

## **Report of the Trustees for the year ended 30<sup>th</sup> June 2022**

### **The Trust and its charitable objective**

The charitable trust was first registered with the Charity Commission in 1975 to "provide community hall facilities for the use and benefit of the inhabitants of and organisations within the parish of Shipham". Modifications to the deed have been registered allowing modern means of communication.

### **Officers of the Trust**

Jeff Brewster and Steve Dodd continue as Chairman and Treasurer of the Trust. At the AGM Tony Davies retired from the role of Secretary although he continues as a trustee. Jules Offord has been welcomed as the new Secretary.

### **Governance and day to day management**

The trust deed lays down the powers governing the trust and its management, particularly keeping the premises in good repair and insured against fire, theft, public liability, and other insurable risks.

The trust is administered by a council of 8 independent trustees elected at the trust's AGM, and representative trustees elected annually by active village organisations empowered under the trust to appoint trustees. Over the years 8 of these have become inactive, 10 new organisations have been added, and the parish council is invited to nominate a representative.

### **There are currently 23 trustees:**

#### **Independently elected trustees**

Ken Chalk	Tony Davies	Peter Downing	Paul Edwards
Ian Firth	John Moorhouse	Keith Scanlon	Helen Ingleby

**Hon. Secretary** Jules Offord

#### **Representative trustees** for active village organisations (\* organisations added)

Molly Hitchcock	Friends of Shipham School*
Amanda Firth	Save the Children Lunches*
Jeff Brewster	Shipham Photography Group*
Katherine Leach	Shipham Community Allotment*
Jane Sanders	Shipham Community Cinema*
Steve Dodd	Shipham Football Club
Reg Bryant	Shipham Gardening Club
Sally Hansford	Shipham Guides & Brownies
Ray Burgess	Shipham History Society*
Laura Turner	Shipham Parent and Toddler Group*
Debbie Andrews	Shipham Players*
Margaret Howell	Rowberrow PCC and Shipham PCC
Anita Townsend	Shipham, Rowberrow & Star Women's Institute
New appointee awaited	Shipham Scouts and Cubs

#### **Co-opted trustee**

Gemma Gaut Shipham Parish Council\*

### **Management Committee**

A management committee is appointed by the trustees to oversee the operation of the hall and at the date of this report the members are:

Council: Jeff Brewster Ray Burgess Ken Chalk Tony Davies Steve Dodd  
Paul Edwards Sally Hansford Helen Ingleby John Moorhouse Jules Offord  
Co-opted members: Pete Ovenden Tony Packer (Hall Manager) Rachel Healey

### **Contact information**

**For availability or booking any room: contact** our bookings clerk, **Katie Ovenden** either by **e-mail: [shiphamhall.bookings@gmail.com](mailto:shiphamhall.bookings@gmail.com)**, or on the dedicated **phone 07821720152** leaving a request for a call back if this is not answered personally at the time.

Availability of any room may be checked at **[www.bookingsmanager.biz/ShiphamVillageHall](http://www.bookingsmanager.biz/ShiphamVillageHall)**, but there is no facility to arrange a booking on the site

**All other communications** should be addressed to the Hon. Secretary.

**Shipham Village Hall Trust** Charity number 270556  
**Report of the Trustees for the year ended 30<sup>th</sup> June 2022**

**The principal officers**, and their contact information, are:

**Chairman:**

Mr J Brewster, 22 Beech Rd.  
Shipham, BS25 1SB  
Tel: 01934 844166

**Hon. Secretary:**

Mr Jules Offord, Seagrove, North  
Down Lane, Shipham BS25 1SN  
Tel: 07980693555

**Hon. Treasurer:**

Mr S Dodd, 1 The Square  
Shipham, BS25 1RB  
Tel: 01934 843660

**Public Benefit**

Interest in the hall is stimulated by word of mouth, listings in free local periodicals and on the web at [www.shiphamhall.co.uk](http://www.shiphamhall.co.uk), the community site [www.somersetccc.org.uk](http://www.somersetccc.org.uk), and [www.hallshire.com](http://www.hallshire.com).

