

FLITWICK VILLAGE HALL MANAGEMENT COMMITTEE

(Registered charity, number 300034)

Financial statements for the year ended 28 February 2021

Page	Contents
2-4	Trustees' annual report
5	Examiners Report
6	Receipts & payments account
7	Statement of assets & liabilities
8	Notes to the accounts

**Flitwick Village Hall Management Committee
Trustees' annual report
for the year ended 28 February 2021**

Full name Flitwick Village Hall Management Committee

Registered charity number 300034

Principal Address

7 The Willows, Flitwick, Bedford, MK45 1BW

Committee members

Ann Rosemary Lutley	Chairman
Eric Edwards,	Treasurer
Derek Shelton Smith,	Nominee British Legion
Jenny Saunders	Trustee

Bankers

Barclays Bank Plc, 3 Station Road, Flitwick, Bedford, MK45 1JS

Governance and management

The Management Committee was formed by a Trust deed dated 1 January 1968 and registered as a Charity as at 29 April 1970.

Aims and objectives

To provide the inhabitants of Flitwick without the distinction of sex or political religious or other opinions and in particular for use for meetings, lectures, and classes and for other forms of recreation and leisure time occupations with the object of improving the conditions of life for the said inhabitants.

Summary of the main achievements during the period

2019/2021 Achievements

This has been a very difficult year with having to adapt to covid-19 and government restrictions. The trustees have under taken to ensure all hirers are aware of what they have to do to use the hall. However for most of the time the hall has had to close.

Principal Activities in Pursuit of Public Benefit

The Trustees policy of public benefit has been to encourage a wide range of organisations and ages to use the hall, which are listed below but this year it has not been possible for all these events to take place.

Regular week day users:-

National Childbirth Trust
Keep fit class
Armchair exercise
Flitwick Women's Institute
Bedfordshire Federation of Women's Institutes
Flitwick University of the Third Age
Golden Age Club
Mid Beds Flower Club
Karate classes 8 to 13 years
Flitwick Town Council Bingo
Beds Amateur Swimming Training classes
Slimming World
Flitwick Gardening Club
Parkside dogs
Clubasize
Beds Guild of Spinners
Fusion martial arts
Little Miz Fitness classes
U3a craft class
Flitwick town council

In total 20 different organisations use the hall on week days.

Regular weekend users:-

Craft fairs
Antiques fairs
Jumble sales
Plays
Art exhibitions
Garden displays
Church bazaars
Children's parties
50,60,70,80th birthday parties

On Fridays we have the weekly market and within the hall, free tea and coffee and biscuits (donations accepted), are provided. The kitchen is manned by volunteers from different organisations this has promoted a lot of community co-operation and raised a lot of money for different charities. **This has all been suspended because of covid-19 restrictions.**

The hall is also available for private functions, wedding receptions, funeral teas and social functions. **Suspended because of covid-19 restrictions.**

The car park is now also hired for events that take place at the adjacent library.
Suspended because of covid-19 restrictions

Funding strategy

It is the strategy of the trustees to manage the revenue budget on a self-financing basis with hire charges set to achieve this.

Based on a review of other halls in our area we still have the most competitive hourly rates although there will be a small increase again this year.

Government grants have helped this year due to covid -19 restrictions in opening.

Hiring agreement

Use of the village hall is subject to a hiring agreement which must be agreed to when signing the booking form. The hiring agreement sets out the terms and conditions of hire and identifies the respective responsibilities of each party to the agreement.

The hall employee's its own booking office to oversee all aspects of hiring the hall.

There are now further risk assessments/ agreements the hirer has to agree to when they allowed to use the hall.

Licences

The hall has a premises Licence (not including alcohol) and is registered with the local authority for music and performances.

Policies and Procedures

The management committee have developed policies and adopted health and safety procedures in exercising its duty of care to members and employees and users of the hall. Including risk assessments for covid-19

Future Plans

We will have to do a lot of work in the future to hopefully get The Village Hall back to normal once restrictions of covid -19 are eased. The aim now will be to keep all hirers safe when they use the hall in the tier system..

The trustees declare that they have approved this report.

The charity's policy on reserves

The Trustees consider it prudent to maintain an appropriate level of reserves. The optimum level of reserves is considered to be the equivalent of at least six months of operating costs and this reviewed on a regular basis by the Trustees.

Signed on behalf of the charity's trustees:

Signed .___*Eric Edwards*_____

Date 30 April 2021

Name: _Eric Edwards_____

Position: Hon Treasurer_____

**Independent examiner's report to the trustees of
Flitwick Village Hall Management Committee
for the year ended 28 February 2021**

I report on the accounts of the charity, which are set out on page 6

Respective responsibilities of trustees and

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

Basis of independent examiner's report

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
- to prepare accounts which accord with the accounting records and comply with the accounting requirements .

have not been met; or

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

Signed *Yvonne Dimpleby*.....Date: 12/6/2021

Flitwick Village Hall Management Committee
Receipts & payments account
for the year ended 28 February 2021

2020 £		2021 £
	Receipts	
47227.54.	Hall Hire	12799.06
646.48	Market	2784.00
3.57	Bank Interest	
	Other receipts	
	Grants	24130.85
47874.02	Total receipts	39713.91
	Payments	
160.34	Transfer to building account	
20304.04	Wages	19112.28
671.73	Gas	571.11
6845.51	Electricity	2233.30
1234.00	Water	1638.00
249.20	Council Tax	
2571.10	Building Repairs	2418.89
1944.10	Replacement Equipment	3027.79
1060.81	Cleaning	875.93
3390.27	Sanitary	5018.96
323.24	Computer postage telephone	213.28
3886.35	Insurance	3547.33
	Booking officer	300.53
242.20	Sundries	213.28
740.15	HMRC	632.33
	Refund	2804.00

43623.4	Total Payments	42393.73
4250.62	Net receipts/ (payments)	-2679.82
16695.59	Bank and cash at the start of the period	13318.91
20413.95	Bank and cash at the end of the period	10639.09
3717.77	(Decrease)/Increase in Bank Balances	(2679,82)

2020 £		2021 £
	Cash assets	
13260.28	Current account	10639.09
7153.32	Building account	5683.95
20413.36	Total cash assets	16323.04

**Flitwick Village Hall Committee
Statement of assets and liabilities
at 28 February 2021**

Other assets

The land and buildings situated on the site of Flitwick Village Hall
Has a declared value of £1,250,517 and are insured for a sum of
£1,563,146

Liabilities
None

These financial statements are accepted on behalf of the charity by:

Signed *A Lutley*_____Dated _18/06/2021
Name, Chairman

Flitwick Village Hall Management Committee
Notes to the accounts
for the year ended 28 February 2021

1. Receipts & payments accounts

Receipts and payments accounts are statements that summarise the movement of cash into and out of the organisation during the financial year. In this context “cash” includes cash equivalents, for example, bank accounts where cash can be readily withdrawn to pay for debts as they become due.

2. Grants & Donations

A grant of £10,000 received from central beds council due to covid -19..

3. Committee members’ remuneration

No Committee members have received any remuneration for expenses during the financial year.