

# BLEWBURY VILLAGE HALL

England & Wales · Charity number 278403

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1980-12-12

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Blewbury Village Hall  
Church End  
Blewbury  
Didcot  
Oxfordshire  
OX11 9QQ

**Phone** 07398 919992

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## Activities

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**Objects:** UPON TRUST FOR THE PURPOSE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF BLEWBURY IN THE COUNTY OF OXFORDSHIRE WITHOUT DISTINCTION OF POLITICAL RELIGIOUS OR OTHER OPINIONS INCLUDING 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.

**Activities:** Operation & maintenance of the village hall including regular use by village primary school, satellite doctor's surgery, village post office and hire to clubs and individuals within and without the village.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

## Geography

- **Area of benefit:** BLEWBURY AND SURROUNDING NEIGHBOURHOOD
- Oxfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£22,863	£25,070	-	-
2023-09-30	£24,305	£32,213	-	-
2022-09-30	£20,737	£19,697	-	-
2021-09-30	£25,012	£63,951	-	-
2020-09-30	£94,562	£162,764	-	-

## Trustees

Name	Role	Appointed
<b>Andrew Christopher Grant Forman</b>	Chair	2023-03-21
Anthony Frederick Salter		2015-04-15
Antony Martin Mather		2023-03-13
Catherine Elizabeth Mitchell		2023-03-13
Dermot Colin Anthony Mathias		2021-09-01
Jill Allen		2024-05-13
Karen Cynthia Forman		2021-09-01
Penny Ann Brassell		2022-06-09

**BLEWBURY VILLAGE HALL**

England & Wales - Charity number 278403

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# Accounts

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# **Blewbury Village Hall Executive Management Committee**

## **Report of the Chairman of Trustees and Audited Accounts for the Financial Year Ending 30<sup>th</sup> September 2021**

### **Operations**

The 2020/21 financial year saw the completion of much of the outstanding refurbishment work and some additional improvement work to resurface the car park, coupled with extensive periods of closure, or restricted operations, owing to covid restrictions.

Practical completion of the Hall refurbishment took place in the 2019/20 FY. The work done in 2020/21 was to fix the long list of snags from the main refurbishment project, improve the Hall grounds by resurfacing much of the car park, and to rectify other issues that came to light in operational conditions. There are still a few minor issues to be fixed and a final bill from the main contractors is yet to be received. General reaction to the refurbishment from Hall users and the community as a whole has been extremely positive and the Hall management team and the refurbishment project team are very appreciative of the community's support and feedback.

Reopening of the Hall after covid closure was gradual and it was not until the Autumn 2021 that anything like the full range of activities was possible, with appropriate covid security. Even then some clubs and societies chose not to return to indoor activities. However, most activities that used the Hall before the covid pandemic have now returned, plus some new activities, and bookings are looking healthy again.

A new online booking system was introduced early in 2021. This has now bedded in well. A new pricing structure for the hire of facilities at the Hall was introduced at the same time to reflect the improved amenity, rising operating costs and pricing in similar community buildings in the area.

Since the end of the financial year a considerable additional amount of work has taken place to further improve the appearance of the car park and surrounding verges and hedges. Thanks to John Ogden, Sustainable Blewbury and other volunteers for their all their hard work.

### **Governance**

At the 2021 AGM agreement was reached to request a change to the objects of the Blewbury Village Hall charity to enable the management committee and operational staff to perform some management duties for the Clubhouse, which is administered by the Parish Council. A request was put to the Charity Commission, but this was rejected. Discussions are ongoing between the VHMC, PC, Charity Commission, ACRE and OALC on the best way forward to achieve the objective of rationalising management of the two community facilities.

### **Management and Staff**

Changes to the structure of the management committee were agreed at the 2021 AGM, but have still to be fully implemented. The VHMC has been reduced in number to the eight Trustees to provide a more compact management team, but the advisory body of user representatives is still to be set up. Long term trustees, Jean White and Liz Sweet stood down at the 2021 AGM and Dermot Mathias and Karen Forman were appointed in their place. Sadly another Trustee, Chris Lakeland, passed away in October 2021 leaving a further vacancy on the management committee (VHMC). This vacancy was filled when Lydia Inglis was appointed as a new PC nominated Trustee at the VHMC meeting held on 2<sup>nd</sup> November 2021. The eight Trustees that comprise the VHMC are:

Bruce Gibson (Chairman); John Ogden (Vice Chairman); Meirion James (Financial Officer); Dermot Mathias and Lydia Inglis (PC nominations); Roger Murphy, Tony Salter and Karen Forman.

