

old Sodbury Village Hall

Registered Charity No. 266611

OLD SODBURY VILLAGE HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 30 April 2022

The Trustees present their annual report and independently examined financial statements for the period ending 30 April 2022 and confirm they comply with the Charities Act 1993, as amended by the Charities Act 2006 and the Lease Deed.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity name: Old Sodbury Village Hall

Charity Registration Nr: 266611

Administrative Address: Appleston
Cotswold Lane
Old Sodbury
Bristol
BS37 6NE

TRUSTEES

Rodney Gleed
Jeremy Ross
Ian Rowland
Kevin Williams

OFFICERS

Ian Rowland	Chair
Roger Maclean	Treasurer
Anthony Febry	Secretary

INDEPENDENT EXAMINER

Mary Parke (Retired Accountant)
2 The Orchard
Westfield Park South
Bath BA1 3HT

BANK:

National Westminster Bank
5 North Walk
Yate
BS37 4AG

OLD SODBURY VILLAGE HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 30 April 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Old Sodbury Village Hall is constituted as a Charitable Trust registered with the Charity Commission in December 1973 under Charity Number 266611. It is governed by a Trust Deed last updated in November 2000.

ORGANISATIONAL STRUCTURE

The Village Hall is managed by a Committee which varies between 10 and 12 members. Currently two of the Trustees are active members of the Committee.

The Committee meet together as a body monthly and are responsible for all decisions taken in relation to running and maintaining the Hall. Separate sub-committees are established on an adhoc basis to look after specific activities or fundraising events.

RECRUITMENT AND APPOINTMENT OF COMMITTEE MEMBERS

The existing Committee are responsible for the recruitment of new members. Where possible the Committee seek to have representatives from other community bodies including the Church, the primary school, WI and local clubs. Beyond this the Committee advertise to the local community seeking individuals who not only are willing to attend monthly meetings, but are also prepared to volunteer for fund raising activities. Potential committee members are invited to attend meetings with no commitment from either side, to allow them to see how the organisation works. If the potential candidate wishes to be considered and the committee agree, then they are proposed as new committee members at the next committee meeting.

RISK MANAGEMENT

As part of the development of the kitchen extension, the Committee have reviewed the fire risk assessment and have identified some items that will be addressed in the next period. Other risks relate to the fabric of the building and overall financing of the hall. For the building we ensure that our Building Insurance is kept up to date and the caretakers and Committee monitor the operational condition of the facility. Finances are reviewed at each monthly meeting. During normal operational periods this is merely to ensure that income is keeping pace with expenses and to transfer funds between accounts as necessary. During the construction works the finances have been more closely monitored to ensure that we do not progress building works that are beyond the funds that we have secured.

As a condition of many of the grants that have been applied for, we have been prompted to update or establish various operational policies including: Privacy, Safeguarding, Equality & Diversity and Equal Opportunities.

OLD SODBURY VILLAGE HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 30 April 2022

OBJECTIVES

The objectives of the Village Hall Committee are established in our founding Lease Deed as:

To manage the premises- ‘for the purposes of a Village Hall for the use of the inhabitants of the parish of Old Sodbury in the County of Gloucester (hereinafter called ‘the area of benefit’) without distinction of political religious or other opinions including the use for meetings lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants’

The Committee seek to offer the hall for use by individuals, families, clubs and groups to the benefit of the local community. We further aim to maintain the hall to keep it in suitable condition for these services and where necessary to upgrade or develop the facility to meet changing demands and lifestyles.

Beyond the specific management of the Village Hall, the Village Hall Committee have widened the scope of their activities to include other activities and facilities that directly benefit the local community. Examples of this include the refurbishment of the local phonebox to house a Defibrillator and book loan facility and the running of an annual Village Day which is now held on the local football field.

ACTIVITIES

In order to fund the ongoing maintenance and the occasional larger project, the Committee generate funds through hire charges for use of the hall and through fund raising events. These latter events might be held within the hall itself or elsewhere in the Village (eg: Village Day).

Hire of the hall is comprised of a number of regular weekly bookings including toddler groups, bowls club and keep fit classes, and it is always our aim to maximise the utilisation of the hall in the week, both daytime and evenings. The pandemic has meant that we have lost some groups that had to stop and are no longer viable, but many have returned and are now operating as before. At weekends the bookings are more for one off events. Mostly private events like weddings, anniversaries, birthdays, christenings etc. Childrens parties in particular have been popular since the end of lockdown.

We do also take some commercial bookings from local businesses. In some cases these are one off training or lecture events, others are more regular. One in particular has been running beautician training sessions in the hall for one or two days, once or twice a month.

Our own fund raising events have been severely affected by the pandemic, but have started again, albeit initially on a smaller scale than pre-pandemic. The Village Day, held in September was aimed more at just the immediate village and without the stalls and entertainment that we have been expanding in previous years, but it proved very popular and with significantly lower expenses it was a financial success.

