

Sturminster Marshall Memorial Hall

Registered Charity No. 301186

Trustee's Annual Report

1st January 2020 to 31st December 2020

Tim Weaver – Chair

The Cwtch , Newton Road,

Sturminster Marshall

BH21 4BT

Tel: 07785 267 948 Email chair@sturminstermarshallmemorialhall.co.uk

Names of Trustees

Elected at AGM

Tim Weaver	Chair
Derek Rees	Treasurer
Andrea Kaciniel	Secretary
Michael Royles	Repair & Maintenance
Steven Gerry	IT and Communications/Parish Council

Trustees representing User Groups

Barbara Beaves
Valerie Brown
Jo Byers
Judith Hayter
Hannah Hutchinson-Mogg
Chris Humphreys
Judith Kenney
Andrea Kaciniel
Tom Kerr
Karen Mayne
Jean Petter
Lynn Seare
Gill Spong
Graham Stanford
Wendy Stanford
Annette Thornton

Sources of advice and support

Parish Council		
Chairperson:	Miss Hilary Palmer	01258 857588
PC Clerk:	Alison Clothier	07469780548
East Dorset District Council		01202 886201
Dorset Community Action		01305 250921
Action with Communities in Rural England		www.acre.org.uk

Governance

Sturminster Marshall Memorial Hall was established as a charity by a Trust Deed dated 16th July 1965. The site was leased from the Parish Council to the Trustees for a term of 99 years. In 1996, part of the land that was leased to the Memorial Hall was sold to EDDC. The money from this sale, along with grant money from EDDC plus a National Lottery award of £68,000 funded the building of the new Hall. The original Trust Deed remains in place.

Appointment of Trustees

The Hall Management Committee comprises a core of 5 trustees plus up to 16 regular user group trustees who would be co-opted as and when for fund raising and/or specific management tasks.

Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the Hall, the following policy statements have been adopted:

- Health and Safety Policy
- Child Protection Policy
- Vulnerable Adults Policy
- Environmental
- Equal Opportunities

Hiring Agreement

Use of the Hall is subject to a Hiring Agreement, which must be signed by the hirer when booking. The Hiring Agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The Hall has a Premises Licence and is registered with the local authority. The Hall is licensed by the Performing Rights Society for live and recorded music.

Risk Management

Insurance

The Hall is insured with respect to property damage (buildings insurance) by Ansvar Insurance (£1,072,304 sum insured). It is insured with the same company with respect to contents (£44,219), loss of income (£47,072), personal accident (£10,000), public and property owners liability (£5,000,000), employers liability (£10,000,000), trustees indemnity (£100,000) and legal expenses.

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Building Issues

- A building condition survey is undertaken at 5-year intervals by a qualified surveyor
- Gas appliances and portable electrical appliances are tested by qualified personnel annually
- The mains electrical installation is checked by a qualified engineer every 5 years
- Fire fighting appliances are inspected annually under contract with the supplier
- Volunteers from the Committee and appointed contractors carry out other regular maintenance checks

Objectives of the Charity

- Provision of hall facilities for the use of the inhabitants of Sturminster Marshall and the neighbourhood without distinction of sex or of political, religious or other opinions
- Use of the Hall for meetings, lectures and classes or other forms of sport, recreation and leisure time occupation, with the object of improving the conditions of life for the inhabitants

- The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

Principle Activities in pursuit of Objectives

- The Hall is in use every day of the week for a variety of activities including Pre-school play groups, Beavers, Cubs, Scouts, Brownies, Guides, Football, Badminton, Short Tennis, Short Mat Bowls, Kick Boxing, Yoga, Music and Drama events, Quilting, Bead-making, New Life Bible Church, Bridge, Parish Council meetings and events, Fish and Chips Van and Pizza Van.
- The Hall is available to hire for private functions including children's parties, wedding receptions, funeral teas, village social functions, meetings and fund-raising fayres.

2020 Achievements

Owing to the Covid 19 pandemic and associated Government guidelines the Hall has been closed for the majority of the year to all users.

A postponed AGM was held online on 8th December 2020.

