

RIDGEWELL VILLAGE HALL

Registered Charity 301384

Trustees Annual Report for the year ended 31st December 2020

Objectives and Activities

| | SORP reference | |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | To provide a Village Hall and Playing Field for the inhabitants of Ridgewell. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | During 2020 the village hall has been closed for a major re-development and has only been used during January. This work, which was scheduled to have been completed in Autumn 2020, has been delayed on account of Covid 19, but the hall should be available again early in 2021 for the public benefit and regular use by various community groups when permitted. The playing field has remained open when permitted and includes a variety of play equipment for children and a good size field used by the community groups and children alike. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | Ridgewell Parish Council, as sole trustee, has given due regard to the Charity Commission's guidance on public benefit and the hall is run in accordance with the guidance. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | The extension and renovation project has been managed by a volunteer Project Director, who has also carried out landscaping, external signage work. Volunteers will continue to make a significant contribution to the running of the hall and its activities when it reopens. |
| Other | | |

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>When the hall reopens it will be used regularly by a number of community groups including dance and fitness classes, Women's Institute, Garden Society and others. The addition of a second room will enable greater use of the hall, which will increase benefits and the range of activities available for the community.</p> <p>The hall will again provide the venue for the village fete and other communal village events. It will also be used as a polling station. Regular meetings of The Parish Council will be held in the hall as well as private and children's parties.</p> <p>All of the events held before the closure have helped to bring the community together and reduced social isolation. When permitted the playing field has continued to see a significant increase in children's activity contributing to overall sport and exercise.</p> <p>As stated above the re-development and extension of the hall will be completed early next year and, if Covid 19 restrictions allow, this will lead to increased use of the facilities. This will benefit the whole community which is also expanding with a number of additional homes under construction.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

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| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | Having reached the target required to start the re-development of the hall there has been little or no fundraising during the period; but some significant contributions have been made by small business and individuals during the period. A small lottery fund continues to support the project. |
| | Para 1.41 | Charity does not hold any investments. |

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| Investment performance against objectives | | |
| Other | | |

Financial Review

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| Review of the charity's financial position at the end of the period | Para 1.21 | This has been an exceptional year for the Village Hall for two reasons: the Hall Improvement Project (HIP) began in February with a projected six month building program during which the Hall would be shut; and the Coronavirus pandemic which has caused significant delays to the HIP. The charity holds two accounts with Lloyds Bank. The main account holds the funds necessary to run and maintain the village hall. At the end of the year this account held £11,420 which represents the general reserve plus a managed fund of £290. The second account holds restricted funds that are for the purpose of the Hall Improvement Project (HIP). At the end of the year this account had a balance of £81,534 sufficient for completion of the project. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | Adequate reserves are to be held (a) for future repair and replacement requirements and (b) unforeseen contingencies. The former accrue through depreciation provisions and the latter have proved essential in the current pandemic. |
| Amount of reserves held | Para 1.22 | Funds held in the main account are sufficient to cover approximately one year operating costs as well as a portion earmarked for repair and replacement of tangible assets as and when necessary. |
| Reasons for holding zero reserves | Para 1.22 | n/a |
| Details of fund materially in deficit | Para 1.24 | n/a |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | n/a |

Additional information (optional)

You may choose to include further statements where relevant about:

