

HAMBLEMEN VILLAGE HALL

**TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020**

Registered Charity Number: 300275

Inland Revenue Ref: XN 40129

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2020

Trustees

Lynnie Bradford (resigned 11th August 2020)
Fiona Brooks
Charlie Lumley
Dawn Murton
Evelyn Robinson
Steven Skelton
Helen Turner
Rory Webb

The freehold of the Village Hall is vested in the Rector and Churchwardens of St Mary the Virgin, Hambleden.

The day to day running of the Hall is in the hands of the Trustees

The main objectives of the Hall

- Provision of a hall for the use of the inhabitants of the Parish of Hambleden and the neighbourhood
- For use by the Church when required
- For any other purpose the committee may allow as long as it does not interfere with the above

Specific investment powers

The Trustees' investment powers are conferred by the Trustees' Act 2000.

Chairman's Report

2020 has, for the hall, been a very challenging year. Beset by sewage problems caused by Thames Water which necessitated closure of the hall for part of the first 2 months, the hall was subsequently forced to close in late March when the country was placed into lockdown because of the coronavirus pandemic.

During the lockdown, stringent measures were taken to ensure that the hall would be compliant with government guidance to enable the hall to open as and when restrictions were eased. To ensure compliance, a risk assessment was formalised along with special conditions of hire, a one way system with 2 metre social distancing markers was implemented, safety and directional signage put up, hand sanitising facilities put in place and an isolation room provided. The kitchen was closed for users and toilet facilities limited to the use of one toilet.

Upon the easing of lockdown restrictions, the hall reopened for hire on 20th July. Unfortunately, the majority of our regular hirers were unable to return for reasons of vulnerability and/or the restricted number of persons allowed in the hall at any one time. For the remainder of the year the hall was open for hire as and when subsequent government lockdown restrictions were eased,

HAMBLEDEN VILLAGE HALL

but, with the exception of a film crew hiring the hall in September, in general the limitations proved too restrictive for hirers.

As a result of the closure of the hall for most of the year, income from fund raising (Open Gardens and the Christmas Tree Festival did not take place) was nil and hire charges were over £10,000 below 2019. Our inaugural Cinema night took place in January and, after all costs including initial setup, it broke even. Unfortunately, further screenings had to be postponed due to the coronavirus pandemic but we hope that this new project will do well in the future. Regular income was generated from the rental of the cottage and office and council grants were received for lack of hire due to coronavirus. With regard to expenditure, a water leak incurred the largest outlay. Other expenditure of note was re-polishing the floor and general painting and refurbishment. Extra costs were incurred with the provision of Covid-related items. Because of low hire use, lighting and heating was reduced and a rebate for rates was received.

On-going maintenance is constant. Structural damage to the wall in the ladies' toilet area is being closely monitored for further deterioration, but it is likely to incur significant costs in 2021. In addition, damage caused by Thames Water to the drive is to be carried out, and the rear outside wall requires remedial work and possibly re-pointing. We are fortunate that the hall has adequate reserves to fund such maintenance. The kitchen (under the guidance of Charlie Lumley) undergoes improvements and repairs to equipment as and when appropriate. The adjoining cottage, which we let, needs regular maintenance but following significant repairs to its fabric it is now in a very much-improved condition. Grateful thanks are given to Rory Webb, our maintenance officer, for his invaluable advice and help with the on-going maintenance of the hall, cottage and grounds. Special thanks are given to our caretaker, Jamie Baker, for his continuing diligent maintenance of the garden, the extremely high standard of daily upkeep of the hall, his efficient administration and tireless efforts in ensuring the hall remains compliant for use during ruling coronavirus restrictions.

Projects for 2021 are currently under discussion. They include a replacement hall sign and a low level light set on a timer to illuminate the driveway. As mentioned previously, on-going maintenance is always required and maintaining the hall to its current high standard requires funding, but it also requires time and effort and I would like to thank the hall management committee (trustees) for this and for their continued support. Trustees not mentioned elsewhere in this report are in alphabetic order: Lynn Bradford (resigned in August 2020), Fiona Brooks, Dawn Murton (Secretary), Evelyn Robinson and Steven Skelton (Treasurer). We would, of course, welcome additional trustees who are interested in serving on the committee in an active role to further the hall's continuing success.

