



BISHOP'S CLEEVE TITHE BARN

**Bishop's Cleeve Village Hall (The Tithe Barn)
Registered Charity #301465**

Annual Report for January–December 2021 Presented to the Annual General Meeting 6 September 2022

1 Governing Documents

1.1 This document is the annual report for the accounting year January to December 2021 by the Chairman of the Trustees and Volunteer Management Committee of the Bishop's Cleeve Village Hall (referred to here as the Tithe Barn). It covers activities since the last AGM report of 2 November 2021, and is presented to the Annual General Meeting of the Trust held on Tuesday 6 September 2022.

1.2 The Tithe Barn 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.

1.3 The current policies are available on the website under "Governance". Policies are based on the Trust Deed dated 13 November 1953.

2 Aims and Objectives of the Trust

2.1 The Tithe Barn is 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 is to be used for the purpose of physical and mental training, recreation, meetings, entertainment and social events.

2.2 The income from hiring fees at the Tithe Barn is to be used for its upkeep and improvement, to repair and insure the building, its furniture and effects, and pay rent, rates, taxes, salaries, etc., and to provide furniture and resources for the users.

2.3 To oversee the operation of the Tithe Barn in accordance with the Trust Deed. There were no changes proposed, applied for, or granted since the last report.



3 The Volunteer Management Committee

3.1 The Tithe Barn Charity is administered by the Volunteer Management Committee, comprising trustees (one appointed by the Parish Council) and volunteers. They are responsible for the day to day running of the Tithe Barn as a Village Hall, for its continued maintenance, and planning for its improvement and future use.

3.2 Those who have served 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

3.3 Changes of Appointments In 2022. It should be noted that, at this AGM in September 2022 the Voluntary Management Committee comprises the following people:-

Trustees	Chair and Parish Council rep.	Jeffrey Green
	Co-Chair	Simon Waller
	Treasurer	Judith Gibbins
	Pre-School	Cathy Lea
	Pre-school	Samantha Fisher
	Website	Matt Rachael
Volunteers	Bookings Secretary	Cheryl Parsons
	Allotments Secretary	Ruth Low

4 Professional Advisors and Services

BANKERS: Lloyds Bank, Sort Code (30-91-87), Account Number 046080960 to which BACS payments can be made and the account operated online, with two signatories; Judith Gibbins and 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 01242 514477.



BISHOP'S CLEEVE
TITHE BARN

Bishop's Cleeve Village Hall -The Tithe Barn

Registered Charity 301465

Annual Report for 2021

ACCOUNTANTS: Regency Accounting Limited, 1 Bafford Farm, Bafford Lane, Cheltenham GL53 8DW 01242 234000.

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

The Trust is a member of Gloucestershire Rural Community Council (GRCC).

SUPPLIERS:

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, Benwell House, Green Street, Sunbury on Thames, TW16 6QS

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 9b Tarling's Yard, Bishop's Cleeve GL52 8RN

5 Licences

The Trustees pay the annual fee for the premises' licence to Tewkesbury Borough Council. Cheryl Parsons is the Designated Premises Supervisor. The premises are licensed by the Performing Rights Society (PRS) for the performance of music.

6 Activities

The Tithe Barn hosts regular adult groups or classes, children's activities, dance groups, exercise classes, and performances by a variety of artists. The schedule of events can be viewed on the website. Use of the Tithe Barn was greatly impacted by the Covid-19 pandemic. It is now (2022) mostly back to normal.

7 Finances

7.1 The accounts have been prepared by our accountants following the guidance set out in CC15B 'Charity reporting and Accounting: the essentials.' As the 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.

7.2 The accounts closed in December 2021 and are published separately. The annual accounts show an unrestricted income (i.e. excluding grants and donations) for the year to December 2021 of £37,347. The income was affected by the closure due to the pandemic, this fall in income was ameliorated by a grant of £8000 from Tewkesbury Borough Council bringing the total to £45347.

7.3 The expenditure in the year to December 2021 was £45,363. The enforced closure resulted in lower fuel and light costs.



7.4 Significant expenses in the year were:

Lift Repair	£3037
Automatic Front Door Repair	£628
Rear Car Park repair	£4071
Fixed Wire Electrical Safety Test	£1228
New Tables	£1334
New Glasswasher for bar	£1646
Laptop for Bookings Secretary	£500

7.5 The Lift repair was paid twice – the accounts contain a correction for this amount.

7.6 The accounts have net current assets of £69,090 at the end of 2021. The Trustees keep a reserve to cover the costs of closing for an extended period of time. The reserve of £26,000 is calculated from the minimum cost of running the Tithe Barn for 12 months.

8 Fees

8.1 Hiring Fees, Bookings and the Terms & Conditions are published on the website. No changes were made in 2020-21. The fees are to be revised in September 2022.

8.2 The car parking at the rear of the Tithe Barn has not been in use by Bovis Homes (Vistry group) since the lockdown.

9 Allotments

Ruth Low continues to act as Allotment Secretary. The allotments thrive under her stewardship with all allotments rented out with a small waiting list.

10 Property Maintenance

10.1 There is much on-going repair and maintenance work. Regular inspections have been carried out on the Burglar and Fire Alarms, Regular checks have been carried out for safety and insurance purposes.

