



# **Ugborough Village Hall**

## **Trustees Annual Report and Accounts**

**For the Year Ending 31<sup>st</sup> March 2021**

**Registered Charity Number 301002**

**Address: Ugborough Village Hall, The Square, Ugborough, Devon PL21 0NT**

# **Ugborough Village Hall**

## **Annual Report And Accounts For The Year Ending 31<sup>st</sup> March 2021**

### **Annual Report**

- Legal and Administrative Information
- Annual Review
- Financial Performance

### **Independent Examiner's Report**

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# **Ugborough Village Hall**

## **Annual Report for the Year Ending 31<sup>st</sup> March 2021**

### **Legal Status**

Ugborough Village Hall is a Registered Charity – Number 301002.

The provision and maintenance of its facilities is managed in accordance with the Governing Conveyance for the Village Hall dated 17<sup>th</sup> May 1968.

### **Objects**

The Governing Conveyance for the Village Hall states the Hall facilities are “for the use of the inhabitants of Ugborough and the neighbourhood (hereinafter called “the area of benefit”) without distinction of sex or political, religious or other opinions and in particular for 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 of the said inhabitants”.

The charity carries out these objects by;

- a) A commitment to open the Hall every day of the week at affordable rates, with specific subsidised charges where appropriate.
- b) Maintenance of the building’s facilities to a proper standard, ensuring compliance with relevant legislation
- c) Proper management of the organisation’s finances, with budgeting and detailed analysis and review, thus ensuring long term stability for the Hall’s activities
- d) Support and initiatives to help existing and new activities in the Hall.

The Committee is committed to enabling as many people as possible to access the facilities provided by the Hall in line with the above Village Hall Governing Conveyance, the Charities Act and the Charity Commission’s guidance on public benefit.

### **Additional Information**

The Committee/Trustees meets the cost of insuring the Village Hall and its contents and of providing Trustee Indemnity cover.

## **Management Committee and Trustees**

The following Trustees have held office during the year ending 31<sup>st</sup> March 2021:-

- Caroline Martin – Chairperson\*
- Stafford Williams – Secretary\*
- Kate Brampton – Treasurer\*
- Philomena Jones – Booking Secretary\* (resigned November 2020 – role currently vacant despite advertisement)
- Charlott Fletcher (Ugborough & Bittaford Preschool Representative)
- Joy Hosking\* (non-assigned)
- Tim Slater (Parish Council Representative)

The members of the management committee are either appointed by the organisation nominating them, elected annually by the community, or co-opted. Elected members are indicated by an asterisk (\*) and co-optees by a hash (#).

## **Bankers**

Lloyds Bank Plc  
13, Fore Street  
Ivybridge  
Devon PL21 9AD

## **Independent Examiner**

Tom Holway F.C.M.A (Honorary)  
Sou' West  
Ugborough  
Devon PL21 0NR

## **Ugborough Village Hall**

### **Annual Review for the Year Ending 31<sup>st</sup> March 2021**

The Trustees present their Annual Report and Accounts for the year ended 31<sup>st</sup> March 2021.

The Village Hall continues to operate under the control of the Committee of Trustees with the support of the Caretaker/Cleaner.

The Committee meet monthly to which all user groups are welcome. As well as the formal monthly meetings which oversee the operation and activities of the Village Hall, establish resource budgets, exercise financial control and plan for its future (in relation to both Hall envelope, fabric, systems and equipment and activities), these meetings provide a useful opportunity to share concerns, information and consult with users about the running of the Hall. There have been twelve virtual meetings via Zoom this year plus the Annual General Meeting held in September in the Village Hall with all Covid-19 compliance requirements in place.

Due to the Coronavirus disease (Covid-19) and government restrictions for this financial year, the Village Hall has unfortunately had limited use. However the Village Hall has been able to support an emergency Post Office when its usual venue was unavailable due to Covid-19 restrictions, support Preschool as an emergency venue for key worker children, Preschool, Breakfast Club, After School Club, Ugborough Take Away event (using kitchen only), First Aid courses and Support Ugborough Community Group Christmas Hamper Packing event. All hires have been Covid-19 restriction compliant.

It is still the policy that organisations and individuals should obtain their own Temporary Event Notice when wishing to sell alcohol at events in the Hall.

The Village Hall insurers have been kept informed of the Village Hall closures/openings this year which have been in accordance with government restrictions. Virus control measures have been in place and the cleaner/caretaker services continue within the Village Hall including additional cleans and ‘fogging’ as required.

This year has seen the project associated with raising the head height of the kitchen hatch/servy take place as the original head height was too low for Hall Users. This project has been possible thanks to a grant from the Lottery Awards for All Community Fund.

