

Charity registration number: 270121

Stinchcombe Village Hall

Annual Report and Financial Statements
for the Year Ended 30 September 2021



Stinchcombe Village Hall

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Stinchcombe Village Hall

Reference and Administrative Details

Charity name	Stinchcombe Village Hall
Charity registration number	270121
Principal office	Stinchcombe Village Hall The Street Stinchcombe Glos GL11 6AW
Registered office	Stinchcombe Village Hall The Street Stinchcombe Glos GL11 6AW
Trustees	Charlie Oakhill, Chair Marian Shaw, Secretary Nola Bradley, Secretary Margaret Wannell, Bookings Officer Sarah Tweed, Treasurer Richard Cheetham Pippa Leggate David Clare (Elected 13 October 2020)

Stinchcombe Village Hall

Trustees' Report

Stinchcombe Village Hall Annual Report 2020-2021

1 Introduction

Background

Stinchcombe Village Hall opened in October 1955. The Village Hall Trustees, known as the Management Committee, are responsible for its upkeep and development. The 'Custodian Trustee' is Stinchcombe Parish Council.

This document is the annual report for the accounting year 1st October 2020 – 30th September 2021 by the Chair of the Trustees and Management Committee of Stinchcombe Village Hall, registered Charity 27021, under the trust deed dated 24 June 1954. It has been prepared for presentation to the Annual General Meeting of the trust being held at the Stinchcombe Village Hall on 16th November 2021. A copy of the report will be available on the Village Hall's web site: stinchcombehall.org.uk.

1.2 Objectives and activities for the Public Benefit

The main purposes of the trust were set out in the trust deed:

- The property is held on trust "for the benefit of the inhabitants of the Parish of Stinchcombe ... and its immediate vicinity without distinction of sex or of political religious or other opinions" ...
- "for the purposes of physical and mental training and recreation and social moral and intellectual development through the medium of reading and recreation rooms library lectures classes recreations and entertainments or otherwise as may be found expedient..."
- Monies received are to be used for repairing and insuring the premises and contents, paying for outgoings, equipment and materials, upkeep and improving the premises.

Minor changes to the trust deed were agreed at the 2011 AGM and submitted shortly afterwards to the Charity Commission.

The Trustees confirm that they have complied with the duty, contained in Section 4 of the Charities Act 2011 to have due regard to the guidance on public benefit issued by the Charity Commission. The charitable purpose of the charity within the meaning of the Act is contained within its objects stated above.

2 Management and Operations

2.1 The Management Committee – The Trustees

The charity is managed and administered by a Management Committee, currently comprising of eight people, The eight were elected at the Annual General Meeting in December 2020.

The Management Committee is responsible for the day-to-day running of the Village Hall, for its continued maintenance, and for planning for its improvement and future use. All of its members are trustees of the Village Hall trust, and as such are required by law to act in the best interest of the trust and not the body that appointed them or from which they were co-opted.

Stinchcombe Village Hall

Trustees' Report

At the AGM, the following people were confirmed as members of the Management Committee and trustees:

Chair: Charlie Oakhill

Treasurer: Sarah Tweed

Bookings Officer: Margaret Wannell

Secretary and Parish Council appointee: Marian Shaw

St Cyr's appointee: Pippa Leggate

Secretary: Nola Bradley

Richard Cheetham

David Clare

2.2 Volunteers

Other residents have supported the Management Committee in running the Hall. We would like to thank everyone who has helped in any way and also Margaret Wannell for continuing in the important position of Bookings Officer, a very busy post.

2.3 Parish Council

Stinchcombe Parish Council is the Custodian Trustee for the Village Hall. A custodian trustee holds the title deeds on behalf of the Trust but has no role in the management of the Hall. The Parish Council holds its meetings at the Village Hall and continues to be supportive of the Hall and its Management Committee.

2.4 Policies and Assessments

The Management Committee reviews and updates the following policies and procedures annually: Equal Opportunities policy; Health & Safety policy; Finance policy; Usage and Lettings policy; Data Protection policy and procedures; Conflict of Interest policy, Vulnerable Users policy and register; and an 'Organisation and Operations'. The Committee also carries out an annual Risk Assessment and Fire Risk Assessment.

