

# North Baddesley Village Hall

Registered Charity No. 301904/1

## Trustees' Annual Report

1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021

Chair of Trustees:

David Middlewick

Tel: 02380 736867 Email: [contactNBVH@gmail.com](mailto:contactNBVH@gmail.com)

### Names of Trustees

Raymond Martin	President
David Middlewick	Chair
Roy Walmsley	Secretary
Eric Jones	Treasurer
Alison Middlewick	Booking Secretary
Neil Godfrey	Men's Shed
Anthony Church	Event Hirers
Christine Hill	Social Secretary
Rosemary Williams	Ground & Floral Care
Wendy Knight MBE	Red Cross

### Sources of advice and support

Bank: TSB Romsey  
Surveyor: David Percival  
Hampshire County Council,  
Test Valley Borough Council, Andover, Hants.  
North Baddesley Parish Council

## **Governance**

North Baddesley Village Hall was established as a charity by a conveyance and Trust Deed dated 8<sup>th</sup> November 1946. Land, adjacent to the old Village Post Office on the south side of the A27, was given to the village by Miss Edith Chamberlayne, owner of Chamberlayne Estates and a Village Hall was built as a community project by villagers. The Hall was well used until 1991. The Hall site was then exchanged for a new Village Hall to be built on Chamberlayne Estate land on the north side of the A27. Agreement was made between the Village Hall Trustees and Edith Chamberlayne's niece, Mrs Penelope Chamberlayne-McDonald, who opened the New Village Hall on 20<sup>th</sup> February 1991.

The deeds for the new site are vested in the protection of the Custodian of the Charities Commission, which is based in Taunton, Somerset. In 1995, part of the building was leased to the British Red Cross with the full approval of the Charities Commission.

## **Appointment of Trustees**

The Trust Deed governs the appointment of trustees and the management of the charity.

Five trustees are elected at the Annual General Meeting held in May. In addition, each regular user group nominates one trustee, up to a maximum of seven. The twelve trustees form the Management Committee of the Village Hall, which has the power to co-opt up to three further trustees. All trustees retire from office at the end of the next Annual General Meeting. Retiring trustees may be re-elected or re-appointed.

## **Policies and Procedures**

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted:

- Health & Safety Policy
- Child Protection Policy
- Vulnerable Adults Policy

Copies of these policies are included in the Trustees' Welcome pack

## **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which must be agreed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

## **Licences**

The hall has a Premises Licence (not including alcohol) and is registered with the local authority for small society lotteries. The hall is licensed by the Performing Rights Society and the Phonographic Performance Limited for live and recorded music.

## **Risk Management**

### **Insurance**

The Village Hall is insured by Ansvar Insurance with respect:

Property damage (buildings insurance): £657,138

Contents: up to £17,538

Electronic and computer equipment: £1,000

Public liability: £5,000,000

Employers' liability: £10,000,000

Legal expenses: £250,000

All risks: £2,128.00

Business interruption (loss of income): £60,000

Public & products liability (libel & slander): £500,000

Property owner's liability: £5,000,000.

The Management Committee recognises that it is under a legal obligation to protect the building, its users, and employees through adequate and appropriate insurance.

### **Building Issues**

A building condition survey is undertaken at 5-year intervals by a qualified surveyor.

The gas boiler, installed in October 2012, is serviced annually.

The mains electrical installation is checked by a qualified engineer every 5 years, being due Apr 2024.

A fire safety risk assessment is updated annually by the members of the Committee, which needs to be approved by the Management Committee.

The fire alarm and firefighting appliances are serviced annually by specialist contractors.

North Baddesley Men's Shed carry out ad hoc tasks in the hall.

Volunteers from the Committee carry out other regular maintenance checks.

### **Objectives of the Charity**

Provision of a village hall for the benefit of the inhabitants of the Parish of North Baddesley without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious, or other opinions.

Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

### **Principal Activities in pursuit of Objectives**

The hall is in use most days of the week for a variety of activities including Mother & Toddlers Group, Yoga, Line Dancing, Short Mat Bowls, Slimming World, Tea Dance, Tai Chi, Women's Institute, Painting Circle, Dance Lessons, Men's Shed, Taekwondo, Zumba, and Rainbows.

The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fund-raising fayres.

### **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis.

The contributions made by users of the hall are set to achieve the day to day running costs.

The management committee also source grants and organise fund-raising activities to improve the facilities.

### **Volunteers' Effort**

The Hall provides The Men's Shed with facilities, tools, and materials for them to carry out voluntary regular maintenance of the hall, along with supervising specialist contractors when required.

The management committee members give time each week to cover routine tasks such as bookings, financial management, and maintenance.

In addition, trustees attend monthly meetings, organise, and run fund raising events.

### **2020/2021 Achievements**

The Trustees hard work was dashed when the Covid-19 pandemic and subsequent lock down forced the closure of the Hall on 23<sup>rd</sup> March. All regular and party bookings were cancelled and hire fees refunded, all groups asked to remove their property from the hall to allow deep cleaning and maintenance to take place under Covid regulations. Strict government and hall management guidance allowed the village hall to open in April when children's groups were allowed to return. In May adult exercise classes resumed with the remaining groups returning in July.

Hall store floor painted.

Facebook page now available.

Outside bench replaced with new built by Men's Shed.

CCTV System installed by Men's Shed.

Microwave oven replaced.

Web site updated.

New storage Cupboards built and installed by Men's Shed.

Online bookings with calendar available on the internet.

