

Takeley Village Hall (Registered Charity number 301409)

Trustees Annual Report for the year ended 31st March 2021

Governance

The charity's address is Takeley Silver Jubilee Hall, Brewers End, Takeley, Bishop's Stortford, CM22 6QJ.

The charity is a village hall, to be used predominately by villagers for recreational, social, educational and wellbeing purposes. The Hall owns the building, the adjoining social club and land immediately surrounding the Hall. The charity operates entirely for public benefit. The governing document is a declaration of trust dated 22 July 1936, as varied by scheme dated 14 March 1939, and amended on 09 July 2018.

Trustees during the year were:-

Michael Coleman - Chairman
Paul Burnett Vice Chairman
Robert Newman – Treasurer
John Monk
Eric Rogers
Carol Pratt
Mel Wray
Barbara Aviet
Jane Bridgeman
Barbara Johnson

Trustees are appointed as both nominees and representatives of the village organisations that are regular users of the hall. Jane Bridgeman is paid £3,000 per year for her role as letting secretary, and is highly regarded by the committee.

Activities for the year 2020/21

Takeley Village Hall attracts a wide range of user groups of all ages, who use the Hall for various activities including social, recreation, education and exercise purposes, catering for everyone from the very young to the elderly. However, the hall has been closed for much of the year due to the COVID 19 pandemic, opening for a short spell in the summer / autumn of 2020 for limited activities, before closing again.

Whilst the hall has been closed the opportunity has been taken to undertake various maintenance and refurbishment tasks including the provision of new kitchen equipment and new store doors. The decision was made to keep Jane employed, as she would undoubtedly receive enquiries on re-opening, would need to keep checking the hall and it was also hoped that the playgroup would be allowed to open, which would require Jane's input. It was also agreed that Andrea would continue with limited cleaning.

However, it was felt that Graham's Mann's role as caretaker was unnecessary, and he was stood down. Graham's role was subsequently reviewed during the lockdown period, and whilst it was agreed that he was extremely diligent at what he did, the role really required someone who was happy just to let hirers without keys in and to lock up and have a check round the building after. Graham was offered this newly defined role, but declined the offer. Dave Reynolds has recently agreed to take on the role. Jane and Andrea (our excellent cleaner) to keep themselves busy, undertook to paint the walls in the hall and committee room.

Following strict government covid guidelines, we managed to reopen at the first opportunity, which was September 2020, when the hall was covered in floor tape, hand gel dispensers and one way systems, all organized, and driven, by Jane. We had a fantastic take up from most of our groups, but sadly it didn't last, and we had to close again in December.

Sadly, the annual 10k Run could not go ahead in 2020 because of the pandemic, but the committee is hopeful for the 2021 event.

Pre School

The committee had become aware that Little Learners pre school group, had been trying to sell the business for some time and that her child numbers were low. As the pre school group is fundamental to the ongoing success of the hall, the committee became increasingly concerned with the lack of progress of any potential sale. After repeatedly ignoring our requests to obtain any form of guarantee from Little Learners as to their plans for the coming year, it was agreed that we would not offer Little Learners a further licence, and a letter was duly sent explaining our reasoning. This was not well received and there followed a series of unsubstantiated legal threats and fanciful compensation claims. These were initially dealt with by the Chairman, but following an emergency committee meeting, and in the face of increasing personal accusations, it was agreed that we should inform our insurers who in turn instructed their solicitors to act on our behalf. A letter from the solicitors refuting all claims made against us, was fortunately enough to draw a line under the whole affair.

A new pre school group, Pixie's, has been formed by an ex-employee of Mrs Goodchild, but were unfortunately unable to open until March 2021. We are very encouraged by the enthusiasm and the obvious uplift in quality of the new group, and look forward to a long working relationship with them.

Accounts for the year 2020/21

Lettings were down by 80% on the previous year but this was largely compensated by the various COVID related government grants. The biggest blow was the loss of fundraising income this year. However, operating costs were also greatly reduced because of the hall closure and overall the accounts show a deficit of £556.53 compared to the previous year deficit of £3,145.41. This net result is after making the interest and capital repayment on the loan from Takeley Parish Council.

Cash and Bank balances of £79,248.99 are held at the year-end and the trustees are confident that these reserves are sufficient to cover two years of operating costs. Repayment of the loan in the longer term is dependent on the reopening of the hall and resumption of fundraising activities