2.5 Professional advisors and services

Savings bank: HSBC, 79 Regent Street, Kingswood, Bristol BS15 8LH

The account signatories are Sarah Tweed, Margaret Wannell and Marian Shaw.

There is a facility for on-line banking to which the Treasurer, Sarah Tweed and Margaret Wannell, has access.

Insurers: Insure Your Village Hall

2.6 Licenses

The Trustees hold a PRS for Music licence.

Stinchcombe Village Hall

Trustees' Report

2.7 Marketing and Communication

The website www.stinchcombehall.org.uk is regularly kept up to date. It is supported by Stinchcombe resident, Paul Creamer, and the Committee is very grateful to him for this. Two Committee members maintain a Village Hall Facebook page. Forthcoming activities were publicised regularly through the Stinchcombe newsletter, the Stinchcombe E-News and 'What's On' which covers the whole Cam- Dursley area.

3 Staff

The Village Hall does not employ staff. Emily Wilkins, a self-employed cleaner, provides excellent cleaning services.

4 Hall Usage and Activities

Unfortunately the Village Hall was closed owing to the Coronavirus pandemic during November until 2nd December 2020. We were able to hold our Crafts Fayre on 5th December with well spaced stalls both inside and outside and this proved a very popular event. Following this we were met with closure again and the first event in 2021 was not until March when the Blood Donation Service came.

4.1 Regular Users

April saw the return of a few Regular Users with the remainder starting back in May. Since May our list has changed a little with one or two starting and finishing but we now have a full Programme during the week with a great variety of activities taking place. The Committee Room has been used for Elections and also now has some regular bookings with Cam WI Craft Group normally once per month and The Palette Club meeting for three hours every week.

4.2 Bookings

There have been both children's and adult's birthday parties held plus a couple of christenings, a Clairvoyant evening and the long awaited Wedding Reception which had been cancelled a couple of times during the previous year. In addition the Committee Room has been used by private bookers for therapy sessions, D of E training and map reading sessions plus Parish Council and Hall Committee meetings.

4.3 Events

Other events which have been held, in addition to the Craft Fayre were the plant Sale, Summer Spree and Village Quiz.

We are pleased to report that we are now doing extremely well with bookings, the extended Car Park and Patio is, and will continue to be great assets. Bookings for 2022 are already coming in and I look forward to our next Village event - the Crafts Fayre on 4th December.

Stinchcombe Village Hall

Trustees' Report

5 Finances

5.1 The Accounts

The accounts have been prepared by our Treasurer following the guidance set out in CC15 'Charity reporting and Accounting: the essentials'. Roger Batty has again kindly carried out an independent examination of the records. The accounts are available for inspection on the web site or a paper copy can be provided if requested.

The accounts for the year show total income from activities of £32,039, an increase of £14,363 on last year. Expenditure for the year totalled £15,135 an increase of £8,594. This gives a carry forward for the year of £16,904, an increase of £5,769. Included in the total income are several small business grants for covid of £20,209 which has made a significant contribution to the running costs of the hall.

5.1.1 Income

The sources of income from activities to September 2021 are Regular users £5,443 (2020-£4,864), Single users £2,371 (2020-£1,576), Car Parking £490 (2020-£342), Fundraising £3,217 (2020-£585), Other £20,517 (2020-£10,308).

5.1.2 Expenditure

The main expenditure to September 2021 are Repairs and maintenance £10,131 (2020-£2,879) Energy £1,094 (2020-£1,305), Fundraising costs £1076 Cleaning and waste £1,018 (2020-£1,362), Gardening £648 (2020-£435), Insurance £881 (2020-£872), Other £287 (2020-£487).

There has also been capital expenditure during the year with the tarmacking of the new Car Park and posts for the lighting. The spend to the end of this financial year was £21,813.

5.1.3 Reserves

The Trustees have a policy of holding £5,000.00 in reserves. This has been identified as an appropriate figure to defray sudden loss of income and/or meet unexpectedly high repair bills as the building is now over 60 years old.

