



**ANNUAL REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED**

**31 DECEMBER 2020**



## **MERRIOTT VILLAGE HALL**

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**MERRIOTT VILLAGE HALL**  
**CHARITY INFORMATION**  
**FOR YEAR ENDED 31 DECEMBER 2020**

Trustees	Chairman	Eric Vose	
	Vice Chairman	John Bowman	
	Secretary /Bridge rep	Joanna Hemmings	
	Treasurer	Rosemary Evans	
		Stephen Bateman	Resigned 4 April 2020
		Susan Wicks	Resigned 23 May 2020
	Short Mat Bowls rep	Michael Dandridge	Appointed 9 January 2020
		Roger Gilson	Appointed 18 June 2020
		Andrew Hayman	Appointed 18 June 2020
	Communications	Natalie James	Appointed 7 October 2020
Charity number		280536	
Charity correspondent		Rosemary Evans Half Moon House Boozer Pit Merriott Somerset TA16 5PW	
Charity address		Merriott Village Hall Broadway Merriott Somerset TA16 5QH	
Website		<a href="http://www.merriottvillagehall.org.uk">www.merriottvillagehall.org.uk</a>	
Independent examiner		D Phoenix FCCA, ACMA 227 Park View Crewkerne TA18 8JH	
Bankers		CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ	





## **MERRIOTT VILLAGE HALL** **TRUSTEES' REPORT** **FOR THE YEAR ENDED 31 DECEMBER 2020**

Merriott Village Hall, Broadway, Merriott, TA16 5QH, is a registered charity, number 280536, and is governed by its Scheme including appointment of Trustees, dated 8 December 1995 as amended by special resolution of the Trustees on 8 November 2001 and on 9 July 2020. These amendments were approved by the Charity Commission on 13 August 2001 (prior approval) and 10th August 2020 respectively.

The Trustees present their Annual Report and Accounts for the year ended 31 December 2020 and confirm they comply with the requirements of the Charities Act 2016, the Charities SORP (FRS102) and the aforementioned Scheme.

### **Administration**

The Charity is administered by a management committee of elected Trustees which meets 4 -5 times a year. Trustees are elected annually at the AGM, to which all residents are invited. New Trustees' responsibilities are explained to them by use of the Charity Commission publication CC3 and are trained in fire, security and kitchen hygiene procedures. Hall user groups are each encouraged to nominate a representative member in order to inform Trustees regarding any matters relevant to them. The Charity has two part-time employees, the caretaker and the booking clerk, who report to the Chair and occupy the residential property owned by the Charity.

Since the end of March 2020, as a result of the pandemic, most committee meetings and the AGM have been conducted on line. This meant that participation from residents was not possible.

### **Charity objects**

The object of the charity is to provide and maintain the Hall for the use of the inhabitants of Merriott 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. This accords with the Charity Commission and Charity Act's guidance on public benefit.

### **Activities**

Until the middle of March, the Hall was a popular venue for regular groups, especially on weekdays. The hall was closed in response to the Covid-19 pandemic on 17th March, and since then an autistic therapy group has been the only one to attend continuously. After a thorough risk assessment and appropriate safety measures being put in place, the Hall was reopened in September. Some regular groups returned but some (such as bridge) chose not to because of infection risks. Hire income has been severely reduced by over 60% and there have been no fundraising events. We are thankful to the Merriott Co-op and the local community for their support; we have received £1,243 from the Community Fund, which is in reserve for future projects. Local Restriction grants, excellently administered by South Somerset District Council, and the Government's furlough scheme have meant that overheads have been covered.

The caretaker and the booking clerk have been retained throughout the year and have taken on extra cleaning and security duties. The Charity owns the residential property adjacent (1 Melbury Row) which is let at a market rent.





**MERRIOTT VILLAGE HALL**  
**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**Achievements**

In early 2020, as a result of grants from South Somerset District Council and the Bath and West Solar Energy Fund, together with accumulated Hall funds, we were able to strip the tiles on the south west roof (which contained asbestos) and replace with 26 solar panels and new slates. We also installed 3 electric storage batteries with the aim of matching the disparity between generation and use times for electricity. The cost of this investment was just over £24000.

