



BISHOP'S CLEEVE
TITHE BARN

**Bishop's Cleeve Village
Hall
The Tithe Barn
Chairman's Annual
Report for
January–December 2020**

**Presented to the Annual General Meeting Tuesday, 2nd November
2021**

Registered charity #301465

The Chairman's Annual Report for the year 2020



1 Introduction

1.1 Governing Document

This document is the annual report for the accounting year January to December 2020 by the Chairman of the Trustees and Volunteer Management Committee of the Bishop's Cleeve Village Hall, registered Charity 301465, under the trust deed dated 13th November 1953. This report covers activities since the last AGM report, of October 2019 and is to be presented to the Annual General Meeting of the trust to be held in the New Bar on Tuesday, 2nd November 2021.

The Tithe Barn building is a Grade II listed building owned by the people of Bishop's Cleeve for which the Custodial Trustees are Bishop's Cleeve Parish Council, but for which the Village Hall Trustees, known as the Volunteer Management Committee, are responsible for its management and upkeep.

1.2 The Aims and Objectives of the trust

The main aims of the trust as set out in the trust deed are:

- That the Tithe Barn should be held on trust for the benefit of the inhabitants of the parish of Bishop's Cleeve, without distinction of sex, or political, or religious, or other opinions. It should be used for the purpose of physical and mental training, recreation and social, moral, and intellectual development through reading and recreation rooms, library, lectures, classes and recreation and entertainments or otherwise (Para 1), and
- That monies obtained from hiring out rooms at the barn are to be used for the upkeep and improvement of the Tithe Barn, to repair and insure the building, its furniture and effects, and pay rent, rates, taxes, salaries, etc., as well as buy furniture, games, books, magazines, newspapers, periodicals and other literature and means of recreation (Para 11).
- To manage the business of the management committee in accordance with the trust deed.

The trustees have published a draft 'plain English' version of the trust deed (available on the website), however, in all matters of legality the original document should be used.

1.3 Changes to the Trust Deed

There were no changes proposed, applied for, or granted since the last report.

2 Trustees

2.1 The Volunteer Management Committee – The Trustees

The charity is administered by the Volunteer Management Committee, of whom one was appointed by the Parish Council and two appointed by their users' group. Members of the Voluntary Management Committee, whether elected, appointed or co-



opted, are trustees of the Village Hall trust, and as such are required by law to act in the best interest of the trust and not the body that appointed them or from which they were co-opted.

The Volunteer Management Committee is responsible for the day to day running of the Tithe Barn as a Village Hall, for its continued maintenance, and for planning for its improvement and future use.

Those who have served as trustees since the last AGM are as follows.

Chairman		Peter Richmond
Treasurer		Judith Gibbins
Secretary		Vacant
Parish Council Rep		Andy Walker
Maintenance Team	Grounds	Peter Richmond
Maintenance team	Building	Andy Walker
Maintenance team	Building	Vacant
Website		Matt Rachael
Playgroup appointee		Cathy Lea
		Samantha Fisher
User representative		Cathy Lea
		Samantha Fisher

2.2 Volunteers

Two volunteers continue to support the Management Committee but not as trustees. The trustees are incredibly grateful for the huge efforts and support over the last year of Cheryl Parsons (who has acted as the Booking Secretary) and to Ruth Low for her time and efforts administering the allotments and taking notes of the trustee's meetings.

The trustees have continued to give their time and skills for free and again a number of works and refurbishment have been completed that have enabled the Tithe Barn to operate more effectively. See the details below in the Treasurer's report.

2.3 Parish Council

Cllr. Andy Walker continued as the Parish Council's representative on the Board of Trustees.

2.4 Professional advisors and services

BANKERS: The Trustees hold a bank account with Lloyds Bank, Sort Code (30-91-87), account number 046080960 to which BACS payments can be made and the account operated on the internet with two out of three signatories; the Treasurer Judith Gibbins, Andy Walker (Trustees) and the Booking Secretary Cheryl Parsons.



