

PORT ISAAC VILLAGE HALL

Registered Charity No. 259406

Trustees' Annual Report

April 1st 2020-March 31st 2021

Secretary to the Trustees:

Denise Littlechild

Calenia, 3 Trewetha Lane, Port Isaac, Cornwall PL29 3RN

Tel: 01208 880905. Email: portisaacvillagehall@gmail.com

Names of Trustees

Andy Penny – Chairman

Denise Littlechild – Treasurer, Secretary & Bookings Secretary

Cheryl Webster – Events Manager

Sharon Battersby

Elizabeth Brown

Rosie Brogan

Paul Honey

Annie Philp

Roy Smith

Custodian Trustees: St Endellion Parish Council

Bank: HSBC Bank

12 Molesworth Street

Wadebridge

Cornwall PL27 7DB

Examiner of accounts: Mary Hopkins

Governance

Port Isaac Village Hall was established as a Charity in 1969, Charity Commission scheme amended September 1st 2004.

The Hall was built as the Temperance Hall in 1895. The Parish Council of St Endellion are the Custodian Trustees of the Charity with the elected Committee of Management are the Managing Trustees of the Charity.

Objectives of the Charity

The object of the Charity is the provision and maintenance of a Village Hall for the use of the inhabitants of the Parish of St Endellion without distinction of political, religious or other opinions, including use for meetings, lectures and classes and other forms of recreation and leisure time occupation, with the object of improving the conditions of life for those in the parish.

Committee of Management

The Charity Commission document governs the appointment of trustees and the management of the charity. Up to 12 elected members can be annually elected to the Management Committee plus 1 representative member from any regular users of the Hall – these Representative Members have no voting rights. All members, whether elected or representative, must be full-time residents in the Parish of St Endellion.

Elected members are appointed at the Annual General Meeting.

There was no Annual General Meeting held in 2020 due to Covid – the Charity Commission was advised of this. The existing committee all agreed to carry on in their previous roles.

Volunteers

The Village Hall Management Committee is made up entirely of volunteers from our local community. The Management Committee are also reliant on a small group of local residents who volunteer their time and their skills to provide additional support as and when required.

Meetings

The committee holds 11 meetings during the year, plus any additional meetings when required. However, during the financial year April 1st 2020-March 31st 2021 no physical meetings have been held due to Covid-19. As the Hall has been closed throughout the Secretary has regularly updated the committee on financial matters and the progress and completion of building work.

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 and Conditions of Hire identify the respective responsibilities of each party to the agreement.

Licences

The Hall has a Premises Licence to sell alcohol and hold theatrical performances, show films, live and recorded music and performance of dance. The Hall also has a PPL/PRS Music Licence for live and recorded music and a TV Licence for usage of television on the premises.

Insurance

The Village Hall has a Commercial Combined Insurance policy with Ecclesiastical Insurance office plc t/as Ansvar Insurance.

Building Issues

- Volunteers from the Committee carry out regular maintenance checks.
- The mains electrical installation is checked by a qualified engineer every 5 years.
- Fire fighting appliances are inspected annually under contract with the supplier.
- Oil fired central heating is maintained regularly.

Principal Activities in the Hall

The Hall is home for a variety of activities including Stay & Play Group (pre-school), Golden Circle Meetings (older members of the community), Gulls singing group, weekly Community Café, Yoga Group, Art Talks.

In addition the Hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and fundraising events.

However, the Hall is been closed throughout this financial year because of Covid.

Funding Strategy

Port Isaac Village Hall is self-funded through revenue generated from hall hire and from various fundraising events held throughout the year.

However, none of these events have taken place during this financial year because of Covid.

Reserves Policy

Port Isaac Village Hall aims to keep a £2500 contingency fund for emergency expenses. All other surplus income is put towards the upkeep and improvements of our Hall.

Trustees' & Volunteers Contribution

Management costs are kept to a minimum through the use of Trustees and volunteers for regular maintenance of the hall. On average 20 hours of Trustee/volunteer time are given each week to cover bookings management and maintenance. In addition, Trustees give 30 hours a month for meetings and 300 hours per annum in organising and running fundraising events.

Obviously with the Hall being closed the Trustees/Volunteers have spent less time working at/ for the hall although the financial and administrative work undertaken by the Treasurer/ Secretary has been a lot more than in usual years due to the building project that was undertaken during the year. When lockdown/Covid restrictions permitted other Trustees/ Volunteers have spent time on maintenance, cleaning and getting everything up and running again after the major building project and ready for opening when allowed.