The Hall is well used by both villagers and those from adjacent villages, enhancing the social wellbeing of the village and its neighbours. The hall accepts bookings from any applicant provided the specified rooms requested are not already booked when required, and subject to its latest terms and conditions of hire. No exclusions are applied based on residence, persuasion, or opinion.

Regular activities are published on our web site, hall information screen, and notice boards. These include those of village organisations and others covering a wide spread of interests for all age groups, particularly those arranged for art, dance, fitness, and childrens' activities. The Hall is a popular venue for weddings, anniversary celebrations, parties, and charity fund raisers.

**The Impact of the Covid-19**

The committee continues to maintain facilities to mitigate the potential risks of Covid. Fortunately the loss of rental income was again offset for the financial year ended 30.03.22 by a further grant of £2,667 received from the government.

**The Premises**

Since the opening of the hall the building has been extended. An annual refurbishment program of equipment and external areas maintains the high standards set at the opening of the hall.

**The Facilities**

Hirers may either hire the whole building, or one or a combination of the following:

- A large spacious main hall with a well-equipped stage, cinema standard projection and sound
- An adjacent large kitchen, built and fitted out to a professional commercial standard
- A convivial meeting room with its own kitchenette that is ideal for smaller group meetings
- A small club/committee room, with toilets, that converts into a bar area for larger events

True-Speed's high speed internet is freely available throughout the building and each meeting room has an individual hearing loop system, projection facility and audio system.

There is parking for approximately 60 cars.

**Reserves Policy**

The policy requires that the management committee ensures that funds are always available to meet any regular payments due. Periodic assessments determine the level of funds that may be needed when equipment replacements are necessary and or other cost of work that may be needed to maintain the high standards of the premises. These regular assessments address:

- the life all fixed assets to determine those requiring replacement within 5 years
- the impact of inflation and technology on the potential cost of their replacements
- the costs of replacing or renovating equipment not treated as a depreciating asset
- expenditure that may be required to renovate the building's fabric or grounds

For this purpose the funds may include those available at the time of review, plus those reasonably expected to be set aside from operations, other regular income, and depreciation before any forecast expenditure becomes due. Any surplus funds may be applied to improve either equipment or premises. This ensures timely program of replacements and implementation of desirable improvements.

**Commentary on the accounts for the year to 30 June 2022**

The trust was left a gift of £5,000 in the will of former chairman David Worker and this has been set aside as a protected fund as a means of stimulating the use of the hall for special causes or to aid groups that are struggling to cover the costs of hiring until they can re-establish themselves.

**Shipham Village Hall Trust** Charity number 270556  
**Report of the Trustees for the year ended 30<sup>th</sup> June 2022**

A brief analysis is set on page 4 summarising income and costs for general operation and then those that are non-operational.

There was an overall surplus of £10,309 for the year of all income, including grants, after expenses, depreciation, and exceptional charges. This compared to £7,288 in the previous year.

The hall was allowed to open just before July 2021 without strict Covid restrictions, and hire income for the year of £28,725 almost recovered to pre-pandemic levels. No fund-raising could take place.

Solar income was circa 10% down at £3,054 despite a prolonged period when one of the three systems was not fully operational.

Interest earned remains negligible due the paucity of available interest rates.

The net operational profit before grants for the year of £717 compared to £13,791 loss in for 2020/21. During the shutdown in 2020/21 payments to both the bookings clerk and the cleaner had been maintained and annual service charges for electricity, gas, water, maintenance, and licences had been required, and the hall had been kept heated during the colder months.

Under the depreciation policy the costs of equipment are conservatively written down over either 5 or 10 years, based on minimum anticipated life, to provide funds for eventual replacements as and when needed. The solar panels are an exception with an advised 20 year life considered appropriate.

There were no additions to equipment, and no disposals, during the year. However as more assets became fully depreciated at the end of last year the annual depreciation charge fell by £634.

