

**BLACKMORE VILLAGE HALL**

**BLACKMORE, INGATESTONE,**

**ESSEX CM4 0QW**

**(Registered Charity No:- 301254)**

**TRUSTEES REPORT AND FINANCIAL ACCOUNTS**

**FOR THE YEAR ENDED 31 OCTOBER 2021**

**BLACKMORE VILLAGE HALL**  
**ANNUAL REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

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.

continued .....

**BLACKMORE VILLAGE HALL**  
**ANNUAL REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

Continued .....

The Village Hall has continued to feel the adverse effects of the Covid pandemic throughout the year and received a greatly reduced income from the various groups and associations during the period. This was offset by various support grants by the government which were accessed via Brentwood Council.

One beneficial thing that did arise from the pandemic has been the fact that the Management Committee has had regular weekly Zoom meetings that have moved on projects such as new fire doors and curtains which are soon to be installed. Face to face meetings with groups and hirers have now resumed on a quarterly basis.

The refurbishment of the Snooker Room has at last been completed and members are now enjoying a much better and level environment to play in.

Utility bills are due to rise substantially in the near future and it is essential that not only do we attempt to reduce consumption but also look to alternative ways of heating and lighting the Complex more efficiently.

We look forward to the time when the Complex can operate to its fullest capacity providing a complete service to the community that it serves.

**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 £25,634 and are calculated as follows:

Total Unrestricted funds		425,333
Less Fixed Assets	374,716	
Designated funds	24,983	399,699
		<hr/>
Total freely available reserves		<u>£25,634</u>

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 2021 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 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	2021 Total £	2020 £
<b>Income and Resources from Generated Funds</b>					
Hall hire - village hall		4,733	-	4,733	9,769
- pre-school		6,403	-	6,403	4,620
Changing room hire		9,883	-	9,883	5,725
Donations	2.6	20,225	-	20,225	23,278
Investment income		5	-	5	67
Blackmore Arena		13,234	-	13,234	16,743
Grants	2.6	26,643	-	26,643	12,500
<b>Total Incoming Resources</b>		<b>81,126</b>	<b>-</b>	<b>81,126</b>	<b>72,702</b>
<b>Resources Expended:</b>					
<b>Charitable Activities</b>					
Rates		1,630	-	1,630	3,229
Insurance		8,940	-	8,940	9,490
Lighting		7,025	-	7,025	5,898
Heating		4,698	-	4,698	3,771
Cleaning and waste		3,042	-	3,042	2,636
Wages		10,497	-	10,497	11,102
Postage and telephone		667	-	667	555
Printing, stationery and advertising		41	-	41	161
Repairs and maintenance		32,956	-	32,956	21,610
Fee and licence		681	-	681	602
Loan interest	5	312	-	312	356
General expenses		30	-	30	30
Depreciation		3,868	-	3,868	3,868
		<b>74,387</b>	<b>-</b>	<b>74,387</b>	<b>63,308</b>
<b>Governance Costs</b>					
Management and administration of the charity	7	1,206	-	1,206	1,206
<b>Total Resources Expended</b>		<b>75,593</b>	<b>-</b>	<b>75,593</b>	<b>64,514</b>
<b>Net Incoming Resources and Net Movement in Funds</b>		<b>5,533</b>	<b>-</b>	<b>5,533</b>	<b>8,188</b>
<b>Reconciliation of Funds</b>					
Total funds brought forward at 1 November 2020		419,800	8,096	427,896	419,708
Total funds carried forward at 31 October 2021		<b>£425,333</b>	<b>£8,096</b>	<b>£433,429</b>	<b>£427,896</b>

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 2021**

	Notes	2021	2020
		£	£
<b>Fixed Assets</b>	8	374,716	378,584
<b>Current Assets</b>			
Prepayments		2,579	3,701
Sundry debtors		320	4,115
Cash at bank	9	79,232	80,368
		<u>82,131</u>	<u>88,184</u>
<b>Current Liabilities: payable within one year</b>			
Blackmore Parish Council loan		3,043	3,043
Accruals and creditors		5,981	6,096
Deferred Income		101	12,710
		<u>9,125</u>	<u>21,849</u>
<b>Net Current Assets</b>		<u>73,006</u>	<u>66,335</u>
		447,722	444,919
<b>Long Term Liability: payable after one year</b>			
Blackmore Parish Council loan		14,293	17,023
<b>Net Assets</b>	10	<u>£433,429</u>	<u>£427,896</u>
Represented by:			
Unrestricted funds		425,333	419,800
Restricted funds		8,096	8,096
<b>Funds</b>	11	<u>£433,429</u>	<u>£427,896</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 ..... 30/10/2022 .....