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| The charity's principal sources of funds (including any fundraising) | Para 1.47 | Apart from a brief period at the beginning of the year there has been no trading income and little scope for fund raising as the Hall has been closed for redevelopment. The situation was further exacerbated by the coronavirus pandemic which has delayed completion of the HIP and limited |
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| | | <p>opportunities for fund raising. The principal source of income for the year has been from grants. The Village Hall Management Committee was able to call down £380,000 of a £400,000 Big Lottery Grant given to redevelop the Hall. The balance will be paid on practical completion of the project which has been delayed into 2021. A further grant of £75,000 was received from Action with Communities in Rural England (ACRE). There were several smaller grants and numerous donations all hypothecated to the Hall Improvement Project.</p> |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | <p>Opportunities to invest surplus funds not required for the normal operation of the charity will be sought in accordance with the Trust Deed where practicable.</p> |
| A description of the principal risks facing the charity | Para 1.46 | <p>As previously mentioned the HIP end date has been delayed due to the coronavirus pandemic. The charity's primary purpose is to provide a village hall for community benefit and this too has been affected by the pandemic. The Retail Hospitality and Leisure Grant received from Braintree District Council in June has covered general operating costs. At this stage it is unclear when and how government restrictions on social gatherings will be eased. It is likely that some restrictions will be in place for a significant part of 2021 and hence continue to have a detrimental impact on the charity's ability to fund raise and to provide an effectively used community resource. Further government support in the form of Additional Restrictions Grants may be available in 2021 to compensate for loss of charitable trading income until the hall is able to re-open. The expectation is that when restrictions are eased, the refurbished and extended Village Hall will be a significant asset for the village and as such, will be a viable and valuable resource for the village.</p> |
| Other | Para 1.48 | <p>Ridgewell Village Hall held £92,955 in two bank accounts at the end of 2020, an increase of £42,000 compared with the beginning of the year ;</p> <p>Of this £81,534 was restricted to use on Hall Improvement and hence not available for general purposes;</p> <p>The whole of the £81,534 has been committed for completion of the HIP. It is likely that £68,534 will be spent on the</p> |

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| | | <p>project in the first six months of 2021. The balance of £13,000 will be held for 12 months from completion to cover snagging.</p> <p>There are free reserves of £11,256 which represents approximately one year of operating cost and an allowance for the maintenance intact of the fixed assets which is consistent with the Sole Trustee's reserves policy.</p> |
| | | |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Trust Deed (as amended 14 July 2015) |
| How is the charity constituted? (eg: unincorporated association, CIO) | Para 1.25 | Trust, Unincorporated |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Elected and co-opted members of the Ridgewell Parish Council. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | The Sole Trustee has delegated the day to day running of the Village Hall to the Village Hall Management Committee (VHMC) consisting of a minimum of five elected members including at least one Parish Councillor. The Parish Council employs a Treasurer as the financial controller for the VHMC. The hall is managed in accordance with the Trust Deed, relevant legislation and the necessary insurance; inspections and licences are in place. |
| Relationship with any related parties | Para 1.51 | |

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| | | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | Ridgewell Village Hall |
| Other name the charity uses | |
| Registered charity number | 301384 |
| Charity's principal address | Postal Address: c/o Portland Lodge, Chapel Road, Ridgewell, CO9 4RZ Physical Address: Ridgewell Coronation Village Hall, Drury Lane, Ridgewell, Halstead, Essex, CO9 4SL |

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 | Ridgewell Parish Council | | | |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
| | | |
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Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|--------------|-----------------------------------|--|
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Funds held as custodian trustees on behalf of others

| | |
|---|-----|
| Description of the assets held in this capacity | n/a |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|-----------------|------|---------|

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Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

Ridgewell Parish Council acting as a whole is Sole Trustee not individual councillors

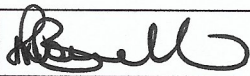
Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

| | |
|-------------------------------------|--|
| Signature(s) |  |
| Full name(s) | Nigel Benwell |
| Position (eg Secretary, Chair, etc) | Chairman, Parish Council |

Date 24 Feb 21

RIDGEWELL VILLAGE HALL
Registered Charity 301384
Statement of Financial Activities for the year ended 31 December 2020