As the Village Hall has had limited opportunity to open this year, the Village Hall worked with the community group Support Ugborough to apply for and successfully receive a small Christmas community grant from Western Power Distribution’s “In This Together - Community Matters Fund” for Christmas hampers for vulnerable members of our community. The hampers were put together and distributed by Support Ugborough.

Minor repair/replacements have taken place this year including first aid kits been replenished, an external solar light adjacent to the main entrance doors been installed, a replacement window hinge and a replacement kitchen square hand wash sink and taps.

Planned annual legislative maintenance works have taken place as required during the year.

Our Village Hall has this year provided a summary of our Village Hall and its activities as a contribution to the ACRE Doomsday Book of Village Halls 2021 which celebrates village halls throughout the country and the contribution they have made to rural communities over the last 100 years.

An annual asset and equipment audit was completed during this financial year and no increases or replacements were required.

The Hall continues to use the "Ugborough.com" website which includes the Hall calendar, online booking facility, hire rates and terms and conditions, and other information relating to the facilities offered. This has been particularly important during this last financial year as changes in relation to Covid-19 were able to be agreed and uploaded to the website immediately.

The Committee have carried out an annual review of potential future hire fees from September 2021 and these proposals are set out in the May 2021 AGM agenda.

The Village Hall enters the next financial year with COVID-19 and government restrictions roadmap for opening up in place – this will have some consequences for the Village Hall and it will also mean the monthly meetings may carry on being virtual for the time being.

The Parish Council defibrillator continues to be housed externally on the front of the Village Hall and all appropriate weekly and monthly checks are completed and reported to the Parish Council and South-Western Ambulance Service Accreditation Scheme.

I would like to pass on my thanks to all those, who for the last 12 months have been part of the Committee. The Committee wish to express their appreciation to all those who have provided support in various ways for the Village Hall, to the groups and individuals who have hired the Hall and also those Bodies and Groups who have provided grant funding and/or made donations to the Hall.

Thanks also to our cleaner/caretaker Helaena Pilcher and her support team for keeping the Hall looking good and providing the additional support required due to Covid-19 requirements for Hall Users. Others have carried out the window cleaning.

Thank You

Caroline Martin  
Chairperson  
Charity Number 301002

## **Ugborough Village Hall**

### **Financial Performance for Year Ending 31<sup>st</sup> March 2021**

The Village Hall accounts for the year ending 31<sup>st</sup> March 2021 show the Hall to be in a healthy position financially.

The accounts show a surplus for this financial year of £21,266.92.

The accounts reflect the generous small Covid-19 business support grants applied for and provided by the government via South Hams District Council, totalling £21,003 to date, some use of the Hall (mainly by Preschool) and the continued day to day ad hoc support provided by volunteers giving their time at no cost. The accounts also reflect the financial support the Hall received from funding bodies and donations from local individuals.

The Village Hall thankfully ends this financial year with money in the bank despite limited hiring opportunities due to COVID-19 and government restrictions. Currently the Village Hall Committee doesn't know what hires might come through for the Village Hall particularly in the near future but it is anticipated that it will take some time to increase hires so these reserves are likely to be required over the next year or so.

Running costs associated with the Village Hall have been as anticipated although lower than they would have been had the Village Hall had a normal year of hires. Running costs have been in the main covered by hires within the financial year 2020/21. South West Water also allowed the Village Hall reduced charges for water supply and sewerage – this saved the Village Hall £486.78 in this financial year.

Cleaning supplies costs have been higher than usual due to the purchase of two hand sanitizer stations and associated fluid, and also hygienic fogging fluid all due to the hygiene and cleaning requirements associated with Covid-19.

Repairs and replacements have been minimal in this financial year.

Longer term contracts over several years are negotiated at renewals for insurance, energy and internet as this offers best value and also assists with ongoing budgeting.

Individual donations totalling £110 from the community have been gratefully received.

An updated Asbestos Management Survey Report was commissioned, carried out and paid for in the last financial year by the Village Hall – grants towards the cost were applied for and received in this financial year from the Devon County Council Locality Fund (£400.00) and Ugborough Parish Council (£242.00).

A National Lottery Awards for All Community Fund grant was bid for and awarded to the Village Hall to raise the head height of the existing 1960s/1970s kitchen hatch/servery in the sum of £8,184 which included associated reinstatement, redecoration and professional building surveyor fees. The project had to be carried out over two half term holiday periods due to supply delays with some materials due to Covid-19. A perspex screen has also been provided due to Covid-19. Under the terms and conditions for the grant if there was less than £1,000 left after project expenditure, the funding could be used for other associated services/works. To this end a piece of equipment called a “fogger” with associated cleaning fluid was purchased as it has been essential for the use of the Village Hall over the last financial year for hygienic cleans between hires. The final cost of the overall works is £8,267 including the cost of the fogger and associated purchase of the initial cleaning fluid.