£5,000 of the overall surplus for the year has been transferred to the premises contingency fund set up to maintain or improve the long term performance of the building and meet the replacement cost of integral fixtures and fittings of the building which are not being depreciated annually. £2,348 has been charged to the fund, including an upgrade of the main hall overhead projector £1,691, radiator repairs £280, and security camera replacements £310, leaving the fund at £23,158 at the year-end

At 30 June 2022 the historic costs of equipment were £140,205 and land and buildings were £530,154. The cost of the premises is not depreciated even though these include some "landlord's fixtures and fittings". The Trust accepted the insurance agency's offer of a free online professional revaluation of the property for insurance purposes and this was finalised in November 2021 with a valuation of £1.1 million. This valuation was uplifted in the insurance renewal in December 2021 by a free additional cover of 25% for completing the revaluation survey.

Net current assets of the trust increased to £83,917 by the year end and cash available is definitely considered adequate to meet the hall's commitments and any renovation or replacement of equipment as required in the next few years.

At the end of June 2022 the total reserves were £642,564

### **The Current Year 2022/23**

Bookings have recovered close to the levels just before the impact of Covid. Cash reserves of the hall are healthy and at present there appears no immediate need for fund raising.

Hire charges were last increased in July 2019 and no increases are currently under consideration.

### **Professional Support**

Lloyds Bank plc is used to bank rental income and CAF Bank Ltd is used for all other transactions.

Mr Dennis Carroll is the Trust's independent examiner.

### **Signature and Declaration**

I declare, in my capacity as Chairman, that the Trustees have approved the report above and have authorised me to sign it on their behalf.

*J. Brewster* Chairman

29 January 2023

Shipham Village Hall Trust  
Statement of finances for year ended 30 June 2022  
**Summary presentation of accounts**

<b>Income &amp; Expenses Summary</b>	<b>y.e.30/06/22</b>	<b>y.e.30/06/21</b>
<b>General hall operation</b>	£	£
Hire charges	28,725	8,034
General hall expenses	23,767	-16,950
Net (loss)/Income before depreciation	4,958	-8,916
Depreciation of equipment	-4,241	-4,875
Gain on sale of redundant equipment	0	0
<b>Operational profit/loss</b>	<b>717</b>	<b>-13,791</b>
<b>Non-operational income</b>		
Net fund raising proceeds	0	0
Grants and donations	7,687	18,784
<b>Solar energy contribution</b>		
FIT export income	3,054	3,434
Solar equipment depreciation	-1,370	-1,370
<b>Net gain from solar</b>	<b>1,684</b>	<b>2,064</b>
Interest on deposits	222	231
<b>Non-operational total surpluses</b>	<b>9,592</b>	<b>21,079</b>
<b>Overall surpluses available</b>	<b>10,309</b>	<b>7,288</b>
Transfer to Premises contingency fund	-5,000	-5,000
Transfer to Legacy Fund	-5,000	-
<b>Transfer to General Reserves</b>	<b>309</b>	<b>2,288</b>
<b>Premises Contingency Fund movements</b>		
Transfer for the year	5,000	5,000
Expenditure in the year	-2,348	-1,375
<b>Increase in the fund in the year</b>	<b>2,652</b>	<b>3,625</b>
<b>Balance Sheet Summary</b>		
<b>Fixed Assets</b>		
Land and premises	530,154	530,154
Equipment cost	140,205	140,205
Equipment depreciation	-111,711	-105,432
<b>Net book value of fixed assets</b>	<b>558,648</b>	<b>564,259</b>
<b>Net Current Assets</b>		
Cash and deposits	86,405	68,124
Debtors	3,225	4,118
Current liabilities	-5,713	-1,898
<b>Net current assets</b>	<b>83,917</b>	<b>70,344</b>
<b>Total Assets</b>	<b>642,564</b>	<b>634,603</b>
<b>Premises Contingency Fund</b>	23,158	20,505
<b>General Reserves Fund</b>	614,406	614,098
<b>Legacy Fund</b>	5,000	0
<b>Total Reserves</b>	<b>642,564</b>	<b>634,603</b>

The full accounts for the year ended 30 June 2022 and the independent examiner's report are available as a separate document

# Shipham Village Hall Trust

## Statement of Finances for the year ended 30 June 2022



Shipham Village Hall Trust  
Statement of finances for year ended 30 June 2022

**Independent Examiner's Report  
To the Trustees of Shipham Village Hall Trust**

I report to the trustees on my examination of the accounts of Shipham Village Hall Trust ("the Trust") for the year ended 30 June 2022, which are set out on pages 3 to 6.

