

# **Shipham Village Hall Trust** Charity number 270556

## **Report of the Trustees for the year ended 30<sup>th</sup> June 2023**

### **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, Steve Dodd and Jules Offord continue as Chair, Treasurer and Secretary of the Trust.

### **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 a number of these have become inactive and new organisations have been added. Additionally, 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

#### **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
Abi Scotcher	Shipham Guides & Brownies
New appointee awaited	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**

Frances Cartwright	Shipham Parish Council*
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# **Shipham Village Hall Trust** Charity number 270556

## **Report of the Trustees for the year ended 30<sup>th</sup> June 2023**

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 members: Jeff Brewster Ken Chalk Tony Davies Steve Dodd  
Paul Edwards Abi Scotcher Helen Ingleby Daniel Jeffery  
Secretary: Jules Offord  
Co-opted members: Pete Ovenden, Tony Packer (Hall Manager), Rachel Healey

### **Contact information:**

**For enquiries for availability and booking** of any room **contact** our bookings clerk, **Katie Ovenden, by e-mail at [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 at the time.

Alternatively, to just check for availability of each of the 3 rooms, it is possible to do this at **[www.bookingsmanager.biz/ShiphamVillageHall/](http://www.bookingsmanager.biz/ShiphamVillageHall/)**

**All other communications** should be sent to the Hon. Secretary. (See contact details on the website)

**The principal officers** and their contact information is:

#### **Chair:**

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

#### **Hon. Secretary:**

Mr J Offord Seagrove,  
North Down Lane,  
Shipham BS25 1SN  
Tel: 01934 842335

#### **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 extremely well used by both villagers and those from outside the village, 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 website, hall 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 fundraising events.

### **The Impact of the Covid-19**

Bookings and attendance at hall events are now returned to pre-Covid levels.

### **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

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**Shipham Village Hall Trust** Charity number 270556

## **Report of the Trustees for the year ended 30<sup>th</sup> June 2023**

of the hall. A recent refurbishment programme has enhanced the facilities of the hall and plans are in place to further improve the experience of all hall users.

### **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 and lighting, 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 and recently fitted kitchenette that converts into a bar area for larger events

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 technological advances 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 2023**

A brief summary of the accounts can be seen below.

There was an overall surplus of £10,941 for the year of all income, including grants, after expenses, depreciation, and exceptional charges. This was an increase on the previous year.

The hall's hire income for the year to 30<sup>th</sup> June 2023 of £43,146 was almost 20% higher than the previous year.

The trust was left a gift of £5,000 in the will of former chairman David Worker. 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. Some monies have been allocated and the fund has been supplemented through generous donations from village groups.

Solar panel income increased by around 28% to £4,253. This was due, in part, to the system working more efficiently.

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**Shipham Village Hall Trust** Charity number 270556

**Report of the Trustees for the year ended 30<sup>th</sup> June 2023**

Interest earned remains low although monies invested at a higher rate this year will show in next year's accounts.

There was net operational surplus of £10,941, a significant increase compared to 2021/22.

Payments to both the bookings clerk and the cleaner were increased in line with the living wage. Annual service charges for electricity, gas, water, maintenance, and licences were also required and the hall is 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.

In line with last year, £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. £2,345 has been charged to this fund during the year. The contingency fund at the year-end stood at £25,812.

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. After adjusting for inflation, the estimated total rebuilding cost insured is c.£1.26 million with an uplift of 25% from completing the valuation survey.

Net current assets of the trust increased to £100,934 by the year end and cash available is 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 2023, the total reserves were £656,010.

### **The Current Year 2023/24**

Bookings have recovered fully. 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 a review is currently underway.

### **Professional Support**

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

Mr Dennis Carroll is the Trust's independent examiner.

