

## Independent examiner's report to the trustees of Sampford Peverell Village Hall and Recreation Ground on the accounts of the charity for the year ended 31st March 2023

**Respective  
responsibilities of  
trustees and examiner**

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

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

Signed:



Date: 16th May 2024

Name:

Edward Coton

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

AFA (Institute of Financial Accountants)  
MIPA (Institute of Public Accountants)

# **SAMPFORD PEVERELL VILLAGE HALL AND RECREATION GROUND CHARITY MANAGEMENT COMMITTEE**

## **MINUTES OF AGM HELD ON THURSDAY 16 MAY 2024**

Meeting commenced at 735pm, chaired by Bernie O'Connell

1. **APOLOGIES** – Allan Weller, Stuart Brooks, Ian Adlington will arrive about 20 minutes late

**PRESENT** – Clive Cotton (Secretary), Bill Bloxham (booking clerk), Linda Turner, Fred Harding (Cricket Club), David Cutts, Rachel Cutts (treasurer), Cara Snow (school) Katy Darby (Member of community), Piers Makin (Charity Commission Liaison), Ian Adlington (Trustee) joined meeting later – previously notified, Bernie O'Connell (Chairman). 11 People in Attendance. AGM Attendance listed circulated and signed by all above

2. **ELECTION OF OFFICERS**– all officers stand down each year and may offer themselves for re-election.

- a. Chairman – Bernie O'Connell proposed by Fred Harding, Seconded by Cara. No other candidates. Voted for unanimously by all those attending
- b. Vice Chairman – Ian Adlington Proposed by Bill Bloxham, Seconded by Clive.
- c. Treasurer – Rachel Cutts indicated her willingness to stand for one more year. Proposed by Bill Bloxham, seconded by Piers Makin
- d. Secretary - Clive Cotton proposed by Bill Bloxham, Seconded by Rachel Cutts

3. **ELECTION OF OTHER MEMBERS**

- a. Booking Clerk – Bill Bloxham
- b. School – Cara Snow
- c. Football – Stuart Brooks ( not at meeting, but had indicated willingness to continue in existing role)
- d. Elected Member – Linda Turner

4. **TRUSTEES** – Linda, Piers and Ian are existing Trustees, Bernie O'Connell to be added, Parish Council to be added back "en bloc" as custodial trustees – Bernie to formally advise, Treasurer role to become a trustee

5. **AGM MINUTES FOR LAST YEAR – HELD 9 MAY 2023** – Originally circulated 15 May 23, Recirculated 12 May 2024. Accepted unanimously by those attending this meeting . Signed by the Chairman, Bernie O'Connell

6. **CHAIRMAN'S REPORT** – Reported by Bernie O'Connell. Doing Financially OK. Building work repairs done on roof. Other items – kitchen, Elec switchboards to be discussed at GM to follow this AGM. The VAT issue (still ongoing) has been the biggest problem this year. Succession planning an ongoing concern.

7. **TREASURERS REPORT** – Circulated by email by Rachel prior to the meeting. Another successful year. Bank account balance closed 31 Mar 2024 at £39.0 k (last year £39.8k). Hall hire income at £18.1k was 20% above last years figure. MUGA Income slightly lower due to unusable condition in severe wet weather over winter. £480 from playpark donations. Costs have risen as expected for wages and utilities. "One off" costs this year of £1.2k for accountancy advice re VAT situation and MUGA surface deep cleaning (c £2k). Accounts accepted and copy has been sent to auditors.



8. **MATTERS ARISING FROM AGM REPORTS**– Question raised regarding hall charge out rates – do they cover ongoing costs ? Significant cleaning costs after parties. Should we increase rates for parties and also for non-local organisations ? **ACTION** – Rachel to circulate email and ask for comments
9. **CHARITY ASSETS AND POTENTIAL LONGER TERM ISSUES** – a number of “big ticket” items could occur over next few years. Some will require additional fundraising, but others could significantly use up existing reserves. Examples are village hall roof, kitchen refurbishment, playpark equipment, MUGA drainage issues, Playing field additional maintenance costs due to increased usage. **ACTIONS** Committee members invited to submit their thoughts on potential large expenditure items. Rachel to transfer £30k to “Capital reserve” account. Bernie to remind Parish Council about ongoing support. Cara to look for someone to run the 200 club – maybe online ?
10. **NEXT ANNUAL GENERAL MEETING DATE** – Thursday 15 May 2025 ; Next General Meeting to follow this meeting.

**Meeting closed at 8.25pm**

**Clive Cotton Secretary to SPVH&RG Charity**

**Minutes produced 15 May 2023**

## Sampford Peverell Recreation Ground & Hall Charity

Receipts and Payments Account  
for the year ending 31st March 2024

	2024	2023
Receipts		
Hall Hire	£18,069.50	£14,934.81
Field Rent	£1,000.00	£916.00
MUGA	£1,902.00	£2,217.00
Play Park	£480.80	£185.42
Communi	£2,157.09	£3,553.45
other refu	£28.89	£131.20
Insurance refund		£770.68
VAT return		£7,801.37
	<b>£23,638.28</b>	<b>£30,509.93</b>

Payments		
Wages	£5,780.00	£4,796.00
Utilities	£6,330.38	£5,173.78
Licences	£496.85	£336.20
VH Maint	£1,501.20	£3,807.62
Playpark	£625.14	£948.15
Insurance	£2,752.27	£2,427.14
Accountar	£1,215.00	
Communi	£1,998.82	£3,394.09
Equipmen	£128.78	£596.47
Rec/MUG	£3,766.13	£2,484.34
VAT Return to CC		£1,968.45
200 Club		£2,159.97
Misc	£107.70	£586.97
	<b>£24,702.27</b>	<b>£28,679.18</b>

### Bank Account

As at 1st April 2023	£39,816.52
Add receipts	£23,923.28
less payments	£24,702.27

### Bank Account

As at 31st March 2024	£39,037.53
Contingency fund	£5,000.00