Comedy Night an event that we have been running for several years now, was cancelled in 2020 and 2021, but resumed in April 2022. Having paid most of the cost of the event in 2020, but rolled the booking on, this was also a financial success.

OLD SODBURY VILLAGE HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 30 April 2022

Bonfire Night, an event that had only been resurrected in 2019 and then cancelled in 2020 was brought back in 2021. Surprisingly despite not having fireworks, the turnout was excellent and the bar and food stands delivered a substantial profit.

STRATEGIES

In recent years many fund raising events arranged by the Village Hall Committee and other local groups have involved the putting on of meals for the attendees. As this type of function has become more ambitious it has highlighted the limitations of the existing kitchen facility. In 2019, the Committee agreed to investigate how we could improve the capacity and capability of the kitchen. A design was developed by a local architect and then we sought a Project Manager to price the works.

The scale of this project was far more than anything that the Committee had tackled since the rebuilding of the hall in the 1970's, but it was agreed that if we could get the funding then it would be a worthwhile project that would improve the facilities and make the hall suitable for a wider range of bookings.

This project was completed in February 2022 and has so far proved very popular and very successful and it is our aim to promote this improved facility.

OLD SODBURY VILLAGE HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 30 April 2022

FINANCIAL REVIEW

Reserves Policy

The Committee have previously worked on the principle of keeping at least £10K in our accounts to allow for reasonable emergency expenses and to cover running costs for up to 6 months. The Village Hall has no long term investments, so this policy works on the basis of having a reserve (deposit) account that we can use to top up the current account when necessary. We then have the further reserve of a Village 200 Club which is run as a separate entity, but is exclusively for the use and benefit of the Village Hall.

Principal Funding Sources

The main source of regular income for the Village Hall is hire charges for use of the hall. This year the income was £3,005 which is significantly less than the £9,572 reported in FY2018/19, but this was largely due to the aftermath of Covid at the beginning of the period and then the shutdown of the hall for the kitchen extension works. This income was supplemented by the Government 'Omicron' Covid grant in the sum of £2905.

Our secondary source of income is fundraising events and the total raised through Village Day, Comedy Night and Bonfire Night was £2,910 which is similar to the £2,886 raised in FY2018/19.

Funding of Capital Projects

For larger capital projects, we have usually sought grant funding from local charities or private donors. Grant funding often comes with a stipulation that the applicant must match the funding or at least contribute a certain percentage of the required funds from their own reserves. In this reporting period the Committee undertook a project substantially beyond its own reserves and even the match or percentage funding requirement, would have been beyond our means.

Fortunately and the main reason why the project was able to proceed was a donation from a local resident initially in the sum of £50,000. Having this money pledged to us, provided us with the seed funding that made applications to other grant making bodies, a more realistic proposition. A second grant of £50,000 from the Enover Landfill Trust meant that we had already reached £100K against a target of £160K.

Having this amount pledged, allowed us to pursue other smaller grant opportunities which together with a further donation from our local resident, gift aid on his donations, use of our own funds and a drawdown from the 200 Club, brought us to the required total.

At the end of the period our total reserves had reduced to a total of £17,154, although with a liability for repayment of a personal loan in the sum of £5,000. The net total of £12,154 still leaves us with a reserve that will cover reasonable expenses and running costs.

OLD SODBURY VILLAGE HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 30 April 2022

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Charity Trustees are responsible for preparing an annual report and financial statements in accordance with the requirements of the Charity Commission.

The Trustees are responsible for keeping accurate accounting records and for preparing a statement of those accounts which can be made available to the public on request. The Trustees are required to select suitable accounting policies and then apply them consistently. The Trustees have chosen to prepare the accounts in a Payments and Receipts format.

The Trustees are responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees for the purposes of charity law and who served during the year and up to the date of this report are set out on page 1.

Approved by the Trustees and signed on their behalf by:

Ian Rowland (Chair)

A handwritten signature in black ink, appearing to read 'I. Rowland', with a horizontal line underneath.

27 February 2023.

OLD SODBURY VILLAGE HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 30 April 2022