### **Signature and Declaration**

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

Jeff Brewster

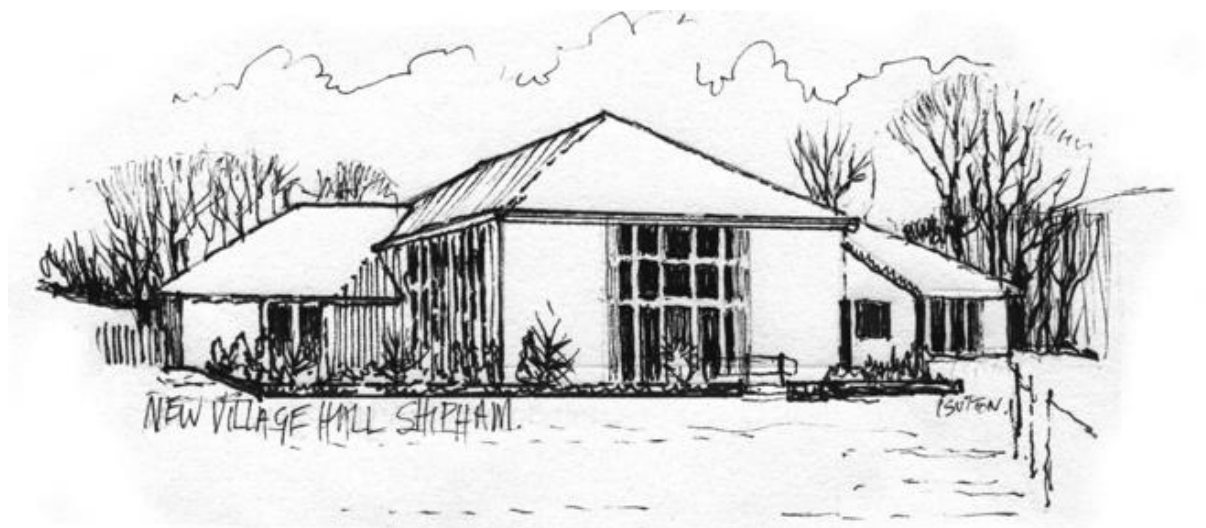
Chair of Shipham Village Hall Trust Committee

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# Shipham Village Hall Trust

## Statement of Finances for the year ended 30 June 2023



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

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**Shipham Village Hall Trust** Charity number 270556

**Report of the Trustees for the year ended 30<sup>th</sup> June 2023**

I report to the trustees on my examination of the accounts of Shipham Village Hall Trust ("the Trust") for the year ended 30 June 2023, 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.

Denis Carroll ACMA  
25 Beech Road  
Shipham  
Somerset  
BS25 1SA

14 November 2023

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**Shipham Village Hall Trust** Charity number 270556  
**Report of the Trustees for the year ended 30<sup>th</sup> June 2023**

**Income & Expenditure Account**

**Year Ended 30 June 2023**

	Note	Year ended 30 June 2023 £	Year ended 30 June 2022 £
<b>INCOME</b>			
<b>Income from charitable activities</b>			
Hire charges		43,146	28,725
Fundraising	1	0	0
Donations & grants	2	600	2,667
Other	3	133	5,020
		<b>43,879</b>	<b>36,412</b>
Solar energy income	4	4,253	3,054
Interest on deposits	5	880	221
<b>TOTAL INCOME</b>		<b>49,012</b>	<b>39,687</b>
<b>EXPENDITURE</b>			
<b>Direct charitable expenditure</b>			
Fundraising costs	1	0	0
Wages		(3,136)	(2,974)
Honoraria to bookings clerk		(4,396)	(4,290)
Insurance	6	(1,732)	(1,631)
Electricity	7	(2,646)	(1,062)
Gas	7	(2,651)	(3,238)
Water and sewerage		(69)	(94)
Annual maintenance contracts	8	(2,494)	(1,365)
Repairs and maintenance	9	(5,755)	(2,570)
Exterior premises renovation works	10	(2,032)	(3,830)
Cleaning		(1,337)	(1,091)
Broadband, WIFI and alarm phone line		(20)	(10)
Website development		(325)	0
Officers' postage and stationery		0	(41)
Annual licences		(629)	(1,146)
Independent examiner		(80)	(99)
Other	11	(429)	(326)
<b>TOTAL EXPENDITURE</b>	12	<b>(27,731)</b>	<b>(23,767)</b>
<b>TOTAL NET INCOME</b>		<b>21,281</b>	<b>15,920</b>
Depreciation	14	(4,740)	(5,611)
Premises contingency fund	17	(5,000)	(5,000)
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**Shipham Village Hall Trust** Charity number 270556

