year ended 31<sup>st</sup> March 2021**

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Section A

Independent Examiner's Report

Report to the trustees/  
members of

Lydney Town Hall Trust

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no  
(if any)

210628

Set out on pages

3 - 10

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2020.

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 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:

*I. A. Starfield*

Date:

8 December 2021

Name:

Ian Roy Starfield

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

Fellow Chartered Association of Certified Accountants

Address:

The PI Partnership  
Chartered Certified Accountants

Tollbridge Road  
Bath Brewery

Bath
BA1 7DE

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.

None

**Lydney Town Hall Trust**

**Statement of Financial Activities**

**For the year ended 31<sup>st</sup> March 2021**

	Year ended 31 Mar 21 £	Year ended 31 Mar 20 £
<b>Incoming Resources</b>		
Voluntary Income : Donations	3,530	2,414
Government Support Grants – Covid	20,603	
Incoming Resources from charitable activities	10,563	58,394
Total Incoming Resources	34,696	60,808
 <b>Resources Expended</b>		
Cost of generating funds	1,122	18,157
Facilities Expenditure	31,008	42,793
Governance Expenditure	0	300
Total Resources Expended	32,130	61,250
 <b>Net Incoming Resources</b>	<b>2,566</b>	<b>-442</b>
Other Recognised Gains and Losses	-	-
Net Movement in Funds	2,566	-442
Total Funds at start of year	18,711	19,153
 <b>Total Funds at Year End</b>	<b>21,277</b>	<b>18,711</b>

There are restricted funds to the value of £900 (last year £900). These relate to donations for the installation of a defibrillator.

**Lydney Town Hall Trust**

**Balance Sheet**

**As at 31<sup>st</sup> March 2021**

		Year ended 31 Mar 21	Year ended 31 Mar 20
	£	£	£
<b>Fixed Assets</b>			
Tangible Assets		<b>9,259</b>	<b>11,135</b>
 <b>Current Assets</b>			
Debtors	0		200
Cash at bank and in hand	20,970		12,437
Stock	<u>1,750</u>		<u>2,200</u>
	<u>22,720</u>		<u>14,837</u>
 Less			
Creditors : amounts falling Due within one year	4,702		<u>7,261</u>
 <u>Loans and provisions</u>			
Loan – Bounce Back Covid (5 years)	<u>6,000</u>		<u>0</u>
	<u>10,702</u>		<u>7,261</u>
 <b>Net Current Assets</b>		<b>12,018</b>	<b>7,576</b>
 <b>Total Assets</b>		<b>21,277</b>	<b>18,711</b>

The financial statements set out on pages 3 to 8 were approved by the Trustees at a meeting 1st November 2021



**Lydney Town Hall Trust**  
**Notes to the Accounts**  
**For the Year Ended 31<sup>st</sup> March 2021**

**1. Accounting Policies**

**Basis of preparation of financial statements**

The financial statements are prepared under the historical cost convention.

**Incoming Resources**

Grants and Donations receivable are included in full in the Statement of Financial Activities in the year in which they are received.

Rental income and investment income is included in the Statement of Financial Activities in the year in which it is received. There is no investment income in 2020/21 (nil 2019/20)

The value of services provided by volunteers is not included in the accounts.

**Tangible fixed assets are stated at cost less depreciation**

Depreciation is provided at rates calculated to write off costs of fixed assets less their estimated residual value over their expected useful lives on the following basis

Equipment, fixtures and fittings : 20% on a reducing balance basis

**Restricted funds**

Restricted funds are used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to this fund.

**Unrestricted funds**

Unrestricted funds are incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

## Resources expended

Resources expended are recognised in the period in which they are incurred on the accruals basis.

## 2. Net Incoming Resources For the year

	Year ended 31 Mar 21 £	Year ended 31 Mar 20 £
This is stated after charging :		
Gross Salaries	16,859	13,247
Depreciation	2,090	2,649
Independent Examiners Fees	0	300

The Trust received support through the Government furlough scheme (Covid) of £7,288 during 2020/21

## 3. Tangible Fixed assets

	Equipment	Fixtures & Fittings	Total
Cost			
At 1 <sup>st</sup> April 2020	24,355	3,985	28,340
Additions	214	0	214
As at 31 <sup>st</sup> March 2021	24,569	3,985	28,554
Accumulated Depreciation			
At 1 <sup>st</sup> April 2020	17,005	200	17,205
Charge for the year	1,890	200	2,090
As at 31 <sup>st</sup> March 2021	18,895	400	19,295
Net Book Value			
As at 31 <sup>st</sup> March 2020	7,350	3,785	11,135
As at 31 <sup>st</sup> March 2021	5,674	3,585	9,259