The Village Hall along with Support Ugborough was successful in applying for Christmas funding from Western Power Distribution for Christmas hampers for those vulnerable members of our local community. The funding applied for and spent was £225. The Village hall acted as an administrator for the funding and feedback.

Following a recent financial review, for the 2021/22 financial year, this Hall needs an income in the region of at least £10,500 to avoid using its reserves to cover the annual running costs and some minor replacements, repairs and/or upgrades. This will require a review of the hire rates for use from September 2021.

The Village Hall enters the next financial year with limited hire income due to COVID-19 and government restrictions for an unknown period of time. The Village Hall has general reserves which can be used to cover Village Hall expenditure during this time including payment of bills, invoices, charges and meeting liabilities as they fall due – these reserves would be expected to have been used for much needed updating projects/maintenance work.

Our thanks go to Tom Holway who has once again examined our accounts independently for the financial year 2020/21.

Finally, I want to thank all those who have volunteered to support the Hall, hired for use, paid promptly for Hall hire, used the utilities economically, left the Hall clean for other users, and the Government, Bodies, Groups and Individuals who have provided grant funding and/or made donations to the Hall – without this support these Accounts for 2020/21 would not be as healthy as they are - thank you.

Kate Brampton  
Treasurer  
Charity Number 301002



**Ugborough Village Hall**

**Independent Examiner's Report to the Trustees of Ugborough  
Village Hall**



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Ugborough Village Hall

**On accounts for the year ended**

31<sup>st</sup> March 2021

**Charity no  
(if any)**

301002

**Set out on pages**

Pages 12 & 13 of the Trustees Annual Report & Accounts for Year Ending 31<sup>st</sup> March 2021

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021.

**Responsibilities and basis of  
report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (~~other than that disclosed below~~ \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:** T Holway

**Date:** 09/05/2021

**Name:** Tom Holway

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

FCMA  
Fellow of the Chartered Institute of Management Accountants

**Address:** Sou'West, Ugborough, Devon PL21 0NR

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

No matters of concern to highlight.

# UGBOROUGH VILLAGE HALL COMMITTEE

## Income & Expenditure Account for the Year Ended 31 March, 2021

Income	£	Expenditure	£
Hirings	6,478.50	Heat, Light, Water & Waste	3,028.30
Donations - General	110.00	Cleaning, supplies etc.	1,782.34
Grants - Covid Support	21,003.00	Repair, Renewal & Servicing	638.71
Grant - Lottery Kitchen Hatch	8,184.00	Fees	422.28
Grant - DCC/UPC Asbestos	642.00	Insurance	765.21
Grant - WPD Hampers	225.00	Internet Charges	246.60
		Kitchen Hatch Project	8,267.14
		Support Ugborough Hampers	225.00
		Surplus for 2020/21	21,266.92
	<u>36,642.50</u>		<u>36,642.50</u>

## Statement of Assets & Liabilities as at 31 March, 2021

	£	£
Opening Balance as at 1 April, 2020		13,111.27
Add: Surplus for 2020/2021		21,266.92
Closing Balance as at 31 March, 2021		<u>34,378.19</u>

Represented by:

Balance Current A/c Statement 31 March, 2021	34,378.19	
Less: Unpresented Cheques	0.00	
Add: Unpresented Receipts	0.00	
Current Account Balance per Books		34,378.19

Closing Balance as at 31 March, 2021	<u>34,378.19</u>
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The Books and papers of the Ugborough Village Hall Committee have been inspected and the above accounts prepared from them. It is confirmed that these accounts give a true picture of the finances of the Committee for the Year ended 31 March, 2021.

K Brampton	Kate Brampton (Treasurer) Hill House, Ugborough, Devon, PL21 0NJ
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T Holway	Tom Holway, F.C.M.A. (Independent Examiner) Sou' West, Ugborough, Devon, PL21 0NR
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# Ugborough Village Hall

## Notes

### 1) Basis of Accounting

- In accordance with Charity Commission Regulations, these accounts have been prepared on the Receipts and Payments basis.
- Payments received in respect of hall hires, including advances and refundable deposits, are recognised as Hall Hire Receipts when the payment is received.
- Receipts and payments in respect of events are recognised in the accounts when the cash is received or paid.
- Other payments are recognised in the accounts when payment is made.
- Grants applied for and donations, are recognised in the accounts when received.

### 2) Trustees

- None of the Trustees received any remuneration for their services to the Trust during the year.

3) The Committee of Trustees endeavour to hold cash reserves generally no greater than the annual gross expenditure. This year however Government Covid-19 business support grants have been received so the cash reserves include a higher amount than usual.

4) The Trustees have not identified any uninsured major risks to which the Charity is exposed.

5) The Trustees have updated and confirmed the Internal Financial Control Policy.