

# **FLITWICK VILLAGE HALL MANAGEMENT COMMITTEE**

(Registered charity, number 300034)

## **Financial statements for the year ended 28 February 2022**

<b>Page</b>	<b>Contents</b>
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 2022**

**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
Micheal Eaves	Nominee British Legion
Jenny Saunders	Trustee
Patricia Earles	Trustee
Carol Fleckney	Trustee
Jeremy Dann	Flitwick Town Council

**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**

**2021/2022 Achievements**

Most of our hirers are back after what has been difficult times. The trustees have under taken to ensure all hirers are aware of what they have to do to use the hall and there have been no problems. We managed to secure grants from central beds for replacing all the windows to double glazed. Also Flitwick Town council awarded a grant for painting the outside woodwork of the building. The committee thank them both as it has made a big visual improvement to the hall.

**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 is now operating as normal now that covid-19 restrictions have been lifted..**

The hall is also available for private functions, wedding receptions, funeral teas and social functions. .

The car park is now also hired for events that take place at the adjacent library.

### **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..

### **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 employs its own booking officer 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.

### **Future Plans**

We will have to do a lot of work in the future to hopefully get The Village Hall back to normal with restrictions of covid -19 now eased. .

**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 30/3/22

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 2022**

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: 30/3/22

**Flitwick Village Hall Management Committee**  
**Receipts & payments account**  
**for the year ended 28 February 2022**

2021 £		2022 £
	<b>Receipts</b>	
12799.06	Hall Hire	32,997.03
784.00	Market	4675.90
3.57	Bank Interest	
	Other receipts	
24130.85	Grants	32,688.43
<b>39713.91</b>	<b>Total receipts</b>	<b>70,361.36</b>
	<b>Payments</b>	
	Transfer to building account	
19112.28	Wages	20,800.80
571.11	Gas	1855.02
2233.30	Electricity	2762.54
1638.00	Water	2912.98
	Council Tax	71.87
2418.89	Building Repairs	23832.67
3027.79	Replacement Equipment	1286.30
875.93	Cleaning	948.39
5018.96	Sanitary	5413.76
213.28	Computer postage telephone	299.76
3547.33	Insurance	4100.17
300.53	Booking officer	380.49
632.28	HMRC	311.50
2804.00	Refund	4504.05
<b>42393.73</b>	<b>Total Payments</b>	<b>69,480.30</b>
-2679.82	Net receipts/ (payments)	881.06
13318.91	Bank and cash at the start of the period	10659.19
10639.09	Bank and cash at the end of the period	11540.25
<b>3717.17</b>	<b>(Decrease)/Increase in Bank Balances</b>	<b>2659.72</b>
2021 £		2022 £
	<b>Cash assets</b>	
10639.09	Current account	11540.25
5683.95	Building account	5684.39
<b>16323.04</b>	<b>Total cash assets</b>	<b>17224.64</b>

**Flitwick Village Hall Committee  
Statement of assets and liabilities  
at 28 February 2022**

**Other assets**

The land and buildings situated on the site of Flitwick Village Hall  
Has a declared value of £1,321.921 and are insured for a sum of  
£1,652.401

**Liabilities  
None**

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

Signed     *A Lutley*\_\_\_\_\_Dated \_30/3/22  
Name,     Chairman

**Flitwick Village Hall Management Committee**  
**Notes to the accounts**  
**for the year ended 28 February 2022**

**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**

We have had grants totalling £32,997.03, from the government furlough scheme, CB council business and hospitality, and Flitwick town council.

**3. Committee members’ remuneration**

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