SAVINGS BANK: CCLA Fund Managers Ltd., Senator House, 85 Queen Victoria Street, London EC4 4ET

SOLICITORS: Star Legal, 7 Royal Crescent, Cheltenham GL50 3DF

Telephone: 01242 514477

ACCOUNTANTS: Regency Accounting Limited, 1 Bafford Farm, Bafford Lane, Cheltenham GL53 8DW

Telephone: 01242 234000

INSURERS: Allied Westminster, Allied House, Holgate Lane, Boston Spa, WETHERBY LS23 6BN

SUPPLIERS:

The Trust has regular contracts with:

City Fire Protection, 30 Ansdell Drive, Brockworth, Gloucester GL3 4BU

Done and Dusted Cleaning, Bishop's Cleeve - Mobile 07931 944 945

GEZE UK Ltd. (Automatic Doors), Blenheim Way, Fradley Park, Lichfield, Staffordshire WS13 8SY

Schindler Ltd, 400 Dashwood Lang Road, Bourne Business Park, Addlestone, Surrey KT15 2HJ

KB Heating Services, 86 Tobyfield Road, Bishops Cleeve, Cheltenham GL52 8PG

The Trust benefits from accounts held at:

Cleeve Supplies Ltd., Tobyfield Road, Bishop's Cleeve GL52 8NN.

Macdonalds Traditional Cobblers & Key Cutters - 9b Tarling's Yard, Bishop's Cleeve GL52 8RN.

2.5 Licenses

The Trustees pay the annual fee for the premises licence to Tewkesbury Borough Council.

We are also licensed by the Performing Rights Society (PRS) for the performance of music.

Cheryl Parsons continued as the Designated Premises Supervisor (DPS) for the Tithe Barn and she can be contacted through the web site.

The cleaning of the Tithe Barn continues to be undertaken by 'Done & Dusted'.

3 Governance

3.1 Policies

The current policies are available on the web site under "Governance".



3.2 Associations & Memberships

The Trust continues to be a member of Gloucestershire Rural Community Council (GRCC).

4 Activities of the Charity

4.1 Bookings

The Tithe Barn is very popular with groups, classes and clubs. There are regular adult groups or classes, children's activities, dance groups, exercise classes, and performances by a variety of artists courtesy of Cleeve Concerts.

Utilisation rates for the use of the Barn by regular users and hirers has been greatly impacted by the Covid-19 pandemic.

In March the Tithe Barn had to close its doors as HMG ordered a nationwide lockdown.

5 Finances

5.1 The Accounts

The accounts have been prepared by our accountants following the guidance set out in CC15B 'Charity reporting and Accounting: the essentials.' As the charity's annual income is more than £25,000 and less than £250,000 including grants and donations, the accounts are independently examined and prepared on an accrual's basis.

The trust's accounts closed in December 2020 and are published separately. The Annual accounts show an unrestricted income (i.e. excluding grants and donations) for the year to Dec 20 of £28,718. The income was affected by the closure of the Tithe Barn due to the pandemic, this fall in income was ameliorated by a grant of £10,000 from Tewkesbury Borough Council bringing the total to £38,718 still a significant drop from previous incomes in 2019 (£68,179) and 2017 (£80,509).

The long-term effect of the pandemic is that it seems unlikely that Vistry Homes will return to hire the car park for their employees, who continue to work from home. This will be a fall in income of approximately £10,000 per annum, whilst this is not catastrophic, more thought will be required when financing larger projects

The expenditure in the year to Dec 2019 was £41,098, this low figure was as a result of the pandemic. The closure resulted in lower fuel and light costs and apart from some re-decoration, no major projects were undertaken. Overall the expenditure was £2,380 higher than the income for 2020, this has been subtracted from the reserves.

The charity accounts have net current assets of £69,341 at the end of 2020. The Trustees keep a reserve to cover the costs of closing the Barn for an extended period of time. The reserve amount is £21,400 which is calculated from the minimum cost of running the Barn for 12 months.



5.2 Fees

There have been no changes made in 2020.

5.3 Ground Rents

Car Parking

The car parking at the rear of the Barn has not been in use by Bovis Homes (now part of the Vistry group) because of the lockdown.

Electricity Supply

Western Power Distribution continue to pay a fixed £5 p.a. for the electric substation under their 99-year lease.

6 Allotments

Ruth Low continues to act as ex-committee volunteer Allotment Secretary, and she can be contacted through the web site. The allotments continue to thrive under her stewardship with all allotments rented out with a lengthening waiting list.

7 General Issues

7.1 Improvements and Maintenance

7.1.1 General

As the Barn was empty extensive redecorating took place in high traffic areas in key areas upstairs and downstairs.

7.1.2 Cool room

The cool room equipment was switched off and regular inspections were carried out to check for safety and insurance purposes.

7.1.3 Outside store roof repair

Some minor repairs were carried out to the roof tiles which had been damaged by persons unknown.

