



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	Jan	2021	To	Day 31	Dec	2021

Section A Reference and administration details

Charity name HARSTON VILLAGE HALL

Other names charity is known by

Registered charity number (if any) 300397

Charity's principal address Harston Village Hall

20 High Street

Harston Cambs

CB22 7PX

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	Mr G Marriott	Chairman		
2	Mr S Mynott	Administrator		
3	Mr T Stafford	Treasurer		
4	Mr D Benning			
5	Mr K Benwell		Resigned 18/05/21	
6	Mrs M Bloss		Resigned 08/06/21	
7	Mrs J Boakes			
8	Mr R Dick			
9	Mr L Howells		Resigned 23/10/21	
10	Mrs S Turnbull			
11				
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

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Declaration of Trust dated 27 th November 1933 as varied or affected by a scheme of the Charity Commissioners of 18 th April 1947 and in the matter of the Charities Act 1993.
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Selection by existing trustees in the best interest of the charity.

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.

A Cloud-based software package, Clearbooks, has been used throughout 2021 as the primary accounting system. A separate system Payroo has been used for wages and statutory reporting to HMRC.

Section C Objectives and activities

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

The charity is established to benefit the inhabitants of Harston by providing facilities for communal activities. The Village Hall is available for hire by any individual or organisation in accordance with the standard hiring agreement. It is intended that the scale of charges be sufficient to generate income to meet the annual running costs of the Hall and for its upkeep in the longer term.

The charity is managed by residents of the village, some of whom are elected, others being nominated by village organisations, with a Managing Committee which meets monthly.

Day to day tasks are undertaken by a paid Booking Secretary and Caretaker and by Trustees as volunteers.

The Hall is being promoted through both our own website and via Cambridge ACRE as an attractive venue for regular users to hold classes, courses, events and meetings and also as a suitable venue for local families to hold weddings and parties.

Activities at The Hall continued to be seriously affected during 2021 by the Coronavirus pandemic. The Hall was closed completely during the early part of the year and reopened for limited use mainly by weekday user groups starting on 17th May. All weekend party and wedding bookings were either cancelled or postponed until 2022. Most fund-raising activities, dramas, fetes and other community meetings were similarly cancelled.

Trustees followed advice provided by Cambridge ACRE and the government to make The Hall 'Covid-Safe' during the year providing signage, sanitation products and emergency materials. Cleaning staff worked with users to ensure that furniture used was properly sanitised and quarantined to minimise risk of transmission of the disease.

The Annual General Meeting scheduled to take place during April 2021 was cancelled. Trustees had no notification of issues that might have been raised at an AGM.

Communication between trustees, users and local residents has been maintained throughout the year through both phone and email channels, virtual meetings have been held when necessary for safe operation of the hall.

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit and to the special advice provided related to the impact of coronavirus on trustee meetings and filing of annual returns.

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)

Additional details of objectives and activities (Optional information)

Many people have given freely of their time to ensure the smooth operation of the Hall during 2021 for which we extend grateful thanks.

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

Net income from hirings was £11,341 (£12,963 2020).
Operating costs amounted to £15,027 (£20,313 2020).

Government support related to the coronavirus pandemic was provided during the year, grants under the various Business Support Schemes totalled £19,573, and grants under the Coronavirus Job Retention Scheme totalled £2,476.

Employees were placed on full or partial furlough at various times during the year, claims for support were made under the rules of the CJRS, trustees agreed to top up employee wages during furlough periods to 100% of normal wages.

Cash funds at year end totalled £54,537.

Trustees organised three monthly coffee and cake events for the local community raising £411 towards Hall funds. Coronavirus disrupted further fund raising efforts which were cancelled for the period Jan – Sept 2021.

All hirers unable to take up bookings due to the coronavirus pandemic lockdowns were given full refunds.

Section E

Financial review

Brief statement of the charity's policy on reserves

A reserve of £24,280 will be held against emergency repairs and other non-budgeted costs. This equates to approximately one year operating costs plus a provision for essential maintenance.

Details of any funds materially in deficit

None.

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.

Accounts for 2021 have been prepared on a Receipts and Payments basis as in previous years and as allowed under Charity Commission rules.

Two accounts are used for day-to-day Hall operation, a Lloyds current account and a Lloyds instant access deposit account. The deposit account pays interest at 0.01% and receipts of £5 were recorded for 2021.

A Paypal account was set up during 2019 to accommodate a new hirer who wished to pay using this method. The hirer no longer uses the hall but the account remains open for further use.

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)

Full name(s) Grant Marriott

Anthony Stafford

Position (eg Secretary, Chair, etc) Chairman

Treasurer

Date

01/02/22

11/2/22



Charity Name Village Hall (Harston)	No (if any) 300397
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Receipts and payments accounts

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For the period from	Period start date 01/01/2021	To	Period end date 31/12/2021
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hiring	11,341	-	-	11,341	12,963
Donations	40	-	-	40	-
Interest	5	-	-	5	11
Fund raising	456	-	-	456	300
Coronavirus Support Grants	22,119	-	-	22,119	14,411
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	33,960	-	-	33,960	27,684
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	33,960	-	-	33,960	27,684
A3 Payments					
Utilities	2,774	-	-	2,774	2,791
Insurance	1,447	-	-	1,447	1,391
Repairs & Renewals	3,098	-	-	3,098	5,778
Cleaning & Maintenance	144	-	-	144	587
Booking Secretary wages	2,801	-	-	2,801	4,140
Caretaker wages	3,559	-	-	3,559	4,429
Refurbishment project	-	-	-	-	-
Subs & Licences	1,174	-	-	1,174	1,077
Misc	30	-	-	30	120
Sub total	15,027	-	-	15,027	20,313
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	15,027	-	-	15,027	20,313
Net of receipts/(payments)	18,933	-	-	18,933	7,371
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	35,604	-	-	35,604	28,233
Cash funds this year end	54,537	-	-	54,537	35,604

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		54,537	-	-
		-	-	-
		-	-	-
	Total cash funds	54,537	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

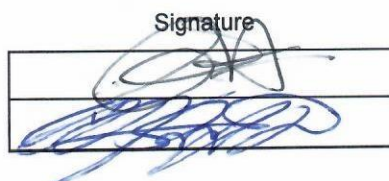
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Various items of furniture and kitchen appliances		-	-
	Freehold deeds of Village Hall and land		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Utilities, electricity and gas monthly, water half-yearly, in arrears.		-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature



Print Name

Grant Marriott
Anthony Stafford

Date of approval

01/02/22
1/2/22



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Harston Village Hall

On accounts for the year
ended

31st December 2021

Charity no
(if any) 300397

Set out on pages

1-3

(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; and
 - 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:

Date:

20th February 2022

Name:

ROGER DICKERSON

Relevant professional
qualification(s) or body

ACIB (RETIRED)

(if any):

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Address:

62 THE LINES
HARSTON
CAMBRIDGE CB22 7PT

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

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