**BLACKMORE VILLAGE HALL**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2021**

**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.

### 2.6 Donations

	Unrestricted Fund	Restricted Fund	2021 Total	2020
Drama club	-	-	-	3,011
Snooker club	3,595	-	3,595	2,800
Tennis club	1,389	-	1,389	520
Squash club	711	-	711	250
Sports and social club	13,720	-	13,720	8,547
Blackmore youth project	810	-	810	-
Sundry	-	-	-	8,150
	<b>£20,225</b>	-	<b>£20,225</b>	<b>£23,278</b>

In the previous 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 2021**

**3. Investment Income**

	Unrestricted Fund	Restricted Fund	2021 Total	2020
Interest - bank deposit account	<u>£5</u>	<u>-</u>	<u>£5</u>	<u>£67</u>

**4. Wages**

	2021	2020
Wages paid in year	<u>£10,497</u>	<u>£11,102</u>
Average number of employees	<u>3</u>	<u>3</u>

**5. Loan Interest Paid**

	2021	2020
Blackmore Parish Council	<u>£312</u>	<u>£356</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**

	2021	2020
Independent examination fee	<u>£1,206</u>	<u>£1,206</u>

# BLACKMORE VILLAGE HALL

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 OCTOBER 2021

### 8. Fixed Assets

	Freehold land and buildings	Arena Refurbishment	Fixtures and fittings	Total
<b>Cost</b>				
At 1 November 2020 and 31 October 2021	<u>£351,508</u>	<u>£38,680</u>	<u>£13,561</u>	<u>£403,749</u>
<b>Depreciation</b>				
At 1 November 2020	-	£11,604	£13,561	£25,165
Charge for the year	-	3,868	-	3,868
At 31 October 2021	<u>£-</u>	<u>15,472</u>	<u>£13,561</u>	<u>£29,033</u>
<b>Net book values</b>				
At 31 October 2021	<u>£351,508</u>	<u>£23,208</u>	<u>£-</u>	<u>£374,716</u>
At 31 October 2020	<u>£351,508</u>	<u>£27,076</u>	<u>£-</u>	<u>£378,584</u>

### 9. Cash at Bank

	2021	2020
<i>Squash Club</i>		
Current account	1,243	533
<i>Village Hall</i>		
Deposit account	54,441	54,435
Current account	<u>23,548</u>	<u>25,400</u>
	<u>£79,232</u>	<u>£80,368</u>

### 10. Analysis of Net Assets between Funds

	Unrestricted funds	Restricted funds	2021	2020
Fixed assets	374,716	-	374,716	378,584
Current assets	74,035	8,096	82,131	88,184
Current liabilities	(9,125)	-	(9,125)	(21,849)
Long term liabilities	<u>(14,293)</u>	<u>-</u>	<u>(14,293)</u>	<u>(17,023)</u>
	<u>£425,333</u>	<u>£8,096</u>	<u>£433,429</u>	<u>£427,896</u>

# BLACKMORE VILLAGE HALL

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 OCTOBER 2021

### 11. Movement in Funds

	<i>At 01.11.20</i>	<b>Net Movement In funds</b>	<b>Transfer between funds</b>	<b>At 31.10.21</b>
<b>Unrestricted funds</b>				
General funds	398,417	5,533	(3,600)	400,350
Designated-Lights for the Car Park	10,583	-	-	10,583
Designated - Blackmore Arena	10,800	-	3,600	14,400
	<u>419,800</u>	<u>5,533</u>		<u>425,333</u>
<b>Restricted funds</b>				
Refurbishment of lettable squash court	2,000	-	-	2,000
S Lucas Funding	6,096	-	-	6,096
	<u>8,096</u>	<u>-</u>	<u>-</u>	<u>8,096</u>
<b>Total Funds</b>	<u><u>£427,896</u></u>	<u><u>£5,533</u></u>	<u><u>£-</u></u>	<u><u>£433,429</u></u>

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

	<b>Incoming resources</b>	<b>Resources expended</b>	<b>Movement in funds</b>
<b>Unrestricted funds</b>			
General fund	81,126	75,593	5,533
<b>Restricted funds</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Funds</b>	<u><u>£81,126</u></u>	<u><u>£75,593</u></u>	<u><u>£5,533</u></u>