

**BLACKMORE VILLAGE HALL
BLACKMORE, INGATESTONE,
ESSEX CM4 0QW**

(Registered Charity No:- 301254)

**TRUSTEES REPORT AND FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 31 OCTOBER 2020**

BLACKMORE VILLAGE HALL
ANNUAL REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 OCTOBER 2020

Blackmore Village Hall is a Registered Charity and has the Charity Registration Number 301254.

The Custodian Trustees under Section 4(2) of the Public Trustee Act 1906 are the Chair and the elected members of Blackmore Parish Council and responsibility for the Village Hall complex ultimately rests with this statutory body.

The Declaration of Trust registered with the Charity Commissioners is dated 21 October 1968. The property is held upon trust for the purposes of a village hall for the inhabitants of Blackmore and the neighbourhood otherwise known as "*the area of benefit*".

The original intention was to use the hall for "*meetings, lectures, classes and other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants*".

The Custodian Trustees under Section 4(2) of the Public Trustees Act 1906 are Blackmore Parish Council.

At the annual general meeting we are obliged to present a report and accounts for the preceding year and to elect or appoint Trustees to the Management Committee. After payment of expenses of administration we are obliged to maintain and insure the property and pay all other necessary expenses to further the purposes specified in the Trust Deed. Any surplus capital may be invested. Therefore minutes of all meetings are kept recording the decisions of the committee, and proper accounts are kept and independently examined. The Custodian Trustees receive a copy of the minutes and a set of the annual accounts. The hall may be made available for hire in order to enhance the income of the premises.

The Declaration of Trust outlines how the hall should be managed by a Committee of Management to carry out the management function at the annual general meeting.

The following people were elected or appointed as Trustees for the charity at the AGM:

Roger Keeble	Chair
John Caton	Vice-Chair
Chris Blackwell	President and Treasurer
Marion Wollaston	Secretary
John Cannon	Committee Member
John Inverarity	Committee Member
Keith Goody	Committee Member
Helen Cannon	Committee Member- Secretary for Bookings
Sandra Crook	Committee Member

A management sub-committee consisting of the Chair, Vice-Chair and Treasurer is always available to deal with any urgent day to day management decisions.

As a committee we are responsible to the Charity Commission and to the local community whom we serve.

Using sub-committees projects, proposals and estates matters can be discussed out of the main monthly meetings. These are held on the first Thursday of each month and this system of communication continues to be very successful.

The attached financial statements show the current state of the finances which the committee consider to be sound.

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BLACKMORE VILLAGE HALL
ANNUAL REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 OCTOBER 2020

Continued

Like every other business Blackmore Village Hall had an extraordinary year with the first lockdown for the Covid Pandemic commencing in Mid-March 2020 and continuing with some relaxations until the end of the financial year and beyond. This obviously meant that during this period we had little or no income from either the Sports and Social Club or the many hirers that support the existence of the Village Hall.

The Government did however step in with several financial packages that kept the complex in a relatively safe financial position. During lockdown none of the paid staff were furloughed and the Management Committee have been operating a very successful weekly zoom meeting that has proved invaluable to the running of the Complex at this very difficult time. When things go back to some normality it is hoped that we will continue to hold these zoom meetings along with regular face to face ones, with the various groups that use our facilities.

At times when the lockdown was relaxed the Pre School, Arena and Junior Football Club were able to operate bringing in a small amount of income, although things like water rates and energy bills certainly made an impact on these relatively small amounts of funding.

After nearly four years of waiting the insurance company have finally agreed to start the remedial work on the Snooker Room floor subsidence and redecoration which should commence in November 2020 and run for three months.

The Committee look forward to a time when hospitality and Hall hirings can resume, and we can once again look forward to the Complex returning to full capacity and consideration for new projects to increase our usage in the near future.

The Trustees are confident that the activities of the charity meet the Charity Commission test for public benefit.

FINANCIAL REVIEW

Reserves policy

The charity needs to hold a level of reserves in order to plan adequately for the future development.

The freely available reserves stand at £19,833 and are calculated as follows:

Total Unrestricted funds		419,800
Less Fixed Assets	378,584	
Designated funds	21,383	399,967
		<hr/>
Total freely available reserves		£19,833

The reserves are considered to be sufficient given the plans to increase activities created to achieve our ongoing objectives.

The designated funds are set aside for internal and external cyclical maintenance programme and the provision for the works to upgrade the lights in the Car Park.