This meeting saw a reshuffle of the Trustees with two new members Tim Weaver (Chair) and Andrea Kaciniel (Secretary) being elected. Former Chair Derek Rees assumed a new role as Treasurer and Steve Gerry and Mike Royles continued in the same posts.

A lot of effort has been put in to ensure the Hall is compliant with government guidelines when the time comes to reopen fully or partially. Sanitisers made available, QR codes and other signage displayed plus the Hall booking system for users incorporates a full Covid Rules disclosure document.

Fortunately due to prudent financial management previously, backed up by various local council and government grants the financial position is not as bad as anticipated . All essential overheads have been covered and the committee is looking at some much needed repair and maintenance projects, such as replacing the emergency fire doors into the main hall.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the Hall are set to achieve this. Surplus revenue coupled with grants and fund-raising revenue will be used to fund capital projects to maintain and improve facilities.

Reserves Policy

It was agreed that the financial reserves buffer should be revised to £10,000.00 to facilitate essential maintenance and improvement expenditure both to make the Hall Covid safe and also to attract existing users back to the facility as well as new users.

Future Plans

As well as essential maintenance the committee would be looking to improve the external cosmetic look of the Hall with a new village hall sign being a priority.

There is currently no facility in the village for the 11-18 year old age group to socialise. There was a youth club operating at the Hall and also a shelter of sorts on the village green where teenagers congregated but both of these disappeared a number of years ago, for various reasons. It is the committee's intention to look at starting up a youth club .

All the above will be monitored, taking account the ongoing effects of the pandemic and its corresponding impact on the resumption of Hall usage and the revenue income this brings.

The Trustees declare that they have approved the Trustee's report above.

Signed on behalf of the Charity's Trustees

Signature

Full Name

Tim Weaver

Position

Chair

Date

31st October 2021

Sturminster Marshall Memorial Hall

Registered Charity No.301186

Receipts and Payments Account

1 October 2013 - 31 December 2014

Receipts	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds £	Last Year £
Grants and Donations		0	0		
Hire of Hall		0	0		
Fundraising Events		0	0		
Interest		0	0		
		0	0		
Total Receipts		0	0		
		0	0		
Payments		0	0		
Rates and Water Charges		0	0		
Energy		0	0		
Insurance		0	0		
Wages		0	0		
Building Maintenance		0	0		
Administration		0	0		
Cost of fundraising		0	0		
		0	0		
Total Payments		0	0		
		0	0		
Net of Receipts (payments)		0	0		
		0	0		
Cash Funds last year end: 30 Sep 2013		0	0		
Cash Funds this year end: 31 Dec 2014		0	0		
		0	0		
Cash at Bank		0	0		

Sturminster Marshall Memorial

Charity No. 301186

UNRESTRICTED FUNDS GENERAL

Receipts

Artsreach (net proceeds)
Donations
Fundraising (net proceeds)
Grants
Hiring Fees Casual Users
Hiring Fees Regular Users
Interest

Total Receipts

Payments

Overheads

Alarms & Security
Booking Clerk
Broadband
Building Maintenance

Cleaning Contractors
Cleaning Materials
Electricity
Gas
Grounds Maintenance
Insurance
Licences
Other
Rates and Parish Council Rent
Sundries and Stationery
Training
Water

Other

Capital and Equipment
Improvements

Total Payments

Excess of Receipts over Payments

Cash Funds as at 1st January

Cash Funds as at 31st December

RESTRICTED FUNDS: NONE**Statement of Assets and Liabilities****Cash Funds**

Petty Cash

Current Account (Barclays)

Savings Account (Barclays)

Net Available Cash Funds

Assets Retained for own use

Hall Building

Furniture and Equipment

Total Net Assets

Notes to the Financial Statements

A. Artsreach (Net Proceeds)

Cajun Roosters Trio

Total

B. Grants

Dorset Council Coronavirus
NHS (Paid in error on 30/12/2020
and not refunded until January 2021)
Parish Council

Total

C. Alarms and Security

Fire Risk Assessment
Alarm Servicing/Repairs
Other

Total

D. Building Maintenance

Electrical Work/Repairs/PAT Testing
Service of Kitchen Hatches
Building Repairs/Redecoration
Other