Bruce Gibson and Meirion James have both given notice that they will be standing down as Trustees at, or before, the 2023 AGM. The positions of Chairman and Financial Officer will need to be filled and the transition managed. Tony Salter has indicated his willingness to take over the responsibility of Financial Officer.

The Village Hall now employs just one temporary member of staff, Jayne Newman, who is our cleaner. Karen Forman resigned as booking coordinator in May 2021 and she has since taken up a voluntary role as a Trustee. Elaine de Ridder undertook the admin role on a temporary basis to oversee the task of getting the Hall reopened after covid closures. That role was then redefined and a permanent part time facilities administrator, Evi Holroyd, was appointed by the PC to cover administration tasks for both the Clubhouse and the Village Hall.

The Chairman would like to thank all staff, Trustees, committee members and other volunteers, past and present, who have helped to steer the Village Hall through a difficult period.

## **Financial**

As with the previous financial year, accounts for FYE 30<sup>th</sup> September 2021, were highly distorted by the Hall refurbishment project and by covid19 restrictions and grants. Total Income for the year was £17,105 and Total Expenditure £17,906, giving a small deficit for the year of £801.

During the 2020/21 financial year Blewbury Village Hall received a further covid business support grant from Vale of White Horse DC, to cover shortfall in revenue owing to covid closures and restrictions.

A copy of the audited accounts for the financial year ending 30<sup>th</sup> September 2021 is included in this report as Annex A, together with the Financial Officer's report.

## **Moving Forward**

Priorities for the VHMC for the immediate term are:

1. Resolve the issues associated with the management of the clubhouse.
2. Along with the refurbishment Project Manager, get completion of the outstanding snagging items from the refurbishment and settlement of the final invoices. Without this we cannot move forward with the further facility improvement expenditure that was planned.
3. Complete the restructuring of the management team as agreed at the previous AGM – building a core management team of Trustees, each with specific areas of management responsibility and setting up a separate user advisory body.
4. Produce a new business plan, as the events of the last two years have made the previous plan obsolete. This should include attracting new groups of users, provision for additional storage, further improvement of the grounds, provision for ongoing maintenance (Internal and external), setting up more appropriate marketing and customer communication channels.

Items 2,3 and 4 are to some extent dependent on the outcome of item 1 and the requirements of the solution adopted. However, work on them needs to start promptly as a swift resolution of item 1 is unlikely.

**A B Gibson**

**Chairman, Blewbury Village Hall Executive Management Committee, May 2022**

## Annex A – Audited Accounts and Financial Officer’s Report FYE 30<sup>th</sup> September 2021

### BLEWBURY VILLAGE HALL MANAGEMENT COMMITTEE FINANCIAL STATEMENT AT 30 SEPTEMBER 2021

	Year to 30.09.21	Year to 30.09.20		
	£	£		
<b>Receipts</b>				
Lettings	3023.50	3961.00		
Surgery rent	0.00	2000.00		
School rent	0.00	1104.40		
Electricity meters	0.00	280.00		
P.O. rent	1200.00	1200.00		
B.Soc interest	644.73	1153.49		
Covid Grant	9907.00	10000.00		
Donation	2250.00	0.00		
Sale of Equip	80.00	0.00		
<b>Total Receipts</b>	<b>£17,105.23</b>	19698.89		
<b>Payments</b>				
Bookings clerk	602.77	750.00		
Cleaning staff	2377.00	2160.00		
Administrator	1808.23	56.23		
Cleaning materials	70.68	15.54		
Electricity & water	3065.98	2306.06		
Insurance	2404.60	2577.30		
Telephone (mobile)	124.99	0.00		
Repairs & maintenance	699.59	1796.54		
New Equipment	1470.76	2159.88		
Refuse collection	639.12	912.00		
Performing rights	131.04	377.56		
Office exps & misc	80.00	204.50		
Telephone (Broadband)	460.80	72.13		
Covid related costs	638.64	0.00		
Re-Opening ceremony	809.30	0.00		
Licence fee	2250.00	0.00		
Subscriptions	273.40	0.00		
<b>Total Payments</b>	<b>£17,906.90</b>	£13,387.74		
<b>Net Income/ (Expend) for the period</b>	<b>-£801.67</b>	£6,311.15		
<b>Refurbishment Income (Donations and Grants)</b>	<b>£7,907.04</b>	£74,862.74		
<b>Refurbishment Expenditure</b>	<b>£46,044.46</b>	£149,376.02		
<b>Cash Resources at 30.09.21</b>	<b>2021</b>	<b>2020</b>		
	<b>Hall</b>	<b>Refurb</b>		
Bank- Main Account	16929.28	0	16929.28	19132.46
Bank -Refurb Account	0	1924.30	1924.30	39304.94
Building Society	24077.15	0	24077.15	23432.42
Cash in hand	0	0	0.00	0
			<b>£42,930.73</b>	£81,869.82