| | Notes | 2020 | | | 2019 |
|-------------------------------------|-------|----------------------|----------------|---------------------|----------------------|
| | | Main A/C | HIP A/C | Total | Total |
| | | Unrestricted | Restricted | Restricted | |
| INCOME | | | | | |
| From Trading Activities | | | | | |
| Lettings | | £748.00 | | £0.00 | £8,639.50 |
| From Voluntary Sources | | | | | |
| Fundraising | 5 | £0.00 | | £4,340.00 | £10,905.78 |
| Donations | 5 | £44.98 | | £5,069.55 | £7,561.53 |
| Grants | 5 | £10,000.00 | | £553,642.57 | £16,060.00 |
| Insurance charge-out to user groups | | £0.00 | | £0.00 | £35.00 |
| Farmers' markets | | £0.00 | | £0.00 | £1,391.75 |
| Gift Aid | | £0.00 | | £1,045.31 | £294.71 |
| Miscellaneous | | £0.00 | | £0.00 | £431.00 |
| From Assets | | | | | |
| Interest | | £0.00 | | £0.00 | £0.00 |
| TOTAL INCOME | | £10,792.98 | £0.00 | £564,097.43 | £574,890.41 |
| EXPENDITURE | | | | | |
| Trading Activities | | | | | |
| Refunds | | -£357.00 | | -£357.00 | -£40.00 |
| Charitable Activities | | | | | £0.00 |
| Grants | | | | £0.00 | -£50.00 |
| Salaries | 4 | -£256.00 | | -£256.00 | -£1,378.16 |
| Trading Activities | | | | | |
| Cleaning and Maintenance | | -£872.56 | | -£872.56 | -£691.94 |
| Grass-cutting | | -£389.20 | | -£389.20 | -£361.83 |
| Energy (oil/electricity) | | -£661.63 | | -£661.63 | -£1,187.35 |
| Water | | -£288.45 | | -£288.45 | -£269.19 |
| Telephone & Broadband | | -£232.27 | | -£232.27 | £0.00 |
| Inspections | | -£135.00 | | -£135.00 | -£522.60 |
| Waste | | -£443.50 | | -£443.50 | -£195.00 |
| Licences | | -£361.22 | | -£361.22 | -£402.68 |
| Insurance | | -£1,626.22 | | -£1,626.22 | -£1,643.67 |
| Depreciation | | -£2,652.93 | | -£2,652.93 | -£2,252.29 |
| Administration of the charity | | | | | |
| Office Costs | | -£105.67 | | -£48.19 | -£10.98 |
| Training/Conferences | | -£40.00 | | -£40.00 | £0.00 |
| Independent Examination | | -£85.00 | | -£85.00 | -£80.00 |
| Subscriptions | | -£105.00 | | -£105.00 | -£50.00 |
| Other Expenditure | | | | | £0.00 |
| Equipment | | -£17.00 | | -£183.72 | -£197.62 |
| Playing Field Trees | | £0.00 | | £0.00 | -£1,925.00 |
| Farmers' markets | | £0.00 | | £0.00 | -£303.89 |
| Fundraising | | £0.00 | | -£2,980.42 | -£4,112.20 |
| Hall Improvement Project Costs | | | | | |
| Architect Fees | | £0.00 | | -£13,199.66 | -£2,727.98 |
| Other professional fees | | £0.00 | | -£7,754.75 | -£11,772.15 |
| TOTAL PAYMENTS | | -£8,628.65 | £0.00 | -£24,166.74 | -£30,174.53 |
| SURPLUS / DEFICIT | | £2,164.33 | £0.00 | £539,930.69 | £15,144.74 |
| TRANSFER BETWEEN FUNDS | | £480,035.13 | | -£480,035.13 | £0.00 |
| Balances Brought Forward | | £693,283.38 | £290.00 | £34,842.32 | £728,415.70 |
| Balances Carried Forward | | £1,175,482.84 | £290.00 | £94,737.88 | £1,270,510.72 |