10.2 Gardens and Grounds. Steve Lloyd of Perennial Gardening continues to keep the grounds, trees and plants in good, safe and attractive order.

10.3 Security. We work closely with the police and report all incidents of anti-social behaviour and criminal damage. The CCTV helps 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.



11 Website

The website www.cleevetithebarn.org.uk is regularly kept up to date, and includes information for hirers and contact details. It attracts a steady flow of visitors. It is developed and maintained by Matt Rachael.

12 Vacancies

The Management Committee remains under strength and would like to recruit new trustee members particularly a Secretary and Maintenance Person. 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 and would be a useful addition to anyone's CV.

14 Conclusion

The Tithe Barn is one of a number of listed buildings in Bishops Cleeve and an important part of the heritage of the village, dating from the 15th century. It is to be accessible to everybody in the community for them to enjoy. We hope the community of Bishop's Cleeve will continue to make good use of it, and support the Management Committee in all its many endeavours.

Jeffrey M Green

Chairman of Trustees and the Volunteer Management Committee.

BISHOPS CLEEVE VILLAGE HALL

ACCOUNTS

31 DECEMBER 2021

Registered Charity No: 301465

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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 2021, 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 examiner's 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

1 Bafford Lane
Charlton Kings
Cheltenham
GL53 8DW

Dated: 11th July 2022

BISHOPS CLEEVE VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 December 2021

	Note	2021			2020
		Unrestricted funds £	Restricted funds £	Total funds £	Total Funds £
RECEIPTS					
Rent from hire of hall		35,549	0	35,549	20,938
Ground Rent		648	0	648	7,430
Bar Fees		1,150	0	1,150	350
Fund Raising	4	0.00	0	0	0.00
Donations/Grants		8,000	0	8,000	10,000
		<u>45,347</u>	<u>0</u>	<u>45,347</u>	<u>38,718</u>
PAYMENTS					
Fuel and light		5,204	0	5,204	4,878
Insurance		2,445	0	2,445	2,602
Internet		0	0	0	163
Licences and inspections		4,712	0	4,712	4,970
Rates		1,314	0	1,314	1,110
Postage, printing, stationery and advertising		565	0	565	524
Telephone		835	0	835	472
Repairs and renewals		13,379	0	13,379	10,902
Cleaning		9,692	0	9,692	9,308
Gardening		3,479	0	3,479	2,459
Sundry expenses		0	0	0	0
Accountancy charges		702	0	702	714
Legal & Professional fees		0	0	0	0
Extension fees		0	0	0	0
Depreciation		3,038	0	3,038	2,995
		<u>45,363</u>	<u>0</u>	<u>45,363</u>	<u>41,098</u>
Surplus of income over expenditure for the year transferred to reserves	3	<u>(16)</u>	<u>0</u>	<u>(16)</u>	<u>(2,380)</u>

BISHOPS CLEEVE VILLAGE HALL

STATEMENT OF ASSETS AND LIABILITIES

As at 31 December 2021

	Note	Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
FIXED ASSETS	2	17,213	727,832	745,045	744,802
CURRENT ASSETS					
Cash at Bank - Lloyds		13,696	0	13,696	17,479
Cash at bank - COIF fund		55,249	0	55,249	55,242
Cash in hand		617	0	617	8
Debtors and Prepayments		5,723	0	5,723	2,201
		75,285	0	75,285	74,930
CURRENT LIABILITIES					
Accruals/ Deposits held	5	6,195	0	6,195	5,589
		6,195	0	6,195	5,589
NET CURRENT ASSETS		69,090	0	69,090	69,341
		86,303	727,832	814,135	814,144
RESERVES ACCOUNT	3	17,223	796,912	814,135	814,144

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 behalf by:

Jeffrey Green (Chairman)

Judith Gibbins (Treasurer)

Jeffrey M Green
J Gibbins

5th July 2022

NOTES TO THE ACCOUNTS

For the year ended 31 December 2021

1 Accounting Policies**Basis of preparation**

These accounts have been prepared on the basis of historic cost (except that investments are shown 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" of Financial Reporting Standard 102.
- 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 and reliefs available to registered charities.

2 FIXED ASSETS

	Freehold Property & Improvements	Furniture fittings & equipment	Total
Written down value at beginning of year	727,832	16,970	744,802
Additions	0	3,280	3,280
Depreciation	0	(3,038)	(3,038)
Written down value at end of year	<u>727,832</u>	<u>17,213</u>	<u>745,045</u>

There is a legal charge over the property to the value of £82,070, which is in place until 2033.

3 RESERVES ACCOUNT**2021**

At beginning of year	814,144
Bank interest received	7
Transferred from Income and Expenditure account	(16)
At end of year	<u>814,135</u>

4 FUNDRAISING**2021****2020**

Income	0	0
Expenditure	0	0
Net Income	<u>0</u>	<u>0</u>

5 ACCRUALS**2021****2020**

Accountancy	720	714
Deposits Held	5475	4875
	<u>6195</u>	<u>5589</u>

BISHOPS CLEEVE VILLAGE HALL

ACCOUNTS

31 DECEMBER 2021

Registered Charity No: 301465

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J Gibbins

5th July 2022

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4 FUNDRAISING

2021

2020

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Expenditure	0	0
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5 ACCRUALS

2021

2020

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