7.1.4 Routine maintenance

The Tithe Barn sign at the front was refurbished and the bench on the south lawn had a makeover.

7.1.5 Security & Safety checks



These were carried out on a regular basis fulfilling our insurance obligations and more. Observations of the humidity and temperature readings were regularly noted and condition of the oak beams.

7.2 Gardens and Grounds

The Trustees were pleased to engage Steve Lloyd of Perennial Gardening who has made an impressive start on giving the attractive grounds of the Barn a complete makeover.

7.3 Vandalism and Security

We work closely with the police and report all incidents of anti-social behaviour and criminal damage. The newly commissioned CCTV will help us to manage the car parks and allotments in a way we hope will create a greater confidence for all who are genuine visitors to the Barn.

7.4 Web Site and Marketing

The existing website www.cleevetithebarn.org.uk is regularly kept up to date. The new website developed by Matt Rachael started attracting a steady flow of visitors to the website in early 2020 before the pandemic caused us to lockdown.

7.5 Trustees vacancies

The management committee remains under strength and would like to recruit new trustee members particularly a Secretary. Single task volunteers would also be most welcome. Completing a single task would be of considerable help to the Trustees; could be undertaken ex-committee (as currently is the case for the bookings secretary and allotments secretary) and would be a useful addition to anyone's CV. If anyone has a particular talent, they would like to offer to assist us for a few hours a week then please let us know!

7.6 The Built Heritage

The Tithe Barn is one of a number of listed buildings in Bishops Cleeve and an important part of the history of the village dating from the 15th century. We hope the community of Bishop's Cleeve (old and new residents) will continue to support the barn in all its many endeavours.



8 Conclusion

The Management Committee remain committed to managing the Village Hall effectively whilst preserving part of the village's-built heritage to be accessible to ALL in our community for them to enjoy.

Peter Richmond

*Chairman of Trustees and the Volunteer Management Committee,
Bishop's Cleeve Tithe Barn, Cheltenham Road, Bishop's Cleeve, Glos GL52 8LU
October 2020*

BISHOPS CLEEVE VILLAGE HALL

ACCOUNTS

31 DECEMBER 2020

Registered Charity No: 301465

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INDEPENDENT EXAMINER'S REPORT	1
STATEMENT OF FINANCIAL ACTIVITIES	2
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INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF:	
BISHOPS CLEEVE VILLAGE HALL	

I report on the accounts of the Trust for the year ended 31 December 2020, which are set out on pages 2 to 5.

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) (b) of the Charities Act); and
- to state whether particular matters have come to our attention

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would 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 examiners statement

In the course of my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:

to keep accounting records in accordance with section 130 of the Charities Act and to

prepare accounts which accord with the accounting records and comply with the accounting

requirements of the Charities Act: or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sharon Taylor FCCA.

Sharon Taylor FCCA I

Bafford Lane
Charlton Kings
Cheltenham
GL53 8DW

Dated: 10th September -2021

STATEMENT OF FINANCIAL

ACTIVITIES

				2019
	20,938	o	20,938	
	7,430	o	7,430	Total
For the year ended 31 December 2020			350	Funds
	0.00			
	10,000	o	10,000	
	<u>38,718</u>	<u>0</u>	<u>38,718</u>	54,401
RECEIPTS				12,650
	38,718			99
				6
Rent from hire of hall				0.00 15
Ground Rent	4,878	o	4,878	0
Bar Fees	2,602		2,602	<u>68,197</u>
Fund Raising	163		163	
Donations/Grants	4,970	o	4,970	
	1,110	o	1,110	7,64
	524		524	3
	472 472 10.902	o 10,902 o		2,64
PAYMENTS	9.308			2
				49
advertising	o 2,459			38
Telephone				5
Repairs and renewals				63,988
Cleaning				13,980
Gardening			714	1,67
Sundry expenses				3
Accountancy charges			2,995	15
			41,098	2.92
				B
Surplus of income over expenditure for the year transferred to reserves				<u>101,312</u>
Note 2020				<u>(33,115)</u>
Unrestricted Restricted Total				9,308 4
Fuel and light	2,459			
Insurance 5,14			0	
Internet 3			4	
Licences and inspections 1,18			0	
Rates 2			0	
			2,995	
				50
Postage, printing, stationery and				1