**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").

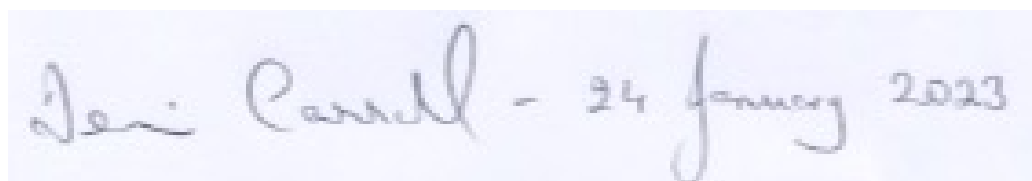
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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:

- Accounting records were not kept in accordance with section 130 of the Act, or
- The accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A handwritten signature in blue ink that reads "Denis Carroll - 24 January 2023". The signature is written in a cursive style and is positioned above the printed name and address.

Denis Carroll ACMA  
25 Beech Road  
Shipham  
Somerset  
BS25 1SA  
24 January 2023

Shipham Village Hall Trust  
Statement of finances for year ended 30 June 2022

**Income & Expenditure Account  
Year Ended 30 June 2022**

	Note	Year ended 30 June 2022 £	Year ended 30 June 2021 £
<b>INCOME</b>			
<b>Income from charitable activities</b>			
Hire charges		28,725	8,034
Fundraising	1	0	0
Donations & grants	2	2,667	18,734
Other	3	5,020	50
		<b>36,412</b>	<b>26,818</b>
<b>Solar energy income</b>	4	3,054	3,434
<b>Interest on deposits</b>	5	222	231
<b>TOTAL INCOME</b>		<b>39,687</b>	<b>30,483</b>
<b>EXPENDITURE</b>			
<b>Direct charitable expenditure</b>			
Fundraising costs	1	0	0
Wages		(2,974)	(2,964)
Honoraria to bookings clerk		(4,290)	(3,960)
Insurance	6	(1,631)	(1,595)
Electricity	7	(1,062)	(924)
Gas	7	(3,238)	(1,826)
Water and sewerage		(94)	45
Annual maintenance contracts	8	(1,365)	(2,741)
Repairs and maintenance	9	(2,570)	(1,361)
Exterior premises renovation works	10	(3,830)	(68)
Cleaning		(1,091)	(328)
Broadband, WIFI and alarm phone line		(10)	(92)
Officers' postage and stationery		(41)	0
Annual licences		(1,146)	(1,057)
Independent examiner		(99)	(0)
Other	11	(325)	(79)
<b>TOTAL EXPENDITURE</b>	12	<b>(23,767)</b>	<b>(16,950)</b>
<b>TOTAL NET INCOME</b>		<b>15,920</b>	<b>13,533</b>
Depreciation	14	(5,611)	(6,245)
Premises contingency fund	17	(5,000)	(5,000)
David Worker Legacy Fund		(5,000)	0
<b>NET SURPLUS</b>		<b>309</b>	<b>2,288</b>