TAKELEY VILLAGE HALL
Registered Charity 301409

Receipts and Payments Account for the year ended 31st March 2021

	2020/21			2019/20
	Unrestricted	Restricted	£	£
RECEIPTS				
From Trading Activities				
Lettings	5177.50		5177.50	28593.33
Rent	3863.33		3863.33	7350.00
Feed in Tariff	1821.18		1821.18	1760.26
From Voluntary Sources				
Fundraising	58.64		58.64	11284.18
Grants and Donations	19360.64		19360.64	0.00
From Assets				
Interest	0.71		0.71	2.85
TOTAL RECEIPTS	30282.00	0.00	30282.00	48990.62
PAYMENTS				
Charitable Activities				
Staff Costs	-4583.00		-4583.00	-8185.00
Repairs and Maintenance	-5227.79		-5227.79	-13015.35
Utilities & Insurance	-5121.24		-5121.24	-5915.37
Telephone and WiFi	-351.44		-351.44	-323.82
PRS/PPL	0.00		0.00	-1253.68
License	-180.00		-180.00	-180.00
Accounts & Examination	-252.00		-252.00	-192.00
Affiliation Fee (RCCE)	0.00		0.00	-126.00
Sundries	-25.00		-25.00	-25.00
	-15740.47	0.00	-15740.47	-29216.22
Other				
Fundraising Events	-321.00		-321.00	-7026.85
Loan Repayments	-11237.70		-11237.70	-11237.70
Professional fees	0.00		0.00	-3111.60
Hall Improvements	-3539.36		-3539.36	0.00
New Equipment			0.00	-1543.66
TOTAL PAYMENTS	-30838.53	0.00	-30838.53	-52136.03
NET SURPLUS / (DEFICIT)	-556.53	0.00	-556.53	-3145.41
Balances Brought Forward	79805.52		79805.52	82950.93
Balances Carried Forward	79248.99	0.00	79248.99	79805.52

Signed  Date 22/7/21

- On behalf of the Trustees

TAKELEY VILLAGE HALL
Registered Charity 301409

Statement of Assets and Liabilities at 31st March 2021

	2021	2020
MONETARY ASSETS		
Deposits and Bank Balances		
Deposit Account	1553.72	1553.01
Current Account	68833.07	63509.10
Fundraising Account	8753.94	14635.15
Cash in hand	108.26	108.26
	<u>79248.99</u>	<u>79805.52</u>
 Debtors		
Unpaid Letting fees		528.00
Rent due		4239.99
Affiliation Fees in advance		66.00
 Creditors: amounts falling due within one year		
Letting Fees in advance		1312.00
PRS	686.00	
Accounting Fees	170.00	204.00
Deposits held		692.00
Loan repayment (note 1)	11237.70	11237.70
 CREDITORS: amounts falling due after one year		
Loan from Takeley Parish Council (Note 1)	98962.86	108565.48
 NON MONETARY ASSETS		
Land and buildings (Note 2)		
Tables and chairs		
PA system / sound equipment.		
Kitchen equipment		

NOTE 1

The charity borrowed £150,000 from Takeley Parish Council on 9th August 2016. Repayments of £5,619 (principal and interest) are made half yearly on 8th February and 8th August. The final instalment is due on 8th August 2031.

NOTE 2

The Land and Buildings were valued on 21st September 2016 by Mullocks Wells. The Market Value is £474,000 (Hall £157,000, Club £200,000, Scout Hut £117,000). The total Property Reinstatement Valuation for insurance purposes is £1,683,000 (Hall & Club £1,230,000; Scout Hut £453,000).

TAKELEY SILVER JUBILEE HALL
Registered Charity Number 301409

Independent examination of accounts for the year ended 31st March 2021

Charity Commission requirement

Total income is above £25,000 and there is a requirement to lodge accounts and Trustees Annual Report with the Charity Commission.

Confirmation of Directions 1 and 2

- Accounts can be prepared on a receipts and payments basis and an independent examination undertaken.
- The independent examiner has no connection with the trustees or involvement in day to day administration of the charity.

Scope of work undertaken

- Cash book totals (Transactions spreadsheet) agreed to receipts and payments totals on the face of the accounts.
- Bank statement balances at start and end of year, reconciled to cash book balances and agreed to amounts shown on the statement of assets and liabilities.
- Sample of requests for payment trailed through the cash book.
- Sample of lettings receipts trailed through the cash book.
- An outline assessment of debtors and creditors as at 31st March 2021.
- There has been no verification of assets owned by the charity.
- Confirm there are no restricted funds
- Confirm the accounts meet Charity Commission requirements
- Review the TAR

Notes

The accounting records are kept to the required standards and are well presented however I have identified a matter of concern as I have been unable to verify some receipts and payments as the documentation presented was missing this information.

These include expenditure for any utilities, insurance premiums, telephone and Wi-Fi plus income for the period April 2020 to July 2020 and feed in tariffs. Care should be taken next year to provide source documents or some other form of evidence to support each transaction.

Income during the period from hall hire and fundraising has been severely restricted following the closure of the hall due to the Covid 19 pandemic. Grants of £19,360.64 were received from Uttlesford District Council although no source documents for these have been produced.

The petty cash balance remains unchanged throughout the year at £108.26. These funds have not been verified but the amount is not significant in terms of total funds of the charity. It is assumed that there have been no cash transactions in the year and that the closing balance is held by the treasurer.

It is noted that the cleaner is paid in cash for her services by one of the trustees who is then reimbursed directly from the village hall bank account. However, it is best practice to pay the cleaner by cheque or direct credit to minimise tax and/or other fraud.

Reserves are at 2.6 times the previous years running costs although this figure represents a period of high hall closure due to the Covid 19 pandemic and I understand this opportunity was taken to undertake various repairs and improvements.

Neil Harper
14th July 2021