Legal & Professional fees 73

Extension fees 8

Depreciation

o

BISHOPS CLEEVE VILLAGE HALL STATEMENT OF ASSETS AND LIABILITIES

As at 31 December 2020

Note	2020	2019
Unrestricted Restricted Total	Total	
fun dS funds funds	funds	funds


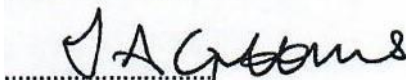
FIXED ASSETS	2	16,970	727,832	744,802	744,427
		17,479		17,479	
		55,242		55,242	
		8	o o	8	
		2,201	o	2,201	
		74,930	o o	74,930	
		5,589		5,589	
		5,589	o	5,589	
		69,341		69,341	
			727,832	814,144	
		86,312			
		17,223	796,921	814,144	
CURRENT ASSETS					
Cash at Bank - Lloyds		20,355			
Cash at bank - COIF fund		55,097			
Cash in hand		7B			
Prepayments		2,371			
					77,901
CURRENT LIABILITIES					
Accruals/ Deposits held		55,949			
					5,949
NET CURRENT ASSETS		71,952			
					816,379
RESERVES ACCOUNT		3816,379			

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position Of the charity at any time and which enable them to ensure that the financial statements

comply with applicable regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board of Trustees on

and signed on their
Peter Richmond

by: 


7/9/2021
 behalf by:
 (Chairman)

7 I q I tot)

Judith Gibbins (Treasurer)

BISHOPS CLEEVE VILLAGE HALL

NOTES TO THE ACCOUNTS

For the year ended 31 December 2020

1 Accounting Policies
Basis of preparation
 These accounts have been prepared on the basis of cost that investments are at market value) In accordance with:
 Accounting and Reporting by Charities — Statement of Recommended Practice (SORP) 2005; and in accordance with provisions of section 1A "Small Entities" or Financial Standard 102. 1 and with the Charities Act 2011
Depreciation
 Depreciation is calculated to write off the cost less estimated residual value of tangible assets over their estimated useful lives at the following rates:

Freehold buildings and improvements	nil	
Fixtures, fittings and equipment	15%	Of written down value

Taxation
 No provision is considered necessary in the accounts for taxation due to the exemptions available to registered charities

2 FIXED ASSETS

and follow

	Freehold	Furniture	
			0 3,370 3,370
			0 (2,995) (2,995)
property & improvements		fittings & equipment	
Written down value at beginning of year	727,832	16,595	744,427
Written down value at end of year	727,932	16,970	744,802

There is a legal charge over the property to the value Of

Additions

Depreciation

Which is in place until 2033.

3 RESERVES ACCOUNT

2020

At beginning Of year	e14379
Bank interest received	145
Transferred from Income and Expenditure account	(2,380)

At end of year

814, 144

2020

0

2019

0

0

0

0

4 Net Income
FUNDRAISING

Expenditure

5 ACCRUALS 2019

Accountancy
Deposits Held

714

600

4875

5349

5589

5949

4

BISHOPS CLEEVE VILLAGE HALL

ACCOUNTS

31 DECEMBER 2020

Registered Charity No: 301465

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Basis of the independent examiner's report

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Note 2020				
Unrestricted Restricted Total				<u>(33,115)</u>
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Fuel and light	2,459			0
Insurance 5,14				4
Internet 3		(2,380)	0	(2,380) o
Licences and inspections 1,18		0	0	0
Rates 2		2,995	0	2,995
Postage, printing, stationery and				50
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Extension fees 8

Depreciation

o

BISHOPS CLEEVE VILLAGE HALL STATEMENT OF ASSETS AND LIABILITIES

As at 31 December 2020

Note

2020

2019

Unrestricted Restricted

Total

Total

fun dS

funds

funds

funds


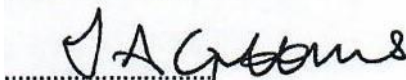
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by: 


7/9/2021
 behalf by:
 (Chairman)

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Judith Gibbins (Treasurer)

BISHOPS CLEEVE VILLAGE HALL

NOTES TO THE ACCOUNTS

For the year ended 31 December 2020

1

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downvalue

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and follow

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		0	(2,995)	(2,995)
property &	fittings &			
Improvements	equipment			

Written down value
 at beginning of year 727,832 16,595 744,427

Written down value

at end of year 727,932 16,970 744,802

There is a legal charge over the property to the value of

Additions

Depreciation

Which is in place until 2033.

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2020

At beginning of year 14379

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At end of year

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