Kitchen changes made by Men's Shed to improve cooking facilities.

### **Reserves Policy**

The charity had £30,054.42 in the bank as unrestricted reserves at the year end. This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement.

It is the Trustees' policy to maintain unrestricted reserves of between 30% and 80% of annual revenue budget expenditure.

The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works far in excess of cash reserves held. On identifying such major works, fund raising is undertaken with the object of meeting the costs in full (i.e., without needing a loan). Such funds would be restricted. There are no restricted funds in hand.

### **Future Plans**

The elected officers advertise to recruit new members of the committee and add trustees to replace retiring Members, as necessary.

The utilities and maintenance provided to British Red Cross who rent part of the building to be reviewed.

Fence off the garden to improve child safety.

Replace failing soffits.

New external notice board to advertise the hall groups that use the hall.

New Audio and Visual systems to improve facilities to the hirers.

Committee members to arrange events to meet future expenditure for the upkeep of the hall, and to continue to look for grants.

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

**Full name(s)**

David Middlewick

**Position**

Chairman

**Date**

31<sup>st</sup> December 2021

# **North Baddesley Village Hall**

## **Financial Statement**

**for the year ended**

**31st MARCH 2021**

# North Baddesley Village Hall

## Financial Statement for the year ended 31 March 2021

### Receipts & Payments Account

		<u>2021</u>	<u>2020</u>
		<u>£</u>	<u>£</u>
Receipts			
Hall Bookings	(Note 4)	10,471.50	28,318.95
Interest Received			
Bank Account-Instant Access		<u>108.96</u>	<u>5.83</u>
		108.96	5.83
Other Income			
Grants	(Note 4)	20,407.43	595.90
Licence Refund		565.31	-
Donation		150.00	-
Quiz Nights		<u>-</u>	<u>2,148.10</u>
		21,122.74	2,744.00
Total Receipts (to next page)		<u>31,703.20</u>	<u>31,068.78</u>



# North Baddesley Village Hall

## Financial Statement for the year ended 31 March 2021

### Receipts & Payments Account

		2021	2020
		£	£
<b>Receipts</b>	(from previous page)	31,703.20	31,068.78
<b>Payments</b>			
	Caretakers' Wages	2,400.00	2,400.00
	Booking Secretarys' Wages	1,200.00	1,200.00
	Treasurer	600.00	600.00
	Water	825.00	660.00
	Insurance	1,112.53	1,097.68
	Heat and Light	1,779.00	2,001.00
	Repairs, Renewals & Maintenance	6,894.91	11,865.12
	Sundries inc Licences	47.50	909.43
	Stationery, Postage & Internet (inc Web site)	1,057.17	433.51
	Accountancy Examination	170.00	170.00
	Cleaners	1,092.47	6,716.69
	Refuse Collection	394.74	1,168.85
	Refunds	278.00	560.00
<b>Total payments</b>		<u>17,851.32</u>	<u>29,782.28</u>
<b>Surplus for the Year</b>		13,851.88	1,286.50
Monetary Assets at 1 April 2020		16,202.54	14,916.04
Monetary Assets at 31 March 2021		<b>30,054.42</b>	<b>16,202.54</b>

# North Baddesley Village Hall

## Financial Statement for the year ended 31 March 2021

### Statement of Assets and Liabilities

	£
<b>Monetary Assets - at cost</b>	
TSB Treasurers Account	12,243.73
TSB Business Instant Access	17,762.18
Cash in Hand	48.51
<b>Total Monetary Assets</b>	<b>30,054.42</b>
<b>Debtors and Prepayments</b>	
Owed from Bookings	-
Prepaid PRS/PPL Licence	-
Prepaid Utilities/Website	784.45
<b>Total Debtors and Prepayments</b>	<b>784.45</b>
<b>Liabilities</b>	
Accruals for Utilities and Services	622.55
<b>Total Liabilities</b>	<b>622.55</b>
<b>Non-Monetary Assets</b>	
Hall, Car Park, Land	<b>220,277.74</b>

The Village Hall Management Committee have, over the years, paid for improvements in facilities at the Hall and purchased internal Fixtures, Fittings and Equipment. Apart from ongoing use in the hall, these items do not carry any material financial value.

# **North Baddesley Village Hall**

## **Financial Statement for the year ended 31 March 2021**

### **Notes to the Financial Statement**

- 1 This Financial Statement has been prepared in accordance with the guidance issued by the Charity Commissioners to comply with the provisions of the Charities Act 2011 (the Act).
- 2 The format of the Financial Statement agreed by the Committee is that recommended for Charities of our size and comprises a Receipts and Payments Account together with a Statement of Assets.
- 3 A complete audit is only required for larger Charities and the Committee have agreed to the provision of an Independent Examination, as specified in the Act, which will provide suitable assurances on the records and Financial Statement. The report of the Independent Examiner forms part of this Financial Statement
- 4 During the year to 31st March 2021 the Hall was closed for long periods due to Covid 19 restrictions ,as a consequence Test Valley Borough Council made Grants totalling £19,907.43 to North Baddesley Village Hall.

# **North Baddesley Village Hall**

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31<sup>st</sup> March 2021.

### **Responsibilities and basis of report**

As the charity's trustees 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 charity'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 giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the charity 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 contents 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 matter 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.



**Stephen A Williams FCA**

**October 2021**

# **North Baddesley Village Hall**

## **Financial Statement**

**for the year ended**

**31st MARCH 2021**

# North Baddesley Village Hall

## Financial Statement for the year ended 31 March 2021

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