**Report of the Trustees for the year ended 30<sup>th</sup> June 2023**

David Worker Legacy Fund	18	(600)	(5,000)
<b>NET SURPLUS</b>		<b>10,941</b>	<b>309</b>

**Balance Sheet**  
**Year Ended 30 June 2023**

	Note	Year ended 30 June 2023 £	Year ended 30 June 2022 £
<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		28,494	34,105
Additions		1,168	0
Disposals at Net Book Value		0	0
Depreciation		(4,740)	(5,611)
Net Book Value c/f		24,922	28,494
<b>TOTAL FIXED ASSETS</b>		<b>555,076</b>	<b>558,648</b>
<b>CURRENT ASSETS</b>			
<b>Cash at bank</b>			
Lloyds Bank plc - instant access	15	1,207	668
CAF Bank Limited - Cash Account Trust 1	16	7,787	7,208
CAF Bank Limited - Gold Account Trust 2	16	84,492	46,162
Julian Hodge Bank Limited - 90 day notice	16	0	32,367
<b>Debtors</b>			
Hire charges		3,813	1,251
Solar FIT		1,711	1,169
Other prepayments and accrued income		7,004	805
<b>TOTAL CURRENT ASSETS</b>		<b>106,014</b>	<b>89,630</b>
<b>CURRENT LIABILITIES</b>			
<b>Accruals and provisions</b>			
General accruals and provisions		(2,764)	(1,690)
Hirers' deposits held and prepaid rents		(2,316)	(4,024)
<b>TOTAL CURRENT LIABILITIES</b>		<b>(5,080)</b>	<b>(5,714)</b>
<b>NET CURRENT ASSETS</b>		<b>100,934</b>	<b>83,916</b>
<b>TOTAL NET ASSETS</b>		<b>656,010</b>	<b>642,564</b>
<b>REPRESENTED BY</b>			
<b>Premises contingency fund</b>	17		
Brought forward		23,158	20,506
Additions		5,000	5,000

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**Shipham Village Hall Trust** Charity number 270556

**Report of the Trustees for the year ended 30<sup>th</sup> June 2023**

Withdrawals		(2,345)	(2,348)
Carried forward		25,813	23,158
<b>General reserves fund</b>			
Brought forward		614,406	614,097
David Worker Legacy Fund	18	4,850	5,000
Surplus for the year		10,941	309
Carried forward		630,197	619,406
<b>TOTAL FUND BALANCES CARRIED FORWARD</b>	<b>19</b>	<b>656,010</b>	<b>642,564</b>

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# Shipham Village Hall Trust Charity number 270556

## Report of the Trustees for the year ended 30<sup>th</sup> June 2023

### 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.
2. Sedgemoor Council's Covid support scheme has now finished and no further grants were received in the year. A grant of £2,667 from Sedgemoor Council was received in the previous year. A donation of £600 was received for use in the David Worker Fund.
3. Other income includes a £112 in relation to the sale of surplus crockery and plastic chairs. In the previous year this included 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 increased by 39% (2022: -12%). This figure is before deducting £1,070 for depreciation of the solar systems equipment.
5. Interest income has increased in line with more favourable interest rates on offer on our accounts, mirroring general market conditions.
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. As expected, overall utility charges continue to increase, partly as a result of increased use of the hall. Fixed term contracts have also now ended as have been replaced at much higher rates.

