



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' annual report (including Directors' report) for the period

From: 1<sup>st</sup> April 2021 to: 31<sup>st</sup> March 2022

Charity name: **HIGHCLERE VILLAGE HALL**

Charity registration number: **301852**

Company number:

### Objectives and activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>For the use of the residents of Highclere and neighbourhood.</b>
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	<b>The Hall provides facilities for; exercise (dance, keepfit, yoga, pilates) drama, music, dinners, committee meetings, children's parties and local and Government elections.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>Yes the committee has had regard to guidance.</b>

### 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	
Other		

## Achievements and performance

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	<b>The Hall is the only general meeting place within the village for residents, where they can find the array of events and facilities available. The hall enjoys nearly full bookings on a weekly basis.</b>
---	-----------	---

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	

Other		
-------	--	--

## Financial review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The Trustee's consider the financial position at the end of the period is satisfactory.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The policy is to invest the reserves on bank deposit, and the Trustee's consider it is prudent to hold reserves.</b>
Amount of reserves held	Para 1.22	<b>£53,262</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	<b>n/a</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>n/a</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, governance and management

Description of charity's trusts:		
Type of governing document: for example, <a href="#">trust deed</a> , <a href="#">memorandum and articles of association</a> etc	Para 1.25	<b>Trust deed dated 8th July 1959</b>
How is the charity constituted? <a href="#">for example limited company</a> , <a href="#">unincorporated association</a> , CIO	Para 1.25	<b>Unincorporated association</b>
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	<b>The Trust Deed states the constitution of the Management Committee. Residents are able to put themselves forward for the committee at the AGM. During the year the committee has the power to co-opt new committee members to hold office.</b>

### 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	
Relationship with any related parties	Para 1.51	
Other		

## Reference and administrative details

Charity name	<b>Highclere Village Hall</b>
Other name the charity uses	
Registered charity number	<b>301852</b>
Charity's principal address	<b>Andover Road Highclere Newbury Berkshire RG20 9QS</b>

## 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	M Jenkins	Chair		
2	I Briggs	Treasurer		
3	Mrs I. Gardner	Secretary		
4	Mrs J Boulton			
5	Mrs V Dunmore			
6	N Leah			
7	Mrs M McQuillen			
8	B Wall			
9	Mrs H Whitworth			
10	M Williams			
11	Mrs H Stillman			
12				
13				
14				
15				
16				
17				
18				

19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name	

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year
<b>Highclere Parish Council</b>	

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	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

Additional information (optional)

#### **Names and addresses of advisers (optional information)**

Type of adviser	Name	Address

#### **Name of chief executive or names of senior staff members (optional information)**

--

# Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

# Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)		
Full name(s)	Charles Michael Jenkins	
Position (for example Secretary, Chair, etc)	Chair	
Date		

**HIGHCLERE VILLAGE HALL  
RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2022**

	<b>2,022</b>	<b>2021</b>
	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
		<b>£</b>
<b>RECEIPTS AND PAYMENTS</b>		
<b>Receipts</b>		
Voluntary Receipts		10,000
Charitable activities	10,224	3,522
Activities for generating funds	18,700	8,400
Investment interest	8	25
	<u>28,932</u>	<u>21,947</u>
<b>Payments</b>		
Costs of charitable activities	10,851	13,392
Costs of generating funds	3,984	1,159
Purchase of fixed assets	3,501	7,694
	<u>18,336</u>	<u>22,245</u>
<b>Net of Receipts/(Payments)</b>	<u>10,596</u>	<u>-298</u>
Cash funds last year end	55,168	55,466
<b>Cash funds this year end</b>	65,764	55,168

**STATEMENT OF ASSETS AND LIABILITIES AS AT 31 MARCH 2022**

<b>Cash funds</b>		
Cash	469	322
Bank current account	2,000	1,559
Bank deposit account	63,295	53,287
	<u>65,764</u>	<u>55,168</u>

**Assets retained for the charity's own use**

Stock  
Furniture and equipment  
Land and building

**Fund to which asset belongs**

Unrestricted funds  
Unrestricted funds  
Unrestricted funds

**Signed on behalf of all the trustees**

Signature

Print name

Date of approval



**Highclere Village Hall****Receipts and Payments Workings**

	<b>2020</b>	<b>2019</b>
<b><u>Activities for generating funds</u></b>		
Wassail party	2,857.72	3,251.89
Theatrical events	3,143.21	752.90
Rent of flat	8,400.00	4,900.00
	<u>14,400.93</u>	<u>8,904.79</u>
<b><u>Charitable activities</u></b>		
Total receipts	27,244.68	21,613.07
Less: Activities for generating funds	-14,400.93	-8,904.79
Bank interest	-101.38	-64.55
	<u>12,742.37</u>	<u>12,643.73</u>
<b><u>Costs of generating funds</u></b>		
Wassail	1,513.50	1,684.94
Events	2,454.33	733.30
Flat refurb and expenses	1,159.20	3,427.53
	<u>5,127.03</u>	<u>5,845.77</u>
<b><u>Costs of charitable activities</u></b>		
Total payments	24,655.13	19,766.94
Less: Costs of generating funds	-5,127.03	-5,845.77
	<u>19,528.10</u>	<u>13,921.17</u>

**Note**

Calculations linking the Management Accounts to the Published Accounts

## **Independent Examiner's Report**

### **Report to the trustees of Highclere Village Hall**

**On the accounts for the year ended 31 March 2022**      **Charity**  
**no. 301852**

#### **Set out on page**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31<sup>st</sup> March 2022.

#### **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 Act and in carrying out my examination, I have followed 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 which give me cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 130 of the Act, or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Date

James B Hirst FCA

Mundey Cottage,  
Star Lane.  
Highclere,  
Newbury,  
RG20 9PL