

**BURNHAM ON CROUCH VILLAGE HALL**  
**REGISTERED CHARITY NO. 301271**  
**TRUSTEES REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023**

## **Background**

The Burnham on Crouch Village Hall Management Committee (MC) administers the Burnham on Crouch Village Hall. This is on a break-even basis with the MC paying rates, insurance, maintenance, repairs, lighting, heating and all other outgoings of the Hall.

Trustees of the Association are; -

Jeff Abbott

Rosemary Norden

Julie Abbott

Marcus Collingbourne

Anita Harries

Iona Hawkins

Neil Hawkins

## **Activities for the year 2022/23**

Organisations/Charities regularly using the hall provide services for all age groups ranging from the very young to the elderly, it is mainly local organisations and charities that use the hall, the services provided are for the local area and people who might otherwise be isolated. At the hall there is a pre-school running on weekdays during term time, and other activities for children and young people held at the hall are Brownies, Karate, Martial Arts, Dance Group and Baby Massage.

There are a range of adult activities that encourages health, fitness and movement undertaken on a regular basis at the hall, they include Tai Chi, Slimming World, Ballroom Dancing, Yoga, U3A Line Dancing, Zumba, Sequence Dance Club and an Astronomy Club.

General interest groups using the hall on a regular weekly/monthly hire include a Bridge Club, Allotment Association, Carnival Committee (Bingo), Choir practice and U3A meetings including their summer and winter open events.

The hall has links the Muslim Cultural Centre who use the hall for their weekly Friday prayers and a very successful monthly Farmer and Artisan Market. During the week prior to the Burnham on Crouch Carnival the hall is made available to the Carnival Committee for their pre-carnival events, all of the organisations using the hall are very flexible and move to alternative rooms to accommodate the Carnival Committee's fund raising for their chosen Charities/Local organisations.

We are seeing a good steady flow of weekend use on an Ad-Hoc basis, these events range from Indoor Christmas and Summer Fayres, Private Parties, Wedding receptions, Antiques Valuations, Organisations Open Days and Musical Events.

The MC have not increased the hire costs for several years to assist the hirers to be able to continue to provide good quality services and events to local people who might be isolated due to the location of Burnham on Crouch

## **Accounts for the year 2022/23**

Regular hiring's are almost back to pre-pandemic levels and we are grateful to have the pre-school as a stable regular hirer. We have continued with our programme of improvements to the hall including installation of LED lighting, PIR / sensor lighting and new convection heaters and water heaters. These measures should also help us manage utility bills. There was a surplus this year of £2471.10 (previous year surplus of £9312.45).

## **Risk Areas and Risk Management**

The MC needs to hold sufficient bank balances to meet any unidentified commitments and it had previously been agreed that £10,000 would be left for emergency expenditure. Provision must be made for future capital expenditure covering refurbishment and maintenance of the building's structure, fixtures and fittings. The building is now in its 66<sup>th</sup> year and unexpected problems requiring attention are increasingly likely.

The Burnham on Crouch Village Hall is managed on a day-to-day basis by the Management Committee. The MC authorised an Executive Committee comprising the Chair, Secretary, Treasurer and two MC members to meet regularly and have a budget of £500 for emergency issues or repairs. The Executive Committee report back to the Management Committee: both committees are responsible to the Trustees. The Trustees have the ultimate responsibility for ensuring that adequate controls are in place for keeping accurate accounting and letting records.

As can be seen from the accounts, the financial reserves of £39,769.60 at 31<sup>st</sup> March 2023 are sufficient to meet scheduled and unscheduled capital expenditure, and to accommodate any unexpected fall in income in the short term.

The Trustees and Management Committee agree that the Burnham on Crouch Village Hall does meet the public benefit test as stipulated by the Charities Commission.

Signed  
For the Trustees

Jeff Abbott (Chairman)

# Burnham on Crouch Village Hall

## Registered Charity 301271

Receipts and Payments Account for the year ended 31st March 2023

	2022/23			2021/22
	Unrestricted	Restricted	Total	
	£	£	£	£
<b>RECEIPTS</b>				
<b>From Trading Activities</b>				
Lettings	28681.33		28681.33	20354.50
<b>From Voluntary Sources</b>				
Grants	0.00	0.00	0.00	8000.00
<b>From Assets</b>				
Interest	0.00		0.00	0.00
<b>TOTAL RECEIPTS</b>	<b>28681.33</b>	<b>0.00</b>	<b>28681.33</b>	<b>28354.50</b>
<b>PAYMENTS</b>				
<b>Charitable Activities</b>				
Staff costs	-4968.20		-4968.20	-4273.58
Cleaning Materials and Supplies	-943.13		-943.13	-781.29
Utilities	-4820.49		-4820.49	-4374.22
Insurance	-1712.71		-1712.71	-1600.20
Building Maintenance	-9016.42		-9016.42	-5816.05
Mandatory tests and fees	-972.80		-972.80	-464.32
PRS Licence fees	-1388.40		-1388.40	-694.20
<b>Administration of the charity</b>				
Telephone/ Website	-999.18		-999.18	-755.16
Administration	-68.73		-68.73	-40.00
Accounts Examination	-182.19		-182.19	-102.00
RCCE Fees	0.00		0.00	0.00
Postage & Stationery	-137.98		-137.98	-75.03
<b>Other Expenditure</b>				
Professional fees	-1000.00		-1000.00	0.00
New Equipment	0.00		0.00	-66.00
<b>TOTAL PAYMENTS</b>	<b>-26210.23</b>	<b>0.00</b>	<b>-26210.23</b>	<b>-19042.05</b>
<b>NET SURPLUS / (DEFICIT)</b>	2471.10	0.00	2471.10	9312.45
<b>Balances Brought Forward</b>	37298.50	0.00	37298.50	27986.05
<b>Balances Carried Forward</b>	<b>39769.60</b>	<b>0.00</b>	<b>39769.60</b>	<b>37298.50</b>

# Burnham on Crouch Village Hall

## Registered Charity 301271

### Statement of Assets and Liabilities at 31st March 2023

	2023 £	2022 £
<b>MONETARY ASSETS</b>		
<b>Deposits and Bank Balances</b>		
Bank Account	39769.60	37298.50
	<u>39769.60</u>	<u>37298.50</u>
<b>Debtors</b>		
Unpaid lettings	103.00	14.00
<b>Creditors</b>		
PRS	0.00	-694.20
Letting fees in advance	-820.45	-1113.00
Independent examination	-108.00	-102.00
<b>NON MONETARY ASSETS</b>		
Property		
Tables and chairs		
Kitchen Equipment		
Sound /PA System		
Cleaning materials		

## **Independent Examiner's Report to the Trustees of Burnham on Crouch Village Hall (Registered Charity No. 301271)**

I report to the trustees on my examination of the accounts of Burnham on Crouch Village Hall for the year ended 31st March 2023

### **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 all 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 in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

J Stobart FCCA  
RCCE House, Threshelfords Business Park, Inworth Road, Feering CO5 9SE  
15<sup>th</sup> August 2023