It is anticipated that some electricity will be available to be fed into the Grid for which we expect to be paid. The electricity generated in 2020 is almost equivalent to about 80% of the total annual Hall use. Future electricity costs will be much reduced enabling Hall hire rates to be kept at the same rate for longer.

We are awaiting the outcome of a grant application to enable the installation of electric car and cycle charging points in 2021.

We allocated a small part of the SSDC grant to support us during lockdown to install motion sensor lights in the toilet corridor. This reduces the chance of infection, but is also an energy saving measure.

During the time of restrictions we have received positive feedback from hall users with respect to the measures that we have put in to keep people socially distanced and safe from infection.

**Financial review and reserves**

Income exceeded expenditure for the year by £3,007, some of which is attributable to money received from SSDC to support the Hall during the time of the Covid-19 pandemic restrictions, which severely affected our hall hire income. We shall continue to draw on this during 2021. Regular bookings have been severely reduced, and occasional bookings ceased completely since March.

We have continued to maintain the Hall as necessary during the time of restrictions, and used grant money to purchase all the necessary personal protective equipment, additional cleaning materials and signage to make the Hall safe for staff and users.

The majority of our costs are fixed, so did not reduce during periods of closure, but there was a reduction in electricity costs, a combination of lower usage and the impact of the solar panels.

A new shower and a new cooker were installed at Melbury Row.

The Trustees recognise that the bulk of the reserves figure is held as tangible assets and therefore is not accessible as cash for supporting improvements. Therefore in addition to planned expenditure, they aim to maintain a cash balance of at least £2,000 at all times in order to meet any unexpected repairs not covered by insurance.

The scope of the sinking fund has been extended to cover any emergency for either the Hall or Melbury Row, and we aim to accrue £6,000 by 2022 for this purpose.

**Risk**

The Trustees have continued to assess the major risks to which the charity is exposed and systems are established to mitigate these risks. Specifically, a risk assessment with respect to Covid-19 has been developed, and regular hirers are required to submit their own to us prior as part of the hire agreement.

Chairman

For and on behalf of the Trustees

Treasurer

Date:

28/01/2021



**MERRIOTT VILLAGE HALL**  
**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

I report on the accounts of the Charity for the year ended 31 December 2020, which are set out on the attached pages.

**Respective responsibilities of trustees and examiner**

The charity's Trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (The Charities Act).

It is my responsibility to:

- i) examine the accounts under section 145 of the Charities Act,
- ii) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act), and
- iii) to 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 the seeking of explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an opinion 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 examiners' 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 Charities Act
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Act

have not been met, or

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

  
Derek Phoenix  
227 Park View  
Crewkerne  
TA18 8JH

Date: 15/2/21



**MERRIOTT VILLAGE HALL  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020 Unrestricted funds		2020 Restricted funds		2020 Total funds		2019 Total funds	
	£	£	£	£	£	£	£	£
<b>INCOME:</b>								
Hall hire	5,102				5,102		13,874	
Grants	11,550		16,000		27,550		6,780	
Rental income	8,685				8,685		8,520	
Donations and fundraising	1,243				1,243		2,289	
Other	7				7		16	
<b>TOTAL INCOME</b>		<b>26,587</b>		<b>16,000</b>		<b>42,587</b>		<b>31,479</b>
<b>EXPENDITURE:</b>								
Payroll expenses	5,179				5,179		5,244	
Utilities	1,423				1,423		1,850	
Routine repairs and maintenance	6,401				6,401		5,711	
Property improvements	8,675		16,000		24,675		7,348	
Insurance	997				997		1,004	
Fundraising expenses	286				286		1,598	
Other expenses	619				619		3,324	
<b>TOTAL EXPENDITURE</b>		<b>23,580</b>		<b>16,000</b>		<b>39,580</b>		<b>26,079</b>
<b>NET INCOME /EXPENDITURE FOR THE PERIOD</b>		<b>3,007</b>		<b>(0)</b>		<b>3,007</b>		<b>5,400</b>
<b>FUNDS BROUGHT FORWARD</b>		<b>332,459</b>		<b>0</b>		<b>332,459</b>		<b>327,059</b>
<b>FUNDS CARRIED FORWARD</b>		<b>335,466</b>		<b>0</b>		<b>335,466</b>		<b>332,459</b>