RIDGEWELL VILLAGE HALL
Registered Charity 301384
Balance Sheet at 31 December 2020

| | | 2020 | 2019 |
|-----------------------------------|---|----------------------|--------------------|
| FIXED ASSETS | | | |
| Land and Buildings | 2 | £1,144,919.36 | £658,890.64 |
| Play Equipment | 3 | £15,701.22 | £17,953.51 |
| Tangible Fixed Assets | 3 | <u>£3,605.77</u> | <u>£0.00</u> |
| | | £1,164,226.35 | £676,844.15 |
| CURRENT ASSETS | | | |
| Deposits and Bank Balances | | | |
| Lloyds Current Account | | £11,420.85 | £16,433.99 |
| Lloyds HIP Account | | <u>£81,534.55</u> | <u>£34,546.82</u> |
| | | £92,955.40 | £50,980.81 |
| Debtors | | | |
| VAT recoverable | | £18,228.30 | £125.24 |
| Fund Raising Expenses | | £0.00 | £295.50 |
| Unpaid lettings | | <u>£0.00</u> | <u>£250.00</u> |
| | | £18,228.30 | |
| LESS: CURRENT LIABILITIES | | £111,183.70 | £51,651.55 |
| Architect fees due | | -£960.00 | |
| Invoice for Equipment | | -£3,250.46 | |
| Invoice for building work | | -£603.87 | |
| Independent examination fee | | <u>-£85.00</u> | <u>-£80.00</u> |
| | | <u>-£4,899.33</u> | |
| NET CURRENT ASSETS | | £106,284.37 | £51,571.55 |
| NET ASSETS | | <u>£1,270,510.72</u> | <u>£728,415.70</u> |
| UNRESTRICTED FUNDS | | £1,175,482.84 | £693,573.38 |
| RESTRICTED FUNDS | 5 | <u>£95,027.88</u> | <u>£34,842.32</u> |
| | | <u>£1,270,510.72</u> | <u>£728,415.70</u> |

RIDGEWELL VILLAGE HALL
Registered Charity no : 301384

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st DECEMBER 2020

1 ACCOUNTING POLICIES

Basis of Accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2019, and with the Charities Act 2011.

The accounts for the previous accounting period were submitted to the charity commission on a Receipts and Payments basis and have been restated on an Accruals Basis for comparative purposes. The activities of the charity meet the Public Benefit Test.

The accounts for the year ended 31 December 2019 were previously prepared on a Receipts and Payments basis and have been restated as accruals accounts to enable comparison.

Land and Buildings

Land and Buildings managed by the charity comprises Ridgewell Village Hall and a large storage shed. The value at 1 January 2019 is based on the insurance valuation of the building plus a valuation of the land at £8,000 per acre.

Play Equipment

Play equipment comprises Climbing Frame, Zip Wire, Triple Swing, and Small Pirate Ship.

Play Equipment is depreciated at a rate of 10% on a straight line basis.

A full year's depreciation is charged in the year of purchase.

Tangible Fixed Assets

Tangible Fixed Assets comprise tables and chairs, kitchen equipment, PA system / sound equipment.

Expenditure on items of over £200 is capitalised

Fixed Assets are depreciated at a rate of 10% on a straight line basis.

A full year's depreciation is charged in the year of purchase.

Fund Accounting

Funds held by the charity are either:

| | |
|--------------------|--|
| Unrestricted Funds | These are funds which can be used in accordance with the charitable objects at the discretion of the trustees. |
| Restricted Funds | These funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. |

Income

Income and donations are accounted for as received by the charity. No permanent endowments have been received in the period.

Value Added Tax

Value Added Tax is recoverable by the charity as the sole trustee is Ridgewell Parish Council

Expenditure

Expenditure is recognised when a liability is incurred.

Notes to the Accounts (continued)

2 LAND AND BUILDINGS

| | 2020 £ | 2019 £ |
|-------------------------|----------------------|--------------------|
| At 1 January | £658,890.64 | £658,890.64 |
| Capitalised Expenditure | £486,028.72 | £0.00 |
| At 31 December | <u>£1,144,919.36</u> | <u>£658,890.64</u> |

During the year rebuilding and refurbishment works totalling £486,028.72 have been capitalised, comprising Building work £468,955.86, Car Parking and Fencing £15,467.29 and Landscaping £1,605.57. The works have been financed by grant funders.