**BLEWBURY VILLAGE HALL**  
**EXECUTIVE MANAGEMENT COMMITTEE**

**INDEPENDENT EXAMINER'S REPORT ON THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2021**

I have examined the attached Financial Statement for **BLEWBURY VILLAGE HALL EXECUTIVE MANAGEMENT COMMITTEE** covering the Year ended 30 September 2021 and I can confirm that this is fully in accordance with the supporting documentation provided to me.

I can confirm that the Excess of Expenditure over Income for the Period stated at £801.67 is correctly calculated, as is Refurbishment Income totalling £7,907.04 and Refurbishment Expenditure totalling £46,044.46.



R.B.Hull  
Chartered Accountant (Retired)  
Reading, Berks

20 March 2022

## **FINANCIAL OFFICER'S REPORT COVERING YEAR ENDING 30 SEPTEMBER 2021**

**AGM 27.04.2022**

### **INCOME**

- Due to ongoing covid restrictions, there were no activities in the Hall until May 2021 and no surgery usage for the entire year.
- Decrease in operating receipts has been partly compensated by the covid grant of £9907 such that Total Income was only down from £19698 to £17105.

### **EXPENDITURE**

- Total Expenditure for the year increased from £13387 to £17906, of which £2250 related to the payment for the licence fee to allow the Hall to be registered as a wedding venue.
- In addition, one-off expenditure £809 was incurred on the formal re-opening ceremony following the refurbishment.
- Other expenditure broadly in line with previous year apart from a full year's cost of an Administrator at £1808 for the year

### **NET INCOME**

- The combination of lower income and increased expenditure gave rise to a small deficit for the year amounting to £801

### **REFURBISHMENT**

- During the year, donations and grants received amounted to £7907 and refurbishment expenditure of £46044 was incurred. As at 30 September 2021, there were still uncertain amounts due in grants and the final contractor's bill was still to be received.

### **CASH RESOURCES AS AT 30 SEPTEMBER 2021**

- Excluding the small balance on the refurbishment fund. which will be needed to cover outstanding costs, the Hall financial resources at 30 September 2021 stood at £41,006.

**BLEWBURY VILLAGE HALL**

England & Wales - Charity number 278403

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# Accounts

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# **Blewbury Village Hall Executive Management Committee**

## **Report of the Chairman of Trustees and Audited Accounts for the Financial Year Ending 30<sup>th</sup> September 2020**

### **Operations**

The 2019/20 financial year was an extremely unusual year, the circumstances of which will hopefully never be repeated.

The year started well. Q1 was an exceptional trading period with a number of successful fund-raising events to increase the money available for the imminent refurbishment of the Hall. However, quarters 2, 3 and 4 saw very little trading owing to closure for refurbishment work and Covid19 security. The Post Office, which is housed in a stand-alone part of the building, was able to stay open for most of this period as a provider of essential services. However, the main building remained closed for the rest of the financial year.

Although the building is open again, the range of activities permitted under covid19 restrictions is still greatly reduced and many clubs and societies are not looking to return to the Hall until September 2021. This will have a severe negative impact on income from lettings for the current financial year.

In order to continue Blewbury Village Hall business under covid19 restrictions the Trustees approved a number of changes to the normal methods of management committee operation at a special "virtual" Trustees meeting dated 2<sup>nd</sup> May 2020. The main changes were:

- 1) *To suspend the obligation to hold an AGM in January or February of each year for the year 2020.*
- 2) *To hold the next AGM as soon as possible after the reopening of Blewbury Village Hall to the public following the completion of renovation work and the lifting of restrictions on public meetings.*
- 3) *Existing Trustees, Officers and Committee Members to continue in place until the composition of the management committee can be reviewed at an AGM.*
- 4) *Until the lifting of restrictions on public meetings and such time as face-to-face business meetings can be safely conducted, VHMC business to be conducted by email and, if considered appropriate, an agreed on-line meeting platform.*

These changes to normal working practice were extended under a further mandate from the Trustees at a Zoom meeting of 30<sup>th</sup> April 2021, which also included the approval of the accounts for the financial year ending 30<sup>th</sup> September 2020.

### **Financial**

A copy of the audited accounts for the financial year ending 30<sup>th</sup> September 2020 is included in this report as Appendix A.