Review of major risks

The Trustees review the major risks facing the Hall at least once a year. Health and safety issues are also kept under regular review.

Reserves policy

The Trustees' objective is to maintain a sufficient balance to meet committed expenditure and to hold as a minimum capital of approximately 6 months running costs.

At 31 December 2020, reserves totalled £54,989 (2019 £43,864), which was appropriated as:

	2020	2019
	£	£
Capital	5,000	5,000
General reserve	<u>49,989</u>	<u>38,864</u>
	<u>54,989</u>	<u>43,864</u>

Declaration

I declare, in my capacity as Chairman, that the trustees have approved the report above and have authorised me to sign it on their behalf.

Signed:
H Turner, Chairman

26 Jan... 2021
Date

INCOME AND EXPENDITURE ACCOUNT

THE YEAR ENDED 31ST DECEMBER 2020

	2020	2019
INCOME		
Operations		
Hire Charges	4,048	14,768
Fund Raising Events	Schedule 1 0	4,186
Donations	25	400
Income from Operations	4,073	19,354
Other Income		
Cottage Rent	16,200	16,200
Office Rent	3,180	3,180
Council Grants Re Covid-19	11,334	
Total Income	34,787	38,734
EXPENDITURE		
Operations		
Heating and Lighting	2,220	2,815
General Rates & Water Rates	825	1,060
Insurance	1,395	1,370
Wages	9,538	9,131
Advertising	260	250
Repairs and Refurbishment	Schedule 2 4,567	2,584
Cleaning and Sundries	1,980	3,220
Gardening	1,550	1,550
Operations Expenses	22,335	21,980
Other expenses		
Cottage / Office expenses	1,327	2,066
Total expenses	23,662	24,046
SURPLUS/(DEFICIT) FOR THE YEAR	11,125	14,688
SURPLUS brought forward	38,864	24,176
SURPLUS carried forward at 31st December 2020	49,989	38,864

Balance Sheet as at 31st December 2020

	2020	2019
Current Assets		
Cash & bank	54,928	42,547
Debtors	1,452	2,736
HMRC Gift Aid	0	75
Total Current Assets	56,380	45,358
Current Liabilities		
Creditors and Accruals	1,391	1,494
	1,391	1,494
Net Assets	54,989	43,864
FINANCED BY		
Capital	5,000	5,000
General fund	49,989	38,864
	54,989	43,864

**Schedules to the Income & Expenditure Account for the year ended
31st December 2020**

Schedule 1 - Fundraising events	2020	2019
	£	£
Open Gardens	0	2,926
Quiz Night	0	820
Pop up Café	0	440
	<u>0</u>	<u>4,186</u>

Schedule 2 - Repairs & Maintenance	£	£
Car Park Contribution	(80)	
Floor Maintenance	858	0
Decorating	950	0
Electrics	417	99
Drive Repairs	16	0
Plumbing	0	220
Window Repairs	0	189
Wall Damage Investigation	200	1,812
New Drive Gate / Installation	220	264
Water Leak	1,986	0
	<u>4,567</u>	<u>2,584</u>

Trust Property

Hambleden Village Hall, office and adjoining cottage are currently insured for £1,238,750 (2019: £1,039,102).

These accounts were approved by the Trustees of the Village Hall at their meeting on 26 Jan 2021.

Signed:

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S Skelton
Trustee & Treasurer

D Murton
Trustee & Secretary

Independent examiner's report to the trustees of the Hambleden Village Hall Management Committee

I report on the Accounts of the Trust for the year ended 31st December 2020, which are set out on pages 1 to 6.

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under Section 43(7)(b) of the 1993 Act; and
- 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 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 in accordance with Section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Signed:
P I Coxon, FFA

Date: 12 March 2021