



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	January	2020		31	December	2020

## Section A Reference and administration details

Charity name Canford Cliffs Village Hall Trust

Other names charity is known by Canford Cliffs Village Hall

Registered charity number (if any) 301112

Charity's principal address 17 Ravine Road

Poole

Dorset

Postcode BH13 7HT

### 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 Hassam Sufraz	Chair and Treasurer		
2	Mr Martin Heath	Acting Secretary		
3	Mr Russell Chaplin			

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
The Official Custodian for Charities	

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Section B Structure, governance and management****Description of the charity's trusts**

Type of governing document	Trust Deed (Declaration of Trust dated 29 September 1923)
How the charity is constituted	Trust
Trustee selection methods	Appointed by existing trustees for extendable 3 year terms.

**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.

The trustees have prepared and maintain comprehensive Rules and Regulations to cover administrative procedures that are absent in the governing document.

**Section C Objectives and activities****Summary of the objects of the charity set out in its governing document**

To provide the facilities of a village hall for the benefit of the residents of Canford Cliffs and the surrounding area of Poole and Bournemouth.

**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)**

Due to the Covid-19 pandemic the Village Hall only remained open for hire during the year until 20 March 2020. The trustees decided that the hall should remain closed when lockdown restrictions were gradually eased due to concerns about making the hall 'Covid-secure'. The trustees also took into account the risks to the Caretaker/Manager who works in the hall on a daily basis and also lives in the same building with his partner.

Prior to the closure of the hall, the usual hirings (as described in the trustees' report for 2019) were made and a number of new bookings for the recently refurbished former Bridge Club rooms (the New Hall) were under discussion.

The trustees confirm that they have had regard to the public benefit guidance issued by the Charity Commission.

**Additional details of objectives and activities (Optional information)**

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**

**Financial commentary**

**Income**

The attached accounts show that the hiring fee income in 2020 was only 29% of the previous year's income. This was due to closure of the hall from 20 March 2020 onwards due to the Covid-19 pandemic. In the eleven weeks prior to closure, the hiring fee income was approximately 15% greater than for the corresponding period in 2019.

From early April a regular income was obtained by letting part of the hall's car park once a week to a local seafood street market which was seeking a new site. This resulted in an additional income of £4,170 for the financial year.

A further £21,000 was received from the bequest of a local resident bringing the total received from this source to £114,000.

The trust also received a Retail, Hospitality and Leisure Grant of £10,000 from the Council as a result of the March lockdown.

**Expenditure**

Employment expenditure increased in 2020 by £1,875 (27%) due to an agreed increase in the Caretaker/Manager's normal working hours. (See Section F below). The working hours were maintained during hall closure with additional maintenance, refurbishment and decorating work being carried out. The Government's furlough scheme was not used.

The expenditure on general repairs increased by £3,100 due to the costs of materials for the additional work carried out by the Caretaker/Manager.

Roofing works, which included replacement of old cast iron gutters and downpipes, were completed early in the year for a cost of £6,972.

The opportunity was taken during the hall's closure to have the hall's car park repaired and re-surfaced at a cost of £8,352.

**Operating surplus**

The surplus for the year was £5,832 which compares with the pre-pandemic anticipated £10,000+.

**Year-end reserves**

The cash reserves at the year-end amounted to a satisfactory £135,316.

**Section E****Financial review****Brief statement of the charity's policy on reserves**

The trust's written reserves policy is that there should be a contingency reserve and a building refurbishment fund. The contingency reserve should amount to at least three month's average expenditure. No maximum has been specified. The building refurbishment fund should hold a minimum of £40,000 and a maximum of £150,000. The trustees review the trust's finances at each of their ordinary meetings.

**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.

The principle source of funding is the hiring of the hall.

No fundraising has been necessary since 2010.

Expenditure supports the maintenance and running of the hall.

No investments are made.

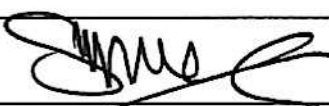
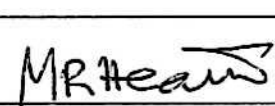
**Section F****Other optional information**

The Caretaker/Manager's Contract of Employment was reviewed by the trustees early in the year and an amended contract was agreed by both parties in March. In particular, it was agreed that the basic pay would be increased to be no less than the National Living Wage (with Accommodation Offset) and that the normal hours of work would be increased from a notional 20 hours/week to 25 hours/week to reflect the additional work caused by the hiring of New Hall. It was also agreed that commission on hiring fee income would be re-formulated so as to make commission an incentive payment rather than a necessity for meeting minimum wage requirements.

**Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signatures</b>		
<b>Full names</b>	Hassam Sufraz	Martin Heath
<b>Position</b>	Chair and Treasurer	Acting secretary
<b>Date</b>	20 October 2021	20 October 2020





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Canford Cliffs Village Hall Trust

On accounts for the year  
ended

31 December 2020

Charity no  
(if any)

301112

Set out on pages

1 – 5

(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 in accordance with 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. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]].  
*Delete [ ] if not applicable.*

It is my responsibility to:

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

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

Signed:



Date:

6/10/21

Name:

GARY BLACKMORE A.C.A.

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

CHARTERED ACCOUNTANT  
ICAEW

Address:

G HURST HILL

POOLE

B414 8LF

**Section B****Disclosure**

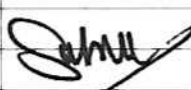
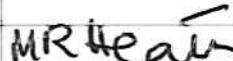
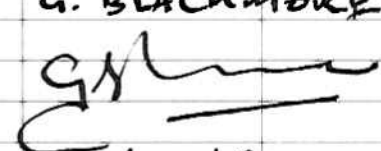
Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

N/A.



<b>Canford Cliffs Village Hall Trust</b>			
<b>Registered Charity No. 301112</b>			
<b>17 Ravine Road</b>			
<b>Canford Cliffs</b>			
<b>Poole, Dorset BH13 7HT</b>			
<b>Telephone : 01202 708800</b>			
<b>Income and Expenditure Account for the Year ended 31st December 2020</b>			
	<b>2020</b>		<b>2019</b>
<b>Receipts</b>			
Hiring fees	9,445.21		32,925.07
Legacy - J G Lucas	21,000.00		15,000.00
Govt COVID-19 Grant	10,000.00		-
Interest received	109.25		142.65
Car Parking	4,170.00		
	<u>£ 44,724.46</u>		<u>£ 48,067.72</u>
<b>Expenditure:</b>			
Manager's wages, commission and Ers NI	8,863.45		6,987.71
Insurance	1,692.73		1,689.45
General Repairs, renewal and other maintenance	5,048.61		1,950.12
Car Park Resurfacing	8,352.00		
Roof Repairs	6,972.00		4,788.00
Council Tax- Flat	1,543.36		1,217.76
Services:			
Gas	2,974.95		2,896.47
Electricity	1,602.61		1,755.09
Water	770.40		1,026.00
Telephone	516.74		428.47
Bank charges	60.00		60.00
LGF Expenditure	-		39,465.65
PRS Payment	395.10		726.79
Sundry expenses	100.00		413.90
	<u>£ 38,891.95</u>		<u>£ 63,405.41</u>
Excess of income over expenditure	<u>£ 5,832.51</u>		<u>-£ 15,337.69</u>
Per bank	5,723.26		15,480.34
Interest from deposit account	<u>£ 109.25</u>		<u>142.65</u>

	<b>Canford Cliffs Village Hall Trust</b>		
	<b>Registered Charity No. 301112</b>		
	<b>17 Ravine Road</b>		
	<b>Canford Cliffs</b>		
	<b>Poole, Dorset BH13 7HT</b>		
	<b>Telephone : 01202 708800</b>		
<b>Balance Sheet as at 31st December 2020</b>	<b>2020</b>	<b>2019</b>	
<b>Fixed Assets:</b>			
Freehold property- Village Hall	£1,150,000.00	£1,150,000.00	(Insurance valuation)
Equipment, fixtures and fittings	£15,000.00	£15,000.00	
	<u>£1,165,000.00</u>	<u>£1,165,000.00</u>	
<b>Bank balances:</b>			
CAF Current account	78,090.53	72,367.27	
CAF Gold Account	-	£0.00	
CAF Platinum account	57,224.29	57,115.04	
	<u>135,314.82</u>	<u>129,482.31</u>	
<b>Prepayments:</b>			
Sundry debtors	-	-	
<b>Total Assets</b>	<u>£1,300,314.82</u>	<u>£1,294,482.31</u>	
<b>Current liabilities:</b>			
PAYE/NIC	£0.00	£0.00	
Others	-	£0.00	
	<u>£0.00</u>	<u>£0.00</u>	
<b>The above balance sheet has been compiled from the accounting records of the Canford Cliffs Village Hall Trust and are in accordance with the provision of the Trust deed.</b>			
<b>Authorised and Approved on behalf of the Trustees</b>			
<b>Chairperson:</b>	<b>Name:</b>	Mr Hassam Sufraz	
	<b>Signature:</b>		
	<b>Date:</b>	8/10/21	
<b>Trustee</b>	<b>Name:</b>	Mr Martin Heath	
	<b>Signature:</b>		
	<b>Date:</b>	7/10/21	
<b>External Accountants:</b>	<b>Name:</b>	G. BLACKMORE	
	<b>Signature:</b>		
	<b>Date:</b>	6/10/21	