2020-2021 Achievements

The Trustees work hard to make the Hall attractive to potential users and a measure of their success is the range of users and hall occupancy.

This financial year has been another year of great achievement in that we obtained a further £19547 from grants and donations towards the building of a small side extension to the Hall to house multi-access, hall floor level toilets and a storage room plus an enlarged and improved kitchen area. This extension was completed in September 2020.

A full breakdown of the income and expenditure for the Charity can be found in the attached annual accounts summary.

Declaration

Signed on behalf of the charity's trustees

Signatures

Handwritten signatures of Andy Penny and Denise Littlechild.

Full names

Andy Penny

Denise Littlechild

Position

Chairman

Treasurer/Secretary

Date:

7th October 2021

07/10/21

PORT ISAAC VILLAGE HALL Registered Charity No. 259406

| Receipts and Payments Accounts for the period from 1 April 2020 to 31 March 2021 | | | | | |
|--|--------------------|-----------------------------|---------------|--|------------------|
| including Statement of Assets and Liabilities as at 31 March 2021 | | | | | |
| | Unrestricted funds | Restricted funds: | | | Total funds |
| | | Extension & kitchen project | Pointing | | |
| RECEIPTS | | | | | |
| Grants & Donations | | 17,047 | 2,500 | | 19,547 |
| Hall Hire | 30 | | | | 30 |
| Give As You Live | 102 | | | | 102 |
| Fundraising | 22 | | | | 22 |
| Covid Grants | 19,931 | | | | 19,931 |
| Golden Circle for Cafe | 886 | | | | 886 |
| Refundable deposits | 300 | | | | 300 |
| Bank interest | 18 | | | | 18 |
| Total receipts | £21,290 | £17,047 | £2,500 | | £40,837 |
| PAYMENTS | | | | | |
| Shanty Festival | 500 | | | | 500 |
| Maintenance/improvements | 500 | | | | 500 |
| Extension project | 7,872 | 61,777 | | | 69,649 |
| Housekeeping expenses | 494 | | | | 494 |
| Electricity | 403 | | | | 403 |
| Fundraising | 169 | | | | 169 |
| Insurance | 1,024 | | | | 1,024 |
| Lift maintenance & repair | 390 | | | | 390 |
| Phone/Broadband | 635 | | | | 635 |
| Fire regulations | 99 | | | | 99 |
| Water charges | 226 | | | | 226 |
| Golden Circle Cafe | 271 | | | | 271 |
| Village Emergency Plan | 243 | | | | 243 |
| Deposits refunded | 300 | | | | 300 |
| Other | 123 | | | | 123 |
| Total payments | £13,250 | £61,777 | | | £75,027 |
| Net of receipts/(payments) | £8,040 | (£44,730) | £2,500 | | (£34,190) |
| Cash funds last year end | £20,427 | £44,730 | | | £65,157 |
| Cash funds this year end | £28,467 | | £2,500 | | £30,967 |

Receipts and Payments Accounts for the period from 1 April 2020 to 31 March 2021

including Statement of Assets and Liabilities as at 31 March 2021

STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2020

| | Belonging to: | Restricted funds | Unrestricted funds |
|--|-----------------|------------------|--------------------|
| Cash funds | | | |
| Treasurer Account | 12,051 | | |
| Money Manager Account | 18,896 | | |
| Cash | 20 | | |
| Total | £30,967 | £2,500 | £28,467 |
| Assets retained for the charity's own use | | | |
| Building - Port Isaac Village Hall | Insurance value | | £500,000 |
| Contents | Insurance value | | £10,000 |
| Electronic and computer equipment | Insurance value | | £9,500 |
| Bar stock | At cost | | £507 |
| Liabilities | | | |
| Refundable deposits | | | £250 |

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

Signature

Print name

Date of approval



Andy Penny
Chairman Port Isaac Village Hall
Management Committee

7th
October
2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PORT ISAAC VILLAGE HALL
Registered Charity No. 259406

I report to the trustees on my examination of the accounts of Port Isaac Village Hall (the Trust) for the year ended 31 March 2021.

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 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;
or
2. the accounts do not accord with those records.

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.

Signed: 

Name: Mary Hopkins

Retired Chartered Accountant

Address: Higher Moon, Tintagel Terrace, Port Isaac PL29 3SE

Date: 9 October 2021