

# **HAMBLEMEN VILLAGE HALL**

**TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

**Registered Charity Number: 300275**

**Inland Revenue Ref: XN 40129**

## TRUSTEES' REPORT FOR THE YEAR ENDED 31ST DECEMBER 2021

### Trustees

Fiona Brooks (resigned 18<sup>th</sup> May)  
Dick Fletcher (appointed 30<sup>th</sup> June)  
Jilly Holland (appointed 5<sup>th</sup> October)  
Charlie Lumley  
Dawn Murton  
Evelyn Robinson  
Steven Skelton  
Helen Turner  
Rory Webb (resigned 30<sup>th</sup> June)

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

2021 has, like 2020, been another very challenging year. COVID restrictions forced the hall to close in January and, whilst restrictions were lifted in May, it was decided that the hall should remain closed for one more month and it reopened for hire on 21<sup>st</sup> June. We were, however, pleased to be able to hold our AGM in May in person subject to the then COVID rules.

During the lockdown, the hall followed all of the Government's COVID advice for the few functions it has had and was checked regularly to make sure the fabric of the building did not deteriorate and remained safe and fit for purpose. Stringent measures remained in place to ensure that the hall would be compliant with government guidance to enable the hall to open as and when restrictions were eased.

An open relaunch evening was held in September to welcome both local residents and our regular hirers to return to the hall and we are very grateful that regular hirers including Pilates, Bridge, Men on Tuesday and WI continued to meet for the remainder of the year.

## HAMBLEDEN VILLAGE HALL

Due to COVID, income from some annual fund-raising events did not take place and hire charges were over £10,000 below 2019. However, regular income was generated from the rental of the cottage and office and council grants and furlough were received for lack of hire due to coronavirus. With regard to fund-raising events, Dick Fletcher organised an enjoyable Halloween jazz evening, a coffee morning run by Charlie Lumley on the first Wednesday of each month started in August and has proved popular and worthwhile staging for local residents and visitors alike. The annual quiz organised by Chris Whitehead in November was successful and a sizeable sum was raised. Cinema screenings organised by a sub-committee including Dick Fletcher and Jilly Holland were relaunched in October principally for the benefit of our local community and screenings are planned to take place monthly during autumn and winter months. For the first time a Christmas market was held in conjunction with the village shop partly as a fund-raiser and partly to raise funds for charity (DASH).

With regard to expenditure, structural work to repair the wall in the ladies toilet area was delayed as a result of COVID and commenced in November and is still underway. The village hall sign was falling into disrepair, and a new sign was made and installed in April. Low level lighting has been fitted to improve lighting on the drive for visitors to the hall. The dishwasher and oven both required major repairs. As a result of the previous year's sewer issues with Thames Water and the damage caused to the drive, this was resurfaced at Thames' expense. The adjoining cottage proved expensive with regard to EICR certification of its electrics and a persistent problem with its water heater.

On-going maintenance is constant. As a result of the building works a new fire alarm system is required. Patches of damp have appeared in the flooring and the cost for treatment for this could be significant. In addition the rear outside wall requires remedial work and possibly re-pointing. We are fortunate that the hall has sufficient reserves to fund such maintenance. The kitchen (under the guidance of Charlie Lumley) undergoes improvements and repairs to equipment as and when appropriate. Unfortunately our maintenance officer, Rory Webb, resigned due to an increased workload. Grateful thanks are given to him for his invaluable advice and help over the years 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 2022 are currently under discussion. 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: Fiona Brooks (resigned in May), 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. In line with this policy it was agreed at the trustees meeting on 1<sup>st</sup> February to increase the capital account by £5,000 from the general reserves

At 31 December 2021, reserves totalled £69,434 (2020 £54,989), which was appropriated as:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Capital	10,000	5,000
General reserve	<u>59,434</u>	<u>49,989</u>
	<b><u>69,434</u></b>	<b><u>54,989</u></b>

It should be noted that the hall is undertaking rebuilding work on its ladies toilet block , this also requires a replacement fire alarm system to comply with building regulations . As a result of the work the cottage patio needs replacing. The expected cost of all work is £46k . There is also concern over structural damage to the hall floor which is under investigation , it is to early to quantify this cost.

## 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

Date 01/02/22

# INCOME AND EXPENDITURE ACCOUNT

## THE YEAR ENDED 31 DECEMBER 2021

	2021	2020
<b>INCOME</b>		
<b>Operations</b>		
Hire Charges	4,812	4,048
Fund Raising Events	<b>Schedule 1</b> 2,097	0
Donations	188	25
Cinema	421	20
<b>Income from Operations</b>	<b>7,518</b>	<b>4,093</b>
<b>Other Income</b>		
Cottage Rent	16,200	16,200
Office Rent	3,180	3,180
Council Grants Re Covid-19	9,765	11,334
<b>Total Income</b>	<b>36,663</b>	<b>34,807</b>
<b>EXPENDITURE</b>		
<b>Operations</b>		
Heating and Lighting	2,982	2,220
General Rates & Water Rates	861	825
Insurance	900	1,395
Wages	6,626	9,538
Advertising	300	260
Repairs and Refurbishment	<b>Schedule 2</b> 3,938	4,567
Cleaning and Sundries	2,861	2,000
Gardening	1,550	1,550
<b>Operations Expenses</b>	<b>20,018</b>	<b>22,355</b>
<b>Other expenses</b>		
Cottage / Office expenses	2,200	1,327
<b>Total expenses</b>	<b>22,118</b>	<b>23,682</b>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>	<b>14,445</b>	<b>11,125</b>
Transfer to Capital Reserves	(5,000)	
<b>SURPLUS brought forward</b>	<b>49,989</b>	<b>38,864</b>
<b>SURPLUS carried forward at 31 December 2021</b>	<b>59,434</b>	<b>49,989</b>

**Balance Sheet as at 31 December 2021**

	<b>2021</b>	<b>2020</b>
<b>Current Assets</b>		
Cash & bank	68,500	54,928
Debtors	2,897	1,452
HMRC Gift Aid	31	0
<b>Total Current Assets</b>	<b>71,428</b>	<b>56,380</b>
<b>Current Liabilities</b>		
Creditors and Accruals	1,994	1,391
	<b>1,994</b>	<b>1,391</b>
<b>Net Assets</b>	<b>69,434</b>	<b>54,989</b>
<b>FINANCED BY</b>		
Capital	10,000	5,000
General fund	59,434	49,989
	<b>69,434</b>	<b>54,989</b>

## Schedules to the Income & Expenditure Account for the year ended 31 December 2021

Schedule 1 - Fundraising events	2021	2020
	£	£
Christmas Market	456	0
Quiz Night	800	0
Pop up Café	238	0
Jazz Night	26	
Coffee Mornings	577	
	<b>2,097</b>	<b>0</b>

Schedule 2 - Repairs & Maintenance	£	£
Car Park Contribution	60	(80)
Floor Maintenance	0	858
Decorating	0	950
Electrics	850	417
New Sign & Erection	523	16
Chimney Cowl	110	0
Dishwasher Repair	258	0
Wall Investigation & Building Regs	1,669	200
New Drive Gate / Installation	0	220
Water Leak	0	1,986
Oven Repair	468	0
	<b>3,938</b>	<b>4,567</b>

### Trust Property

Hambleden Village Hall, office and adjoining cottage are currently insured for £1,288,300 (2020: £1,238,750).

These accounts were approved by the Trustees of the Village Hall at their meeting on 1st February 2022.

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 31<sup>st</sup> December 2021, 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: 31/03/22