Stinchcombe Village Hall

Trustees' Report

5.2 Fees

Fees are normally examined in January or February in order that users may be advised of any increase taking effect on 1 April.

In order to ensure transparency around fees, the Committee agreed a Usage and Lettings Policy which includes a system of 'bands' with different rates:

- Band A (the lowest) – for village groups/societies, activities aimed at, or likely to attract under-represented groups and/or where village residents are likely to make up a considerable proportion of the total participants.
- Band B (the second lowest) – for activities that are open to all (though not specifically aimed at village residents) consistent with Trust 'objects'. These would normally be 'clubs' or activities organized and delivered wholly or partly by volunteers.
- Band C (the second highest) – fee-paying classes or activities designed to generate income for their organisers.
- Band D (the highest) – private hire

It was decided to make small increases to Bands A, B and C. Band D remained unchanged.

A fifth band, Band E, covers parking licenses for existing licensees. The annual rate is raised pro rata to Bands B and C, capped at 3% per annum. The rate for 2021/2022 per car per year was £70.

6 Improvements and General Issues

6.1 Improvements

The Village Hall is still proving to be an attractive venue. There is a continuous programme to refresh the decoration and update the fittings. Regular repairs and replacements for wear and tear were carried out. A defibrillator was purchased and installed with the help of the Parish Council. It was installed in a very prominent position on the front Wall facing the Car Park and Street. David Clare completely decorated the Stage area which was badly needed due to long term deterioration of the paintwork. A CCTV system was purchased and installed to monitor and deter any unwanted activity. A 60sq m Patio was installed after removing the aging small decking area. Outside Electric sockets were also installed at the rear of the Hall to be used in conjunction with the Patio and outside activities/events. Two paths were built with Disabled access from both ends of the Hall. Lighting is planned for Winter 2021.

6.2 Car park

The new overflow Car Park is now in use with lockable barriers to comply with Planning conditions, the lighting is agreed and will be installed during the Winter of 2021. Although it has had little usage mainly due to the Pandemic, when it has been used for large events, it has proved to be a great asset to the Hall visitors and event organisers.

Stinchcombe Village Hall

Trustees' Report

Nearby residents, living in The Buildings, are able to apply and pay for an annual licence allowing them to park regularly in the car park except for infrequent occasions when people attending activities at the Hall need all of the space in the car park. Three of the households have licences for two cars and one of the households have a licence for a single vehicle.

7 Covid 19 Pandemic

The Covid-19 Pandemic still persists and Government restrictions were eased during the year, gradually user groups returned in the latter part of the year resuming almost normal usage, however many groups have reduced numbers attending due to health concerns. There is still a risk of further restrictions in the future which could have an impact on revenues and this could have a knock on effect on expenditure on maintenance and the continued improvement programme, thankfully the financial management has been excellent with good reserves.

8 The future

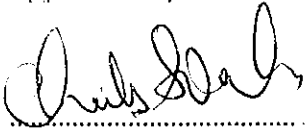
The Committee of Trustees are keen to see the Hall facilities maintained in good order and improved to appeal to the younger influx of residents in Stinchcombe with young families as well as catering for existing users. Future possibilities have been discussed and are part of an ongoing proposal to improve the Kitchen, Store room and create an enhanced 'Reception' area as well as enhance the overall exterior impression. This is at a very early stage and would be, if agreed and actioned a possible 5 year project requiring substantial funding.

Charlie Oakhill, Sarah Tweed and Margaret Wannell

On behalf of the Trustees

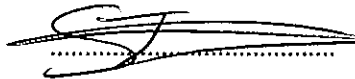
Novrmber 2021

Approved by the Trustees and signed on their behalf by:



Charlie Oakhill
Trustee

Date: 16/11/21



Sarah Tweed
Trustee

Date: 16/11/21

Stinchcombe Village Hall

Trustees' Responsibilities in relation to the Financial Statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examiner's Report to the Trustees of

Stinchcombe Village Hall

I report on the accounts of the Trust for the year ended 30 September 2021, which are set out on pages 11 to 18.