8. Annual contracted maintenance costs:	2023	2022
	£	£
Kitchen bi-annual deep cleans	204	0
Hall floor refurbishment	959	0
Gas equipment and heating systems	228	408
Septic tank clearance	333	193
Security systems	515	563
Fire-fighting and electrical equipment	171	119
Children's play area safety report	84	82
	<u>2,494</u>	<u>1,365</u>

This year saw a return to the full suite of annual maintenance, including the hall & GT room floor resurfacing and kitchen deep clean, following the reduced schedule during the previous year that was driven by less usage during Covid.

9. Repair and maintenance costs:	2023	2022
	£	£
Internal redecorating of the building	798	250
Certification of electrics	0	228
Grounds maintenance and repair	2,076	1,632
Solar system triennial service provision	450	24
Internal and external lighting repairs	998	277
Plumbing repairs	239	0
Kitchen equipment	215	0
Signs at entrance	414	0
Sundry small repairs or replacements	565	159
	<u>5,755</u>	<u>2,570</u>

A full annual maintenance schedule was performed in the year and other repair and maintenance costs have risen in line with increased hall usage and the relative age of the building's contents.

10. External renovation works:	2023	2022
	£	£
Exterior paths, trees and hedges	596	2,017
Boules court refurbishment	0	526
Ash tree clearance	0	1,287
Repainting exterior	905	0
Maintenance to slabs & patio area	351	0
Other	180	0
	<u>2,032</u>	<u>3,830</u>

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A programme of work was continued to maintain the look of the area surrounding the hall and the hall's exterior was repainted this year.

**Shipham Village Hall Trust** Charity number 270556

## Report of the Trustees for the year ended 30<sup>th</sup> June 2023

11. Other expenditure relates to standard monthly bank charges (£63) and other minor expenditure that is not classified under separate headings in the accounts.
12. Trustees, the Hall Manager and other Management Committee Members were reimbursed a total of £3,155 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 £1,966, Jeff Brewster £793, Daniel Jeffery £262, Stephen Dodd £80, Ken Chalk £54, Jules Offord £54.
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 £555,076 in the accounts, being £530,154 for premises, and £24,922 included in equipment that is the net book value of landlord's fixtures and fittings and solar panels.
14. Equipment and depreciation  
There only addition during the year was a replacement solar inverter. There were no 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 2023 for each category shown below in brackets:  
**5 yr. life:** Kitchenware, computers, general sanitary ware, and sundries (Cost £9,100; NBV £0)  
**5 yr. life:** Audio/video equipment, curtains, and floor coverings (Cost £25,628; NBV £0)  
**10 yr. life:** All other equipment and furniture (Cost £85,243; NBV £17,941)  
**20 yr. life:** Solar panels (Cost £21,403; NBV £6,981)  
**Total:** All equipment (Cost £141,374; NBV £24,922)  
Within the total depreciation charge is £1,070 related to the hall's 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 CAF Bank Gold account, earning interest at the year end of 1.85%.
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 £5k was made at the end of the year.  
During the year costs of £2,345 were incurred that have been charged against the premises contingency fund, including:
  - Overhead projector upgrade £267
  - Toilet repairs £955
  - Security camera power supply repair £256
  - Curtain repairs £585
  - Other sundry items £282We have committed to replacing the curtains in the main hall and a total cost of £6,192 has been included within other prepayments, representing a 50% payment towards the estimated costs of the work that will take place in the next financial year.
18. During the year the Hall Committee have approved two payments from the David Worker legacy fund to support local organisations, including £500 to the Warm Places initiative.
19. There are no restricted or endowment funds.

The Income and Expenditure Account, Balance Sheet and notes relating to the period ended 30 June 2023 are as approved by the Trustees of Shipham Village Hall Trust.

Stephen Dodd  
Honorary Treasurer  
14 November 2023  
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