Our bankers are HSBC of Brentwood, and the independent examiner is Mr A R Wenden F.C.C.A. of Elliott, Mortlock, Busby & Co Limited



Roger Keeble
Chair of Blackmore Village Hall

BLACKMORE VILLAGE HALL

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF

BLACKMORE VILLAGE HALL

I report on the accounts of the Trust for the year ended 31 October 2020 which are set out on pages 4 to 10.

Respective responsibilities of the 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

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 explanation from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that should 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:

- which gives me reasonable cause to believe that, in any material respect, the requirements:
 - (a) To keep accounting records in accordance with section 130 of the 2011 Act; and
 - (b) To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act have not been met; or
- to which, in, my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

12 High Street
Stanford le Hope
Essex
SS17 0EY



A R WENDEN F.C.C.A.
ELLIOTT, MORTLOCK, BUSBY & CO LIMITED
Chartered Certified Accountants

BLACKMORE VILLAGE HALL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 OCTOBER 2020

Notes	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 £
Income and Resources from Generated Funds				
Hall hire - village hall	9,769	-	9,769	13,162
- pre-school	4,620	-	4,620	6,930
Changing room hire	5,725	-	5,725	4,714
Donations	16,278	7,000	23,278	26,450
Investment income	67	-	67	74
Blackmore Arena	16,743	-	16,743	20,859
Grants	12,500	-	12,500	-
Total Incoming Resources	65,702	7,000	72,702	72,189
Resources Expended:				
Charitable Activities				
Rates	3,229	-	3,229	5,845
Insurance	9,490	-	9,490	7,897
Lighting	5,898	-	5,898	10,557
Heating	3,771	-	3,771	4,279
Cleaning	2,636	-	2,636	2,047
Wages	11,102	-	11,102	10,523
Postage and telephone	555	-	555	561
Printing, stationery and advertising	161	-	161	24
Repairs and maintenance	20,706	904	21,610	28,304
Fee and licence	602	-	602	602
Loan interest	356	-	356	398
General expenses	30	-	30	330
Depreciation	3,868	-	3,868	3,868
	62,404	904	63,308	75,235
Governance Costs				
Management and administration of the charity	1,206	-	1,206	1,220
Total Resources Expended	63,610	904	64,514	76,455
Net Incoming Resources and Net Movement in Funds	2,092	6,096	8,188	(4,266)
Reconciliation of Funds				
Total funds brought forward at 1 November 2019	417,708	2,000	419,708	423,974
Total funds carried forward at 31 October 2020	£419,800	£8,096	£427,896	£419,708

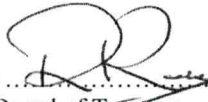
The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on page 6 to 9 form part of these Accounts.

BLACKMORE VILLAGE HALL
BALANCE SHEET AT 31 OCTOBER 2020

	Notes	2020	2019
		£	£
Fixed Assets	8	378,584	382,452
Current Assets			
Prepayments		3,701	4,000
Sundry debtors		4,115	4,110
Cash at bank	9	80,368	61,282
		<u>88,184</u>	<u>69,392</u>
Current Liabilities: payable within one year			
Blackmore Parish Council loan		3,043	3,043
Accruals and creditors		6,096	8,678
Deferred Income		12,710	705
		<u>21,849</u>	<u>12,426</u>
Net Current Assets		<u>66,335</u>	<u>56,966</u>
		444,919	439,418
Long Term Liability: payable after one year		(17,023)	(19,710)
Blackmore Parish Council loan			
Net Assets	10	<u>£427,896</u>	<u>£419,708</u>
Represented by:			
Unrestricted funds		419,800	417,708
Restricted funds		8,096	2,000
Funds	11	<u>£427,896</u>	<u>£419,708</u>

The notes on page 6 to 9 form part of these Accounts.

Mr Roger Keeble - Chair 
For and on behalf of the Board of Trustees

Date 17/7/21

BLACKMORE VILLAGE HALL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 OCTOBER 2020

1. Basis of preparation of accounts

- The Accounts have been prepared on the basis of historic cost and in accordance with:
- Charities Act 2011.
- Charities SORP (FRS102)

The charity has taken exemption from preparing a cash flow statement under the charities SORP (FRS102) update bulletin 1 issued on 2 February 2016 as this charity constitutes a small charity.

The financial statements are prepared on going concern basis, under the historical cost convention. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound.

There are no significant areas of judgements or key sources of estimation uncertainty.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The charity is an unincorporated trust constituted by a trust deed.

2. Accounting Policies

2.1 Incoming Resources

Recognition of incoming resources

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Incoming resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and donations

Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources.

Volunteer help

The value of any voluntary help received is not included in the accounts.

Investment income

This is included in the accounts when receivable.