Shipham Village Hall Trust  
Statement of finances for year ended 30 June 2022

**Balance Sheet**  
**Year Ended 30 June 2022**

	Note	Year ended 30 June 2022 £	Year ended 30 June 2021 £
<b>FIXED ASSETS</b>			
<b>Land at cost</b>		28,281	28,281
<b>Premises at cost</b>	13	501,873	501,873
<b>Equipment</b>	14		
Net Book Value b/f		34,105	40,350
Additions		0	0
Disposals at Net Book Value		0	0
Depreciation		(5,611)	(6,245)
Net Book Value c/f		28,494	34,105
<b>TOTAL FIXED ASSETS</b>		<b>558,648</b>	<b>564,259</b>
<b>CURRENT ASSETS</b>			
<b>Cash at bank</b>			
Lloyds Bank plc - instant access	15	668	601
CAF Bank Limited - Cash Account Trust 1	16	7,208	2,215
CAF Bank Limited - Gold Account Trust 2	16	46,162	33,134
Julian Hodge Bank Limited - 90 day notice	16	32,367	32,174
<b>Debtors</b>			
Hire charges		1,251	1,467
Solar FIT		1,169	1,531
Other prepayments and accrued income		805	1,120
<b>TOTAL CURRENT ASSETS</b>		<b>89,630</b>	<b>72,242</b>
<b>CURRENT LIABILITIES</b>			
<b>Accruals and provisions</b>			
General accruals and provisions		(1,690)	(898)
Hirers' deposits held and prepaid rents		(4,023)	(1,000)
<b>TOTAL CURRENT LIABILITIES</b>		<b>(5,713)</b>	<b>(1,898)</b>
<b>NET CURRENT ASSETS</b>		<b>83,917</b>	<b>70,344</b>
<b>TOTAL NET ASSETS</b>		<b>642,564</b>	<b>634,603</b>
<b>REPRESENTED BY</b>			
<b>Premises contingency fund</b>	17		
Brought forward		20,506	16,881
Additions		5,000	5,000
Withdrawals		(2,348)	(1,376)
Carried forward		23,158	20,505
<b>General reserves fund</b>			
Brought forward		614,097	611,810
David Worker Legacy Fund	4	5,000	0
Surplus for the year		309	2,288
Carried forward		619,406	614,098
<b>TOTAL FUND BALANCES CARRIED FORWARD</b>	18	<b>642,564</b>	<b>634,603</b>



Shipham Village Hall Trust  
Statement of finances for year ended 30 June 2022

**Notes to the statement of finances**

1. In accordance with custom, fund raising events on behalf of the trust have only generally been run every other year. However, no fundraising events have been held in the year as there are no current projects requiring funds.
2. A grant of £2,667 was received from Sedgemoor District Council to mitigate the loss of rental income and the increase in cleaning costs due to the impact of Covid 19.
3. Other income includes a generous legacy gift of £5k from the former Chairman's estate that has been set aside to help fund village organisations in need of financial support, as approved by the Hall Committee..
4. Receipts from Feed in Tariff and exported energy generated by the solar panels have dropped by 12% (2021: - 8%). This figure is before deducting £1,070 for depreciation of the solar systems equipment.
5. Interest income remained relatively steady and available interest rates remained very low during the year.
6. Insurance cover is provided by an Allied Westminster Village Guard policy. The broker reduced their policy rates in general in 2019 and a further saving was secured by agreeing to a 5-year term of insurance ending 12 December 2023.
7. Utility charges are likely to continue to increase over time but the full impact of the increases to date was subdued last year by the closure of the hall during the Covid 19 lockdown. Charges for the current year reflect a return to near average usage rates.

8. Annual contracted maintenance costs:	2022	2021
	£	£
Kitchen bi-annual deep cleans	0	178
Hall floor refurbishment	0	800
Gas equipment and heating systems	408	372
Septic tank clearance	193	283
Security systems	563	472
Doors and windows	0	300
Fire-fighting and electrical equipment	119	254
Children's play area safety report	82	82
	<u>1,365</u>	<u>2,741</u>

Most annual contracted maintenance activity took place in 2021 despite the lockdown to maintain the high standard of the hall's facilities and to comply with relevant regulations. Costs have remained relatively predictable. The main hall floor resurfacing was not performed in August 2021.

9. Repair and maintenance costs:	2022	2021
	£	£
Internal redecorating of the building	250	0
Certification of electrics	228	300
Grounds maintenance and repair	1,632	820
Solar system triennial service provision	24	0
Internal and external lighting repairs	277	220
Sundry small repairs or replacements	159	21
	<u>2,570</u>	<u>1,361</u>

Repair and maintenance costs have risen in line with increased hall usage and with extensive work to tidy the area surrounding the hall and to refresh the planters.