3 PLAY EQUIPMENT AND TANGIBLE FIXED ASSETS

| | 2020 | | 2019 | |
|-----------------------|------------------------|-------------------|------------------------|----------------------|
| | Play Equipment £ | Fixed Assets £ | Play Equipment £ | Fixed Assets £ |
| Cost | | | | |
| At 1 January | £22,522.87 | £0.00 | £22,522.87 | £0.00 |
| Additions | £0.00 | £4,006.41 | £0.00 | £0.00 |
| At 31 December | <u>£22,522.87</u> | <u>£4,006.41</u> | <u>£22,522.87</u> | <u>£0.00</u> |
| Depreciation | | | | |
| At 1 January | £4,569.36 | £0.00 | £2,317.07 | £0.00 |
| Charge for the year | £2,252.29 | £400.64 | £2,252.29 | £0.00 |
| At 31 December | <u>£6,821.65</u> | <u>£400.64</u> | <u>£4,569.36</u> | <u>£0.00</u> |
| Net Book Value | | | | |
| At 31 December | <u>£15,701.22</u> | <u>£3,605.77</u> | <u>£17,953.51</u> | <u>£0.00</u> |

4 EMPLOYEES

The average monthly number of employees during the year was as follows:

| | 2020 | 2019 |
|-------------|------|------|
| Admin staff | 0 | 1 |

No employees received emoluments in excess of £60,000

Notes to the Accounts (continued)

5 RESTRICTED FUNDS AND GRANTS

| | Balance at 01/01/20 | Grants Received | Expenditure | Balance at 31/12/20 |
|---|------------------------|--------------------|--------------------|------------------------|
| HALL IMPROVEMENTS | | | | |
| Numerous small donations | £18,842.32 | £9,409.55 | £0.00 | £28,251.87 |
| Gift Aid | | £1,045.31 | £0.00 | £1,045.31 |
| Essex County Council CIF | £10,000.00 | | -£10,000.00 | £0.00 |
| Essex Community Foundation | £3,000.00 | | -£3,000.00 | £0.00 |
| Ridgewell Garden Society | £3,000.00 | | £0.00 | £3,000.00 |
| Transfer from General Fund ¹ | | £10,000.00 | £0.00 | £10,000.00 |
| Big Lottery - Main Grants | | £379,999.59 | -£379,999.59 | £0.00 |
| Action with Communities in Rural Essex | | £75,000.00 | -£75,000.00 | £0.00 |
| Garfield Weston Foundation - Grant | | £30,000.00 | -£30,000.00 | £0.00 |
| Fowler, Smith & Jones | | £25,000.00 | -£14,559.30 | £10,440.70 |
| Tom Amos Charity - Grant | | £15,000.00 | £0.00 | £15,000.00 |
| Foyle Foundation | | £7,000.00 | £0.00 | £7,000.00 |
| Essex Asscn of Local Auths | | £5,000.00 | £0.00 | £5,000.00 |
| Ridgewell Parish Council - Grant | | £5,000.00 | £0.00 | £5,000.00 |
| ECC - Locality Fund Claim | | £1,386.98 | -£1,386.98 | £0.00 |
| Braintree DC | | £256.00 | -£256.00 | £0.00 |
| Bernard Sunley (Grant) | | £10,000.00 | £0.00 | £10,000.00 |
| | <u>34,842.32</u> | <u>574,097.43</u> | <u>-514,201.87</u> | <u>94,737.88</u> |

¹ The Trustee agreed in December 2019 to transfer £10,000 from the General to the Restricted Fund (Hall Improvement Project) in support of the project. The transfer was made during 2020.

MANAGED FUND

| | | |
|---------------------|---------------|---------------|
| Toddler Group Grant | <u>290.00</u> | <u>290.00</u> |
|---------------------|---------------|---------------|

Independent Examiner's Report to the Trustees of Ridgewell Village Hall (Registered Charity number 301384)

I report to the trustees on my examination of the accounts of the Trust for the year ended 31st December 2020.

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. 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; or
3. the accounts do 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.

Jan Stobart, FCCA

RCCE offices, Threshelfords Business Park, Inworth Road, Feering, Essex CO5 9SE

24th February 2021