2.2 Expenditure and liabilities

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is possible that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

2.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:-

Equipment and Fittings	20% per annum on the straight line basis.
Arena Refurbishment	10% per annum on the straight line basis

2.4 Taxation

The charity is exempt from tax on its charitable activities.

2.5 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds to be held in order to plan adequately for the future development

Restricted funds can only be used for particular restricted purposes within the objects of the charity.
Restriction arise when specified by the donor or when funds are raised for particular restricted.

2. Donations

	Unrestricted Fund	Restricted Fund	2020 Total	2019
Drama club	3,011	-	3,011	4,465
Snooker club	2,800	-	2,800	4,800
Tennis club	520	-	520	1,363
Squash club	250	-	250	375
Sports and social club	8,547	-	8,547	13,464
Blackmore youth project	-	-	-	1,183
Sundry	1,150	7,000	8,150	800
	£16,278	£7,000	£23,278	£26,450

During the year the Charity received a Covid grant of £25,000 from the council. As the effects of Covid has affected the cash flow of the charity in accounting periods for 2020 and 2021, it was decided to split the grant over the two years.

BLACKMORE VILLAGE HALL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 OCTOBER 2020

3. Investment Income

	Unrestricted Fund	Restricted Fund	2020 Total	2019
Interest - bank deposit account	<u>£67</u>	<u>£-</u>	<u>£67</u>	<u>£74</u>

4. Wages

	2020	2019
Wages paid in year	<u>£11,102</u>	<u>£10,523</u>
Average number of employees	<u>3</u>	<u>3</u>

5. Loan Interest Paid

	2020	2019
Blackmore Parish Council	<u>£356</u>	<u>£398</u>

6. Trustees' Remuneration and Expenses

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any Trustees or to any person or persons known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the Trustees in respect of the year, other than when such reimbursement of expenses is covered by receipts.

7. Management and Administration of the Charity

	2020	2019
Independent examination fee	<u>£1,206</u>	<u>£1,220</u>

BLACKMORE VILLAGE HALL
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 OCTOBER 2020

8. Fixed Assets

	Freehold land and buildings	Arena Refurbishment	Fixtures and fittings	Total
Cost				
At 31 October 2020	<u>£351,508</u>	<u>£38,680</u>	<u>£13,561</u>	<u>£403,749</u>
Depreciation				
At 1 November 2019	-	7,736	13,561	21,297
Charge for the year	-	3,868	-	3,868
At 31 October 2020	<u>£-</u>	<u>£11,604</u>	<u>£13,561</u>	<u>£25,165</u>
Net book values				
At 31 October 2020	<u>£351,508</u>	<u>£27,076</u>	<u>£-</u>	<u>£378,584</u>
At 31 October 2019	<u>£351,508</u>	<u>£30,944</u>	<u>£-</u>	<u>£382,452</u>

9. Cash at Bank

	2020	2019
<i>Squash Club</i>		
Current account	533	283
<i>Village Hall</i>		
Deposit account	54,435	48,272
Current account	<u>25,400</u>	<u>12,727</u>
	<u>£80,368</u>	<u>£61,282</u>

10. Analysis of Net Assets between Funds

	Unrestricted funds	Restricted funds	2020	2019
Fixed assets	378,584	-	378,584	382,452
Current assets	80,088	8,096	88,184	69,392
Current liabilities	(21,849)	-	(21,849)	(12,426)
Long term liabilities	(17,023)	-	(17,023)	(19,710)
	<u>£419,800</u>	<u>£8,096</u>	<u>£427,896</u>	<u>£419,708</u>

BLACKMORE VILLAGE HALL

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 OCTOBER 2020

11. Movement in Funds

	<i>At 01.11.19</i>	Net Movement In funds	Transfer between funds	At 31.10.20
Unrestricted funds				
General funds	399,925	2,092	(3,600)	398,417
Designated-Lights for the Car Park	10,583	-	-	10,583
Designated - Blackmore Arena	7,200	-	3,600	10,800
	<u>417,708</u>	<u>2,092</u>	<u>-</u>	<u>419,800</u>
Restricted funds				
Refurbishment of lettable squash court	2,000	-	-	2,000
S Lucas Funding	-	6,096	-	6,096
	<u>-</u>	<u>6,096</u>	<u>-</u>	<u>6,096</u>
Total Funds	<u><u>£419,708</u></u>	<u><u>£8,188</u></u>	<u><u>£-</u></u>	<u><u>427,896</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
Unrestricted funds			
General fund	65,702	63,610	2,092
Restricted funds	<u>7,000</u>	<u>904</u>	<u>6,096</u>
Total Funds	<u><u>£72,702</u></u>	<u><u>£64,514</u></u>	<u><u>£8,188</u></u>