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

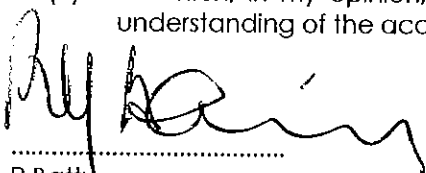
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


.....
R Batty

Date: 7/11/21

Stinchcombe Village Hall

Statement of Financial Activities for the Year Ended 30 September 2021

		Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	Note	£	£	£	£
Incoming resources					
Incoming resources from generated funds					
Voluntary income	3	-	-	-	10,962
Activities for generating funds	5	11,830	-	11,830	7,676
Other incoming resources	6	20,209	-	20,209	10,000
Total incoming resources		<u>32,039</u>	<u>-</u>	<u>32,039</u>	<u>28,638</u>
Resources expended					
Costs of generating funds					
Fundraising trading; cost of goods sold and other costs	7	15,135	-	15,135	6,541
Total resources expended		<u>15,135</u>	<u>-</u>	<u>15,135</u>	<u>6,541</u>
Net movements in funds		16,904	-	16,904	22,097
Reconciliation of funds					
Total funds brought forward		29,969	10,962	40,931	18,834
Total funds carried forward		<u>46,873</u>	<u>10,962</u>	<u>57,835</u>	<u>40,931</u>

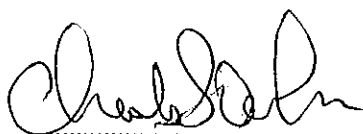
The notes on pages 12 to 18 form an integral part of these financial statements.

Stinchcombe Village Hall

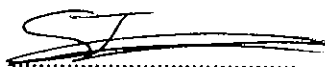
Balance Sheet as at 30 September 2021

		2021		2020	
	Note	£	£	£	£
Fixed assets					
Tangible assets	9		35,664		13,851
Current assets					
Debtors	10	801		164	
Cash at bank and in hand		<u>22,226</u>		<u>27,712</u>	
		23,027		27,876	
Creditors: Amounts falling due within one year	11	<u>(856)</u>		<u>(796)</u>	
Net current assets			<u>22,171</u>		<u>27,080</u>
Net assets			<u>57,835</u>		<u>40,931</u>
The funds of the charity:					
Restricted funds			10,962		10,962
Unrestricted funds					
Unrestricted income funds			<u>46,873</u>		<u>29,969</u>
Total charity funds			<u>57,835</u>		<u>40,931</u>

Approved by the Trustees on 16/11/21 and signed on its behalf by:



Charlie Oakhill
Trustee



Sarah Tweed
Trustee

The notes on pages 12 to 18 form an integral part of these financial statements.

Stinchcombe Village Hall

Notes to the Financial Statements for the Year Ended 30 September 2021

2 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to the accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015) - (Charities SORP (FRS102), the financial reporting standard applicable in the UK and Republic of Ireland (FRS102) and the Charities Act 2011.

Stinchcombe Village Hall meets the definition of a public benefit entity under FRS102.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 13.

Incoming resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income derived from events is recognised as earned (that is, as the related goods or services are provided).

Stinchcombe Village Hall

Notes to the Financial Statements for the Year Ended 30 September 2021

..... continued

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs of trading for fundraising purposes.

Fixed assets

Individual fixed assets costing £10 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Freehold interest in land and buildings (including heritage) No depreciation

3 Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Grants				
Donations	-	-	-	2,000
UK Government grants	-	-	-	8,962
	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,962</u>

4 Grants receivable

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
UK Government grants	20,209	-	20,209	18,962
Grants - other agencies	300	-	300	300
	<u>20,509</u>	<u>-</u>	<u>20,509</u>	<u>19,262</u>

Stinchcombe Village Hall

Notes to the Financial Statements for the Year Ended 30 September 2021

..... continued

5 Activities for generating funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Village Hall				
Grants - other agencies	300	-	300	300
Fundraising events	3,217	-	3,217	585
Car parking	490	-	490	342
Hall rental	7,815	-	7,815	6,441
Other income	8	-	8	8
	<u>11,830</u>	<u>-</u>	<u>11,830</u>	<u>7,676</u>

