

**Report of the Trustees and
Receipts and Payments Accounts
for the Year Ended 30th September 2020
for
Pitstone Memorial Hall**

Pitstone Memorial Hall

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for the Year Ended 30th September 2020**

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Pitstone Memorial Hall

Report of the Trustees for the Year Ended 30th September 2020

The Trustees are pleased to present their report together with the receipts and payments account of the charity for the year ended 30 September 2020.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name

Pitstone Memorial Hall

Registered charity number

300318

Charity's principal address

Vicarage Road
Pitstone
Leighton Buzzard
LU7 9EY

Trustees during the year

Robert Aldridge (resigned December 2020)
Tony Clare (resigned September 2020)
Jane Beddall
Margaret Ann Crutchfield
Margaret Ann Witherden
Stephanie Murrell
Richard Tanswell (appointed November 2020)
Frances Nash (appointed January 2021)
David Frankum (appointed November 2019)

Trustees appointed after the year end

Alec Henson (appointed May 2021)

Independent Examiner

J Andrews FCA
Ashbys Chartered Accountants
Morton House
9 Beacon Court
Pitstone Green Business Park
Pitstone
LU7 9GY

Pitstone Memorial Hall

Report of the Trustees for the Year Ended 30th September 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Scheme made by the Secretary of state for Education and Science on the 20th June 1973 in which Pitstone Memorial Hall is referred to as the foundation hall.

Constitution of Charity

The charity is constituted by a Trust. At the year-end there were 5 Trustees.

Trustee Selection

Trustees may be:

- appointed by local groups that use the hall
- elected at AGM
- co-opted by management committee.

Additional governance issues

Pitstone Parish Council is designed as Custodian Trustee for the Memorial Hall Foundation. The Memorial Hall Management Committee maintains close links with the Parish Council to ensure that the hall facilities are appropriate to the needs of local residents, and are included in strategic discussions on the future development of the village.

OBJECTIVES AND ACTIVITIES

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

The provision and maintenance of a Memorial Village hall and facilities ancillary thereto of the use of the inhabitants of the Parish of Pitstone and the immediate neighbourhood thereof without distraction of sex or of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

The trustees have referred to the Charities Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities.

Summary of the main activities undertaken for the public benefit in relation to these objects

Providing and maintaining Pitstone Memorial Hall, comprising: main hall and kitchen, Millennium Room and kitchen, meeting room, sports changing rooms, memorial bar and toilets. Advertising these facilities and hiring them at appropriate rates to local groups and individuals.

Additional details of objectives and activities

The management committee employs a facilities manager, a bookkeeper, part-time paid cleaners, a bar manager and bar staff. All other matters related to the running of the Memorial Hall are dealt with by members of the committee who are all volunteers.

Pitstone Memorial Hall

Report of the Trustees for the Year Ended 30th September 2020

ACHIEVEMENTS AND PERFORMANCE

Summary of the main achievements of the charity during the year

The first 6 months of the year the Hall continued to benefit from a healthy revenue stream and through all the regular hirers it continued to offer a wide range of activities, keeping the Hall as an important centre for the village. This included hosting the annual Remembrance Service in November at the site of the Pitstone War memorial. Both the Hall Manager and Hall Bookkeeper moved on at the beginning of 2020 and we have managed to find excellent replacements for both roles. In March 2021 it became apparent the coronavirus pandemic was taking hold and following government guidelines the hall was closed thus immediately stopping all income. This had a significant impact on the Hall's finances however through utilising the governments furlough scheme and a grant from Bucks County Council received in August the losses have been minimised. The Hall instigated several adaptations to allow a tentative reopening in September.

FINANCIAL REVIEW

Policy on reserves

The management committee aims to set the hire charges for the hall to achieve an operating surplus which is held in reserve to pay for:

- Anticipated maintenance (e.g. redecoration, equipment renewal) that occurs less frequently than annually
- Planned preventative maintenance
- Planned improvements to facilities
- Unforeseen expenditure

Funds materially in deficit

None

Further information

The Trustees declare that they have approved the trustee's report above. Signed on behalf of the charity's trustees.

Name: Alec Henson

Date: 26 July 2021

Pitstone Memorial Hall

Receipts and Payments Account for the Year Ended 30th September 2020

RECEIPTS AND PAYMENTS

Income	2020	2019	Expenditure	2020	2019
	£	£		£	£
Lettings	23,635	42,099	Wages	18,529	17,854
Bar Takings	9,452	32,767	Cleaning Materials	924	901
Other Income	33	4,131	Water Rates	775	968
Government grants	13,507	0	Bar Expenses	12,982	29,130
			Heating Oil and Gas	1,908	1,410
			Electricity	3,141	1,829
			Postage stat. & telephone etc.	947	1,234
			Insurance	2,256	2,171
			Repairs and Maintenance	2,633	9,108
			Hall Refurbishment	3,144	3,862
			Refuse Collection	1,072	1,360
			Subscriptions	1,914	2,047
			Professional fees (payroll)	522	669
			Sundries	305	972
				51,052	73,515
			Surplus / (deficit) for the year	(4,425)	5,482
Total	<u>46,627</u>	<u>78,997</u>	Total	<u>46,627</u>	<u>78,997</u>

No restricted funds were received in the year

RECONCILIATION TO AMOUNTS HELD

	2020	2019
	£	£
Funds brought forward	36,506	31,024
Surplus / (deficit) for the year	(4,425)	5,482
Total funds carried forward	<u>32,081</u>	<u>36,506</u>

Pitstone Memorial Hall

**Statement of Assets & Liabilities
As at 30th September 2020**

	2020	2019
<u>CASH FUNDS</u>		
Bank Current Accounts	31,805	35,220
Cash	<u>276</u>	<u>1,286</u>
	<u>32,081</u>	<u>36,506</u>
 <u>ASSETS</u>		
Electricity refund due	1,230	-
Stock	<u>1,958</u>	<u>2,259</u>
	<u>3,188</u>	<u>2,259</u>
 <u>LIABILITIES</u>		
Sundry creditors	<u>336</u>	<u>403</u>

Signed on behalf of all the Trustees

Alec Henson

Date: 26 July 2021

Pitstone Memorial Hall

Independent Examiners Report of the Trustees and Accounts for the Year Ended 30th September 2020

I report on the accounts of the charity for the year ended 30 September 2020 which are set out on pages 4 and 5.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

J Andrews FCA
Ashbys Chartered Accountants
Morton House,
9 Beacon Court,
Pitstone Green Business Park,
Pitstone LU7 9GY

Date: 27 July 2021