Expenditure on upgrading of the overhead projectors, repairs to the radiators, the replacement of security cameras and replacement of extractor fans have been charged to the premises contingency fund (£2,348).

10. External renovation works:	2022	2021
	£	£
Exterior paths, trees and hedges	2,017	68
Boules court refurbishment	526	0
Ash tree clearance	1,287	0
	<u>3,830</u>	<u>68</u>

Extensive clearance and tree felling work was carried out during the year to maintain and enhance the look of the area surrounding the hall.

Shipham Village Hall Trust  
Statement of finances for year ended 30 June 2022

11. Other expenditure relates to standard monthly bank charges and gifts.
12. Trustees, the Hall Manager and other Management Committee Members were reimbursed a total of £2,272 for purchases of equipment and/or materials for use in the hall made at the request of the management committee. Total repayments of this expenditure were: Tony Packer £1,266, John Moorhouse £365, Jeff Brewster £333, Stephen Dodd £138, Ken Chalk £72, Sally Hansford £70, Tony Davies £27.
13. Premises insured value  
The hall is insured with Allied Westminster (Insurance Services) Limited and the sum insured under the current insurance contract is £1.1m.  
This value compares with a total cost of £558,648 in the accounts, being £530,154 for premises, and £28,494 included in equipment that is the net book value of landlord's fixtures and fittings and solar panels.
14. Equipment and depreciation  
There were no additions or disposals of fixed assets in the year.  
The depreciation policy writes down the cost of equipment over its minimum expected life to provide the money for their eventual replacement when needed.  
The minimum expected life selected is set at either 5, 10 or 20 years, with the original cost and net book value at 30 June 2022 for each category shown below in brackets:  
**5 yr. life:** Kitchenware, computers, general sanitary ware, and sundries (Cost £9,100; NBV £201)  
**5 yr. life:** Audio/video equipment, curtains, and floor coverings (Cost £25,628; NBV £0)  
**10 yr. life:** All other equipment and furniture (Cost £84,075; NBV £20,242)  
**20 yr. life:** Solar panels (Cost £21,403; NBV £8,051)  
**Total:** All equipment (Cost £140,206; NBV £28,494)  
Within the total depreciation charge £1,070 related to solar panels and their inverters.  
Land and premises are not depreciated but replacements of major equipment included originally in the building cost are now added to equipment and depreciated.
15. Lloyds Bank plc is used to bank rental income and CAF Bank Ltd is used for all other regular transactions.
16. In the year, short-term funds are placed in a 90-day notice account with Julian Hodge Bank Limited and CAF Bank Gold account, earning interest during the year at 0.6% and 0.01% respectively. Since the year end, Julian Hodge Bank Limited have closed their charity savings accounts and we are in process of identifying a suitable alternative banking solution for long term funds.
17. A transfer to the premises contingency fund is made annually to contribute towards the cost of future major replacements or repairs of the premises, equipment and fittings integrated within the building that have not been designated as equipment in the accounts.  
A further transfer of £5,000 was made at the end of the year.  
During the year costs of £2,348 were incurred that have been charged against the premises contingency fund, including:
  - Overhead projector upgrade £1,691
  - Radiator repairs £280
  - Security camera replacements £310
  - Extractor fan replacement £67
18. There are no restricted or endowment funds.

The Income and Expenditure Account, Balance Sheet and notes relating to the period ended 30 June 2022 are as approved by the Trustees of Shipham Village Hall Trust.



Stephen Dodd  
Honorary Treasurer  
24 January 2023

Shipham Village Hall Trust

Independent Examiner's Report

To the Trustees of Shipham Village Hall Trust

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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 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:

- Accounting records were not kept in accordance with section 130 of the Act, or
- The accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Deni Carroll - 24 January 2023*

25 Beech Road  
Shipham  
Somerset  
BS25 1SA