6 Other incoming resources

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Other income				
UK Government grants	<u>20,209</u>	<u>-</u>	<u>20,209</u>	<u>10,000</u>

Stinchcombe Village Hall

Notes to the Financial Statements for the Year Ended 30 September 2021

..... continued

7 Total resources expended

	Village Hall	Total
	£	£
Direct costs		
Fundraising costs	1,076	1,076
Water rates	98	98
Light, heat and power	1,094	1,094
Insurance	881	881
Repairs and maintenance	8,926	8,926
Gardening	648	648
Cleaning and waste disposal	1,018	1,018
Equipment repairs and renewals	1,205	1,205
Licences	149	149
Sundry expenses	47	47
Travel	6	6
Legal and professional fees	(13)	(13)
	<u>15,135</u>	<u>15,135</u>

8 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

Stinchcombe Village Hall

Notes to the Financial Statements for the Year Ended 30 September 2021

..... continued

9 Tangible fixed assets

	Freehold interest in land and buildings (including heritage assets) £
Cost	
As at 1 October 2020	13,851
Additions	21,813
As at 30 September 2021	<u>35,664</u>
Net book value	
As at 30 September 2021	<u>35,664</u>
As at 30 September 2020	<u>13,851</u>

The Freehold interest in Land and building comprises of the land purchase for the new car park and the construction of the car park.

10 Debtors

	2021 £	2020 £
Trade debtors	<u>801</u>	<u>164</u>

Stinchcombe Village Hall

Notes to the Financial Statements for the Year Ended 30 September 2021

..... continued

11 Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	195	659
Other creditors	500	-
Accruals and deferred income	161	137
	<u>856</u>	<u>796</u>

Creditors amounts falling due within one year includes deferred income:

	2021 £	2020 £
Amount deferred in the year	120	-
As at 30 September 2021	<u>120</u>	<u>-</u>

Stinchcombe Village Hall

Notes to the Financial Statements for the Year Ended 30 September 2021

..... continued

12 Related parties

Controlling entity

The charity is controlled by the trustees.

13 Analysis of funds

	At 1 October 2020	Incoming resources	Resources expended	At 30 September 2021
	£	£	£	£
General Funds				
Unrestricted income fund	29,969	32,039	(15,135)	46,873
Restricted Funds				
Car Park Fund	10,962	-	-	10,962
	<u>40,931</u>	<u>32,039</u>	<u>(15,135)</u>	<u>57,835</u>

14 Net assets by fund

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Tangible assets	24,701	10,963	35,664	13,851
Current assets	23,027	-	23,027	27,876
Creditors: Amounts falling due within one year	(856)	-	(856)	(796)
Net assets	<u>46,872</u>	<u>10,963</u>	<u>57,835</u>	<u>40,931</u>

Stinchcombe Village Hall

Statement of financial activities by fund Year Ended 30 September 2021

	Unrestricted Income fund 2021	Unrestricted Income fund 2020
	£	£
Incoming resources		
Incoming resources from generated funds		
Activities for generating funds	11,830	7,676
Other incoming resources	20,209	10,000
Total incoming resources	<u>32,039</u>	<u>17,676</u>
Resources expended		
Costs of generating funds		
Fundraising trading; cost of goods sold and other costs	15,135	6,541
Total resources expended	<u>15,135</u>	<u>6,541</u>
Net movements in funds	16,904	11,135
Reconciliation of funds		
Total funds brought forward	29,969	18,834
Total funds carried forward	<u>46,873</u>	<u>29,969</u>

This page does not form part of the statutory financial statements.

Stinchcombe Village Hall

Statement of financial activities by fund Year Ended 30 September 2021

..... continued

	Car Park Fund 2021	Car Park Fund 2020
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	-	10,962
Total incoming resources	-	10,962
 Net movements in funds	-	10,962
Reconciliation of funds		
Total funds brought forward	10,962	-
Total funds carried forward	10,962	10,962

This page does not form part of the statutory financial statements.