#### 4. Debtors

	Year ended 31 Mar 21 £	Year ended 31 Mar 20 £
Accounts Receivable	0	200

#### 5. Creditors : Amounts falling due within one year

	Year ended 31 Mar 21 £	Year ended 31 Mar 20 £
Accounts payable	30	2,593
Accruals and deferred income	1,672	1,415
PAYE, Tax	0	253
Conditional Grant	3,000	3,000
<b>Total</b>	<b>4,702</b>	<b>7,261</b>

**In addition a Covid support Loan was received by The Trust in 2020 of £6,000 repayable in 60 instalments from 2021 to 2026**

#### 6. Analysis of net assets between funds

	Unrestricted General Funds £	Designated Funds £	Restricted Funds £	2021 Total £	2020 Total £
Tangible assets		9,259		9,259	11,135
Current Assets	21,820		900	22,720	14,837
Current liabilities	-10,702			-10702	-7261
<b>Net Assets</b>	<b>11,118</b>	<b>9,259</b>	<b>900</b>	<b>21,277</b>	<b>18,711</b>

**7. Net Movement in Funds**

	At 1 <sup>st</sup> April 2020 £	Incoming £	Outgoing £	At 31 <sup>st</sup> March 2021 £
Designated Funds	11,135	214	2,090	9,259
Restricted Funds	900	0	0	900
Unrestricted Funds net	6,676	4,442		11,118
<b>Total Funds</b>	<b>18,711</b>	<b>4,628</b>	<b>2,090</b>	<b>21,277</b>

## LYDNEY TOWN HALL CHARITABLE TRUST

### Income and Expenditure Account 1.4.20 to 31.3.2021

	<u>12 Months to 31 March 2021</u>		<u>12 Months to 31 March 2020</u>	
	£	£	£	£
<b>INCOME</b>				
Bar sales	297		27,021	
Hall Hire	4,575		22,543	
Ticket sales	-		1,322	
Booking fees	-		995	
Catering Income	-		-	
Office rental Income	5,690		4,950	
Donations	3,530		2,414	
Fund raising	-		639	
Other income	-		925	
Covid Grants	20,603			
<b>Total Income</b>		<b>34,696</b>		<b>60,808</b>
<b>EXPENDITURE</b>				
Bar purchases	8		13,379	
Stock Write Down re Covid	450			
Catering purchases	-		216	
Event costs	-		444	
Ticket Agency expenses	219		530	
Heat ,Light,Water	4,958		10,375	
Rates	- 19		1,336	
Licences	180		1,939	
Maintenance & cleaning	8,783		7,664	
Wages	16,859		13,247	
Furlough Support	- 7,288		-	
Telephone & Internet	855		1,299	
Insurance	2,452		2,405	
Professional fees /software	913		456	
Casual labour	-		2,635	
Advertising	-		25	
Credit card charges	265		1,649	
Miscellaneous Expenses	917		1,003	
Depreciation	2,577		2,649	
		<b>32,130</b>		<b>61,250</b>
<b>Excess/Deficit of Income over Expenditure</b>		<b>2,566</b>	<b>-</b>	<b>442</b>
Balance Brought Forward from previous year		18,711		19,153
<b>Capital Account</b>		<b>21,277</b>		<b>18,711</b>

# LYDNEY TOWN HALL CHARITABLE TRUST

## Balance Sheet 31.3.2021

	<u>31.3.2021</u>		<u>31.3.2020</u>	
	£	£	£	£
<b>Fixed Assets</b>				
Equipment cost		24,569		24,355
Equipment Depn	-	18,895	-	17,005
Fixtures & Fittings cost		3,985		3,985
Fixtures & Fittings depreciation	-	400	-	200
		<u>9,259</u>		<u>11,135</u>
 <b>Current assets</b>				
Stock		1,750		2,200
Bank		19,534		11,172
Cash in Hand and float		1,436		1,265
Debtors		-		200
Other debtors		-		-
		<u>22,720</u>		<u>14,837</u>
 <b>Less Current Liabilities</b>				
Creditors	-	30	-	2,594
Conditional Grant	-	3,000	-	3,000
Deferred Income	-	-	-	1,112
Accrued expenses	-	1,672	-	303
PAYE	-	-	-	253
Bounce back Loan	-	6,000	-	-
		<u>- 10,702</u>		<u>- 7,261</u>
 <b>Net Current assets</b>		<u>12,018</u>		<u>7,576</u>
 <b>Total Assets less Liabilities</b>		<b>21,277</b>		<b>18,711</b>
 <b>Represented by</b>				
 <b>Capital &amp; Reserves</b>				
 <b>Accumulated funds</b>		<b>21,277</b>		<b>18,711</b>



Section A

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*I. A. Starfield*

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8 December 2021

Name:

Ian Roy Starfield

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