# MERRIOTT VILLAGE HALL BALANCE SHEET AS AT 31 DECEMBER 2020

	Notes	2020		2019	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	4		315,627		315,627
<b>Current assets</b>					
Stocks	5	56		56	
Debtors	6	375		917	
Cash at bank and in hand	7	19,408		16,569	
		19,839		17,542	
Creditors: amounts falling due within one year	8	0		(710)	
<b>Net current assets</b>			19,839		16,832
<b>Total assets less current liabilities</b>			335,466		332,459
Creditors: amounts falling due after one year			(0)		(0)
<b>Net current assets</b>			335,466		332,459
<b>Unrestricted funds</b>					
Profit and Loss Account	9		206,557		204,750
Emergency Fund	10		4,345		3,145
Revaluation reserve	11		124,564		124,564
<b>Total funds</b>			335,466		332,459

Chairman

Treasurer

For and on behalf of the Trustees

Date: 28/01/2021



**MERRIOTT VILLAGE HALL**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

**1. Accounting policies**

The accounts have been prepared in accordance with the Charities Act (2016) and the Charities SORP (FRS 102).

**2. Trustees' expenses**

Trustees were reimbursed for expenses incurred in connection with their duties as follows:

	2020	2019
	£	£
Steve Bateman	0.00	57.11
Rosemary Evans	196.96	134.06
John Bowman	0.00	173.24
Eric Vose	1,297.76	827.36
Emily Hilton	0.00	147.11

**3. Funds**

Unrestricted funds are applied in accordance with the charity's objectives.

Restricted funds are applied in accordance with the terms of their restrictions.

The Trustees are of the opinion that sufficient funds are held, in the appropriate form, to enable the funds to be used in accordance with the purpose for which they were set up.

**4. Tangible Assets**

Freehold properties:	2020 £	2019 £
Merriott Village Hall		
John Capstick MRICS September 2012	<u>130,000</u>	<u>130,000</u>
	130,000	130,000
1 Melbury Row (caretaker's house)	<u>185,627</u>	<u>185,627</u>
Total tangible fixed assets	<u><u>315,627</u></u>	<u><u>315,627</u></u>

The Hall's constitution states that the land and buildings, which are vested in the Official Custodian for Charities, shall be held upon trust for the purposes of a village hall. Unless the Charity Commissioners otherwise direct the clear proceeds of any sale of the land and buildings, which can be determined by the Hall Committee, shall be invested in trust for the Charity.



**MERRIOTT VILLAGE HALL**  
**NOTES TO THE ACCOUNTS CONTINUED**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

	2020 £	2019 £
<b><u>5. Stocks</u></b>		
Stock of supplies for future fundraising events	56	56
<b><u>6. Debtors</u></b>		
Hall hire fees owing (recoverable amounts)	375	917
Grant		
Other debtors		
Total debtors	<u>375</u>	<u>917</u>
<b><u>7. Cash at bank and in hand</u></b>		
CAF Bank account 00013308	3,013	3,189
CAF Bank account 00091324	16,377	13,371
Cash in Hand / in Transit	18	9
Total cash at bank and in hand	<u>19,408</u>	<u>16,569</u>
<b><u>8. Creditors: amounts falling due within one year</u></b>		
Tenancy deposit	0	710
Hall hire refundable deposits / paid in advance	<u>0</u>	<u>710</u>
<b><u>9. Profit and Loss Account</u></b>		
Balance at 1st January	204,750	200,370
Surplus (deficit) for the year	3,007	5,400
Transfer to sinking fund	-1,200	-1,020
Balance at 31st December	<u>206,557</u>	<u>204,750</u>
<b><u>10. Emergency fund</u></b>		
Balance at 1st January	3,145	2,125
Transfer from Profit and Loss Account	<u>1,200</u>	<u>1,020</u>
Balance at 31st December	<u>4,345</u>	<u>3,145</u>
This was previously a sinking fund for a replacement boiler at Melbury Row, but its purpose was extended by vote of Trustees at the January meeting.		
<b><u>11. Revaluation reserve</u></b>		
Revaluation reserve b/fwd	124,564	124,564
Revaluation reserve c/fwd	<u>124,564</u>	<u>124,564</u>