Compared with previous years the financial statement is highly distorted by exceptional events – Hall refurbishment fundraising, refurbishment grants, refurbishment closure, covid19 closure, additional expenditure to ensure covid19 safety compliance, covid19 business continuity grants.

Lettings for the whole year were £3,961, down from £9,007 in the previous year owing to extensive periods of closure. Rental income was also reduced to £4,304 from £6,240 the previous year, with only the Post Office paying anything like a full year rent. Total receipts excluding business support grants related to covid19 closure and restrictions of were £9,699, down from £16,020 in the previous financial year. The receipt of a business support grant for £10,000 during the financial year makes total receipts look healthy, but hides the real situation. Blewbury Village Hall continues to draw on the business support grant monies into the current financial year.

Outgoings for the financial year were less than the previous year, but only because of the one-off match funding payment of £8,062 in the previous year. Like for like expenditure was in fact around £3K more than in the same period last year, mainly because of increased spending on new equipment and maintenance services, not covered by the refurbishment project.

Funds raised for the hall refurbishment and paid into the refurbishment account during the year totalled £74,862.74, up from £23,359.55 in the previous year, as money was drawn down from grants awarded for the refurbishment project. Refurbishment expenditure during the financial year totalled £149,376.

## **Moving Forward**

There are a number of challenges going forward, but the Management Committee is confident that when covid19 restrictions are lifted, most previous revenue streams can be re-established and new revenue streams added. This is underpinned by a newly refurbished Village Hall with greatly improved heating, lighting, insulation, and ventilation, which will enable more efficient operation for the management and a more attractive venue for users. The move to an online booking and invoicing system will also make booking the facility easier for a wider range of users.

**A B Gibson**

**Chairman, Blewbury Village Hall Executive Management Committee**

**June 2021**

## Appendix A

### BLEWBURY VILLAGE HALL MANAGEMENT COMMITTEE FINANCIAL STATEMENT AT 30 SEPTEMBER 2020

	Year to 30.09.20	Year to 30.09.19
	£	£
<b>Receipts</b>		
Lettings	3961.00	9007.25
Surgery rent	2000.00	4000.00
School rent	1104.40	1040.30
Electricity meters	280.00	420.00
P.O. rent	1200.00	1200.00
B.Soc interest	1153.49	352.10
Covid Grant	10000.00	0.00
<b>Total Receipts</b>	<b>£19,698.89</b>	<b>£16,019.65</b>
<b>Payments</b>	<b>£</b>	<b>£</b>
Bookings clerk	750.00	750.00
Cleaning staff	2160.00	2160.00
Window & carpet cleaning	56.23	102.00
Cleaning materials	15.54	20.00
Electricity & water	2306.06	2236.25
Insurance	2577.30	2440.67
Repairs & maintenance	1796.54	1237.19
New Equipment	2159.88	0.00
Refuse collection	912.00	913.89
Performing rights	377.56	377.56
Office exps & misc	204.50	32.46
Telephone	72.13	0.00
FCC Environment	0.00	8062.50
<b>Total Payments</b>	<b>£13,387.74</b>	<b>£18,332.52</b>
<b>Net Income/ (Expend) for the period</b>	<b>£6,311.15</b>	<b>-£2,312.87</b>
<b>Refurbishment Income (Donations and Grants)</b>	<b>£74,862.74</b>	<b>£23,359.55</b>
<b>Refurbishment Expenditure</b>	<b>£149,376.02</b>	<b>£0.00</b>

Cash Resources at 30.09.20			2020	2019
	Hall	Refurb		
Bank- Main Account	19132.46	0.00	19132.46	14487.27
Bank -Refurb Account	0.00	39304.94	39304.94	43799.20
Building Society	23432.42	0.00	23432.42	91687.02
Cash in hand	0.00	0.00	0.00	98.46
	<b>£42,564.88</b>	<b>£39,304.94</b>	<b>£81,869.82</b>	<b>£150,071.95</b>

**BLEWBURY VILLAGE HALL**  
**EXECUTIVE MANAGEMENT COMMITTEE**

**INDEPENDENT EXAMINER'S REPORT ON THE FINANCIAL STATEMENT**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2020**

I have examined the attached Financial Statement for **BLEWBURY VILLAGE HALL EXECUTIVE MANAGEMENT COMMITTEE** covering the Year ended 30 September 2020 and I can confirm that this is fully in accordance with the supporting documentation provided to me.

I can confirm that the Net Income for the Period stated at £6,311.15 is correctly calculated as is Refurbishment Income totalling £74,862.74 and Refurbishment Expenditure totalling £149,376.02.



R.B.Hull  
Chartered Accountant (Retired)  
Reading, Berks

26 April 2021