Total

E. Grounds Maintenance

Work undertaken in 2019 (late bill)
Work undertaken in 2020

Total

J. Hall Building

The valuation is based on the index-link
and includes an amount for fixtures

K. Furniture and Equipment

The Furniture and Equipment have been
is based on the index-linked sum insured

The Charity has prepared its accounts in
following guidance CC16, Receipts and

issued by the Charity Commission for E

Signed by a Trustee on behalf of a|

Derek Rees (Treasurer of Hall Com

| Hall

Incc

1 January 2020

Notes	Actual 2020	
	£	
A		254.60
		0.00
		0.00
B		23,923.97
		584.25
		7,155.22
		3.06
		31,921.10

C		675.92
		1,800.00
		727.68
D		729.01

E

F

G

4,934.00
303.42
2432.31
1671.52
1,440.00
1,760.32
442.12
0.00
54.20
2.99
0.00
760.59
0.00
0.00
17,734.08

14,187.02

H

19,781.06

I

33,968.08

STURMINSTER MARSHALL MEMORIAL
Registered Charity No. 301186

s as at 31st December 2020

Notes	2020
	148.59
	29,912.84
	3,906.65
	1,146,353.00
	45,861.00

STURMINSTER MARSHALL MEMORIAL
Registered Charity No. 301186

2020	
£	F. Licences
254.60	Premises Licence
	Annual Licence for Hallm
254.60	Host Fee
	No bill received for PPL a
	Total
10,000.00	
	G. Rates and Parish Cour
13,423.97	
500.00	Rates (Suspended after J
	Parish Council Rent
23,423.97	
	Total
	H. Cash Funds at 1 Jan 20
276.00	There is a difference of £
218.40	of 2019 and beginning of
181.52	to an omission of Petty C
	Final Accounts
675.92	
	I. Cash Funds at 31/12/20

303.60
180.00
189.41
56.00
729.01

True total figure without

840.00
600.00
1,440.00

ked sum insured for Buildings Insurance

en properly maintained and the valuation
ed for Contents Insurance

on the receipts and payments basis, exclu
Payments Accounts,

England and Wales in October 2000

II Trustees. Date of approval: 9
mittee)

Registered

ome and Expenditure Account

- 31 December 2020

Actual 2019	Actual 2021 to
£	31st August
	2021
662.20	0.00
100.00	0.00
1,362.50	574.00
533.98	4,007.03
3,792.87	737.00
20,957.09	2,683.95
17.71	0.20
27,426.35	8,002.18

334.20	604.20
1,800.00	1,200.00
696.84	503.04
6,078.58	6,244.05

4,421.00	2,955.00
386.65	0.00
2842.91	1,079.57
4208.21	508.78
0.00	0.00
1,735.06	1,093.28
1,009.34	404.40
332.50	0.00
479.40	52.21
68.52	0.00
0.00	0.00
823.50	581.00
3,915.36	21.22
9,888.00	510.56
39,020.07	15,757.31

-11,593.72	-7,755.13
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31,074.78	33,968.08
19,781.06	26,186.44

HALL

£	
	33,968.08
	1,192,214.00
	1,226,182.08

HALL

	2020	£
		180.00
Master		212.40
		49.72
and PRS Licence		0.00
		442.12

	53.00
	1.20
	54.20

2020
£300 between end
of 2020. This is due
to cash in last year's

2020	
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NHS Grant error is

20,544.11

uding accruals,

th January 2021

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

Report to the trustees/directors/members of

Charity Name
War Memorial Village Hall

On accounts for the year ended

31st December 2020

Charity no.:

301186

Company no.:

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) 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 to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records;
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

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

Signed: Derek Jones

Date: 16th October 2020

Name: Derek Jones

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

Address:

Newton Road

Sturminster Marshall

Wimborne, Dorset BH21 4BT

Section B

Disclosure

Only complete if the examiner needs to highlight material problems

(E.g. Accounting records have not been kept in accordance with section 386 of the Companies Act 2006; the accounts do not accord with the accounting records; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanation by any past or present trustee, officer or employee; and in the case of accruals accounts any material inconsistency between the accounts and the trustees' annual report, and in the case of a charitable company with the director's report.)

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