

# Trustees' Annual Report for the period

		Period start date			Period end date		
From	1	March	2020	To	28	February	2021

## Section A Reference and administration details

Charity name

Beech Hill Memorial Hall

Other names charity is known by

Registered charity number (if any)

300116

Charity's principal address

Beech Hill Memorial Hall

Wood Lane

Beech Hill, BERKS

Postcode

RG7 2BE

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Charlie Carter	Chair		
2	Graham Bell	Vice Chair, Bookings Secretary		
3	Fleur Howles	Hon Treasurer		
4	Sarah Potter	Hon Secretary		
5	Carole Woodason	Communications, events		
6	Louisa Bryan	Committee Member		
7	Andrew Hinder	Committee Member		
8	Anton Roberts	Committee Member		
9	Will Stancer	Committee Member		
10	Gillian Graham	Committee Member		
11	Sam Eykyn	Committee Member		
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
NA	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
NA		

### Name of chief executive or names of senior staff members (Optional information)

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Trust Deed

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

Elected by AGM (held annually in summer)

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The major risk for Trustees to manage during 2020-21 was from covid-19.

Every effort was made to keep the hall open for permitted use while ensuring the risk to users of catching covid was reduced as far as possible. In this the hall followed government guidance, with excellent support from the Community Buildings Advice Service of Berkshire, part of ACRE.

A detailed risk assessment was carried out for the hall and recommendations to minimise covid risks implemented, such as the introduction of a one way system, hand sanitiser stations, and 2 metre distancing. Additionally risk assessments were conducted with all permitted users to ensure government guidance and regulations were followed.

As far as we are aware there were no cases of covid attributable to events held at the hall during this period.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To maintain the Memorial Hall for the benefit of the local community;  
To promote community activity in and around the Memorial Hall;  
To secure the future of a Memorial Hall in the village .

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**How our activities deliver public benefit**

The charity regularly reviews both the physical infrastructure of the Hall and its financial health. These activities contribute to ensuring the Memorial Hall remains well-maintained and has a secure financial future.

This year (2020-21), hall activities were severely impacted by covid closures and lockdowns, and the hall was only open, with Covid Regulations in place, to the public for around half of the year. The Trustees chose to use this period of time to complete the building of the new hall porch, planning and fundraising for which began in 2018.

In all the hall was closed from mid-March 2020 to late August, and again from end December 2020 to May 2021. The hall benefited from generous government grants to cover lost revenue during this period.

Several of the Trustees took the initiative and formed a covid support group to help vulnerable villagers during lockdown, particularly those who were shielding and those without access to internet banking or online shopping. The system stayed in place for the whole year and is still able to be resurrected if needed.

The Remembrance silence was observed by 3 Trustees outdoors on behalf of all the village and the names of the Fallen read out.

The Trustees ensured the outside areas were maintained and flower borders planted, if any villagers wanted to sit quietly in the gardens.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

- 1) No community events took place as a result of covid social distancing requirements and lockdowns.
- 2) The Trustees held meetings via the Zoom service so that the running of the hall could be maintained.
- 3) The Trustees increased the cleaning of the hall to ensure the few users could feel safer inside.
- 4) Clubs / regular users of the Hall continued to offer options for the community to get together, when possible, notably Village Teas.
- 5) The new porch to make access to the hall easier for wheelchairs, improve weather-proofing, improve energy efficiency and provide additional storage was commenced in early 2020 and completed in late summer 2020. Funds of £35K were raised to cover building costs of £50K, the remainder coming from hall reserves.
- 6) Several of the Trustees formed a covid support group to help vulnerable villagers during lockdown, particularly those who were shielding and those without access to internet banking or online shopping. This group set up a network of 'buddies' to cover the entire parish, providing personal contacts and an email helpline for anyone needing support, and organising a weekly food box scheme along with the pub to ensure regular supplies of fresh meat, cheese and veg.
- 7) The Trustees were able to add £14.5K to reserves to rectify the withdrawal of £14K in 2019-20 to cover the porch build, mainly thanks to requesting and receiving covid support grants. Actual income was reduced from around £13K in 2019 to £3K as a result of closures and cancellations.
- 8) The Trustees stayed in regular contact with users and gave regular updates on government guidance and regulations. Particular attention was paid to helping users for the short time it was permitted to reuse the hall, and individual risk assessments were carried out over zoom with users to ensure safe use of the hall.

## Section E Financial review

### Brief statement of the charity's policy on reserves

Build a reserve fund from surplus income every year, with a reserve fund target of £40,000 for capital projects and local good causes.

### Details of any funds materially in deficit

NA

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income is generated primarily through hire of the hall by a variety of groups, ranging from one-off party bookings to regular activities valued by villagers and local businesses, such as Pilates, yoga, art, sewing, zumba, cancer care and training programmes for business .

Funds are raised chiefly through village events centred on the hall, such as the village summer event and bonfire night.

Any additional funds, for example to cover the porch project, would normally be raised via application for grant funding from local bodies such as the Greenham Trust, the Parish Plan grants or West Berks Members .

## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



GCBell

Full name(s)

Fleur Ann Howles

Graham Charles Bell

Position (eg Secretary, Chair, etc)

Hon Treasurer

Vice Chair

Date

December 2021



**BEECH HILL MEMORIAL HALL CHARITY**

**UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 28TH FEBRUARY 2021**

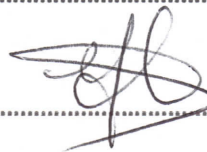
**BEECH HILL MEMORIAL HALL CHARITY**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 28TH FEBRUARY 2021**

	<u>2021</u>
	£
<b>Balance brought forward</b>	<b>42,731</b>
<b>Turnover</b>	
Lettings income	3,132
Donations	40
Grants	18,145
Miscellaneous income	20
Porch funding	26,627
Covid grants	1,000
Bank interest	157
	49,121
<b><u>Administrative Expenses</u></b>	
Utilities	2,026
Website	80
General expenses	1,084
Cleaning	1,110
Improvements	1,715
Miscellaneous expenses	53
Covid expenses	3,273
Fundraising platform fee	1,227
	10,567
Porch expenditure	36,882
<b>Balance carried forward</b>	<b><u><u>44,403</u></u></b>

Beech Hill Memorial Hall Charity accounts for the year ended 28th February 2021  
have been presented to the board on their meeting on

21-Dec-21

Date:

p.p.  (Treasurer)  
Chair



# Independent Examiner's Report on the Accounts

**Section A**
**Independent Examiner's Report**

Report to the trustees/members of

Charity Name

BEECH HILL MEMORIAL HALL

On accounts for the year ended

2 8 0 2 2 1

Charity no (if any)

3 0 0 1 1 6

Set out on pages

(remember to include the page numbers of additional sheets)

**Respective responsibilities of trustees  
and examiner**

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. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- 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
- to state whether particular matters have come to my attention.

**Basis of independent examiner's  
statement**

My examination was carried out in accordance with 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 seeking 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 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 (other than that disclosed below\*):

(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 comply with the accounting requirements of the Charities Act have not been met; or

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

\* Please delete the words in the brackets if they do not apply.

Signed

R Pennington

Date

15/12/2021

Name

RUTH PENNINGTON

 Relevant professional qualification(s)  
or body (if any)

FCCA

Address

 PBA ACCOUNTANTS, RAMSBURY HOUSE  
CHARNHAM LAKE, HUNGERFORD  
BERKSHIRE RG17 0DY

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the  
examiner wishes to disclose