ACCOUNTS



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Old Sodbury Village Hall

No (if any)
266611

Receipts and payments accounts

CC16a

For the period from	Period start date 01/05/2021	To	Period end date 30/04/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hall Hire Income	3,005	-	-	3,005	1,485
Business Support Grant (Covid)	2,905	-	-	2,905	11,431
Grants for kitchen extension	65,650	-	-	65,650	5,000
Donations	56,439	-	-	56,439	1,211
Gift Aid	13,750	-	-	13,750	-
Grant from 200 Club	9,000	-	-	9,000	-
Proceeds from fundraising events	5,403	-	-	5,403	55
Sundry Income	30	-	-	30	-
Interest	4	-	-	4	1
Temporary Loan	5,000	-	-	5,000	-
Sub total (Gross income for AR)	161,186	-	-	161,186	19,183
A2 Asset and investment sales, (see table).					
Sale of kitchen units	90	-	-	90	-
	-	-	-	-	-
Sub total	90	-	-	90	-
Total receipts	161,276	-	-	161,276	19,183
A3 Payments					
Caretaker costs	1,082	-	-	1,082	390
Lighting, power and Heating (oil)	2,649	-	-	2,649	1,005
Rates and Water	289	-	-	289	216
General Repairs	944	-	-	944	1,530
Hall equipment purchase	425	-	-	425	491
Phonebox /Defibrillator	260	-	-	260	251
Cleaning materials & consumables	224	-	-	224	166
Performing Rights Fees	290	-	-	290	-
Licences	50	-	-	50	113
Premises Licence	180	-	-	180	180
Ground Rent	114	-	-	114	156
Capital Project Costs	157,181	-	-	157,181	7,179
Fundraising event expenses	2,062	-	-	2,062	-
Building Insurance	899	-	-	899	904
Sundry website costs	120	-	-	120	213
Sub total	166,769	-	-	166,769	12,794
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	166,769	-	-	166,769	12,794
Net of receipts/(payments)	- 5,493	-	-	- 5,493	6,389
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	22,547	-	-	22,547	16,158
Cash funds this year end	17,054	-	-	17,054	22,547

OLD SODBURY VILLAGE HALL

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 30 April 2022

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 £
B1 Cash funds	Current Account	5,928	-	-
	Reserve Account	11,126	-	-
		-	-	-
	Total cash funds	17,054	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Bar stock	unrestricted	-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Personal Loan	Unrestricted	5,000	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		I Rowland	27/02/2023	
		R Gleed	27/02/2023	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Old Sodbury Village Hall

No (if any)
266611

Receipts and payments accounts


For the period from	Period start date 5/1/2021	To	Period end date 4/30/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
A1 Receipts				
Hall Hire Income	3,005	-	-	3,005
Business Support Grant (Covid)	2,905	-	-	2,905
Grants for kitchen extension	65,650	-	-	65,650
Donations	56,439	-	-	56,439
Gift Aid	13,750	-	-	13,750
Grant from 200 Club	9,000	-	-	9,000
Proceeds from fundraising events	5,403	-	-	5,403
Sundry Income	30	-	-	30
Interest	4	-	-	4
Temporary Loan	5,000	-	-	5,000
Sub total (Gross income for AR)	161,186	-	-	161,186
A2 Asset and investment sales, (see table).				
Sale of kitchen units	90	-	-	90
	-	-	-	-
Sub total	90	-	-	90
Total receipts	161,276	-	-	161,276
A3 Payments				
Caretaker costs	1,082	-	-	1,082
Lighting, power and Heating (oil)	2,649	-	-	2,649
Rates and Water	289	-	-	289
General Repairs	944	-	-	944
Hall equipment purchase	425	-	-	425
Phonebox /Defibrillator	260	-	-	260
Cleaning materials & consumables	224	-	-	224
Performing Rights Fees	290	-	-	290
Licences	50	-	-	50
Premises Licence	180	-	-	180
Ground Rent	114	-	-	114
Capital Project Costs	157,181	-	-	157,181
Fundraising event expenses	2,062	-	-	2,062
Building Insurance	899	-	-	899
Sundry website costs	120	-	-	120
Sub total	166,769	-	-	166,769
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	166,769	-	-	166,769
Net of receipts/(payments)	- 5,493	-	-	- 5,493
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	22,547	-	-	22,547
Cash funds this year end	17,054	-	-	17,054

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Current Account	5,928	-
	Reserve Account	11,126	-
		-	-
	Total cash funds	17,054	-
	(agree balances with receipts and payments account(s))	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)
			-
			-
			-
			-
			-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)
	Bar stock	unrestricted	-
			-
			-
			-
			-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)
	Personal Loan	Unrestricted	5,000
			-
			-
			-
			-

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name
		I Rowland

CC16a

Last year

to the nearest £

1,485
11,431
5,000
1,211
-
-
55
-
1
-
19,183

-
-

19,183

390
1,005
216
1,530
491
251
166
-
113
180
156
7,179
-
904
213
12,794

-

12,794

6,389
-
16,158
22,547



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**When due
(optional)**

Date of
approval

2/27/2023

Independent Examiner's Report to the Committee of Old Sodbury Village Hall

**I report to the Committee on my examination of the Accounts of Old Sodbury Village Hall
for the Year ended 30th April 2022**

Responsibilities and basis of report

The Charity Trustees of Old Sodbury Village Hall are responsible for the preparation of the accounts in accordance with the requirements of The Charities Act 2011

I report in respect of my examination of the Charity'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 my examination giving me cause to believe that in any material respect:-

1. Accounting records were not kept in respect of the Charity 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 

Mary Parke

2 The Orchard

Westfield Park South

Bath BA1 3HT

28th February 2023