

SHERBORNE ST JOHN VILLAGE HALL

REGISTERED CHARITY NUMBER 301945

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31<sup>st</sup> DECEMBER 2021

**SHERBORNE ST JOHN VILLAGE HALL**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

**CONTENTS**

	<b>Page</b>
Trustees and professional advisers	1
Trustees' annual report	2-5
Independent Examiner's report to the trustees	6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9-11

SHERBORNE ST JOHN VILLAGE HALLTRUSTEES AND PROFESSIONAL ADVISERS**Officers of Sherborne St John Village Hall Management Committee at 31<sup>st</sup> December 2021****Trustees**

Chairperson	Mr Paul Temple
Secretary	Mrs Shawna Campbell
Treasurer	Mr Brian "Mitch" Mitchison
Committee Members	Mrs Hilary Andrews
	Mrs Tracey Jeram
	Mrs Debra Morgan
Parish Council Representative	Mr Richard Morgan
<b>User Group Representatives</b>	None

**Bankers**

Lloyds Bank plc

**Independent Examiner**

Mr David Harlow FFA  
Edmonds Accountants  
Lexham House  
Binfield  
Bracknell  
RG42 4HP

**Solicitors**

Phillips Solicitors Limited  
Town Gate  
38 London Street  
Basingstoke  
Hampshire  
RG21 7NY

## SHERBORNE ST JOHN VILLAGE HALL

### ANNUAL REPORT FOR THE YEAR TO 31<sup>st</sup> DECEMBER 2021

The Committee of Management present their Report for the year ended 31<sup>st</sup> December 2021.

The Charity was established by Trust Deed dated 24<sup>th</sup> February 1967, and is registered with the Charity Commission Number 301945.

#### **Objects, Organisation and Activities**

The object of the Charity is to provide a village hall for the use of the inhabitants of Sherborne St John and the neighbourhood, in particular for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

The Charity is organised as a Trust with a Committee of Management comprising elected and nominated members.

The members of the Committee of Management at the year end and their appointing body where appropriate were:

Mr Paul Temple	Chairman	Elected member
Mr Brian Mitchison	Treasurer	Elected member
Mrs Shawna Campbell	Secretary	Elected member
Mrs Debra Morgan		Co-opted member
Mrs Hilary Andrews		Co-opted member
Mrs Tracey Jeram		Co-opted member
Mr Richard Morgan (Chair of the Parish Council) attended as an invited observer		

During 2021 no changes were made to the Committee.

Three members of the committee are elected on an annual basis at the Annual General Meeting; co-opted members are invited to join the committee by the elected members. New committee members are provided with information on the work of the charity and the role and responsibilities of a trustee and the responsibilities under the premises license.

It is the duty of the Charity's Trustees to approve the Trustees' Annual Report prepared by the committee.

The committee met formally five times during the year ended 31<sup>st</sup> December 2021, most of these by Zoom because of the pandemic.

### **Principal Office**

The location of the principal office of the Charity is:

Sherborne St John Village Hall  
Kiln Road  
Sherborne St John  
Basingstoke  
Hampshire  
RG24 9HP

## SHERBORNE ST JOHN VILLAGE HALL

### ANNUAL REPORT FOR THE YEAR TO 31<sup>st</sup> DECEMBER 2021

(continued)

#### Principle Activities

This is my second Village Hall annual report. When I took on this role, I did not foresee the challenging conditions that we would face over this period. As a population we have had to learn to live with constantly changing constraints on our behaviour and this has impacted quite severely on our ability, as a village hall, to deliver the services we aspire to. 2021 saw us pass through three phases of lockdown until something like a return to 'normal service' in July. Each phase presented us, and our users, with new challenges. We are deeply indebted to our customers for their perseverance and resourcefulness in coping with all these changes.

Out of challenges come opportunities and we would like to think that we have used our time and resources to good effect. We have looked at all areas of our operation to improve and streamline the services we offer in more detail than time constraints normally allow and I will detail the outcomes of our efforts in more detail below.

#### Finance

As ever we are indebted to our Honorary Treasurer Mitch Mitchison for keeping us up to date with all our financial reporting. Details of our financial position are recorded in the annual accounts which Mitch will go through in more detail following my report. With all the constraints mentioned above our normal practise of working against a budget was largely unsustainable which was akin to making a journey without a map. We could only apply the well-established disciplines of effective cost control and revenue stimulation in the hope that life would shortly return to normal.

As in 2020 we received Central government grants to assist our cash flow, directed to us by our local authority. Our cost controls were improved when we changed our accounting package to Xero, a system that several of us had worked with in other businesses. As we anticipated, this has reduced the high workload whilst at the same time considerably improving our efficiency. Amongst other benefits invoices can be raised quickly and simply, and statements and reminders are issued automatically.

#### Personnel

Two goodbyes over the course of this year. In common with many others our caretaker Mike Barnes decided to take retirement in the middle of the year. Mike had worked with us for 3 years & had treated the building with a degree of care as if it were his own. We would like to record here our thanks for all his hard work & for making our work as Trustees more manageable & enjoyable. In view of the uncertainties moving forward the Trustees decided not to replace Mike immediately as caretaker but to take on some of the duties themselves, critically aided by our immediate neighbour, Steve Kerslake, who provides us with the vital service of key management. Our sincerest thanks to Steve for his support.

Our long serving Trustee, Hilary Mills, stood down, temporarily we hope, because of pressure of work. Amongst her other tasks Hilary managed our volunteer led activities, a key part of our role in the community. Hilary will be a hard act to follow but we are fortunate to have as a fellow Trustee, Tracey Jeram, who will step into those shoes. Thank you to both of you.

#### Repairs & Maintenance

We took the opportunity of lockdown to look at marketing opportunities for the hall in the immediate future. The colour scheme had been left largely unchanged from the original, which whilst practical, was beginning to look dated. The Hall has been redecorated along with new curtains and the area previously known as The

Surgery, despite it not having been used as such for many years, has been refurbished & is now known as the Vyne Room.

We have stayed very much on top of our statutory health & safety checks, all carefully managed by our Trustee Debra Morgan. These are rolled out on a regular & routine programme. An exception this year was the statutory 5-year electrical inspection which showed that apart from upgrades to suit new regulations, the system is in good health. We are currently reviewing the lighting system to see if it is cost efficient to convert more lights to LED's & looking to replace the fire alarm system & upgrade the intruder alarm. Next on the list will be an upgrade to the kitchen, ideally to have stainless steel worktops & an upgrade of the equipment. These works should safeguard key areas of the building for many years to come.

In line with improving facilities for hirers we have bought 2 benches and 30 aluminium patio chairs to make better use of the outside areas of the building. We need to add a number of small tables when suitable ones can be sourced.

### Bookings

In my report last year, I highlighted the new and independent website that we had set up for the village hall. We have refined this further over the year and now find an increasing number of inquiries coming from this source. Previously we were but a link on the Parish Council website and therefore dependent on people navigating their way through that site to the village hall.

We were obviously uncertain how bookings might progress after the lockdown, but the reality has been that these have increased month by month to the point where there is little or no space in the peak hours booking slots.

Noticeable at weekends are an increase in birthday parties and wedding receptions. Sensible parents view the cost of hall hire for a children's party as good value against trying to fit large numbers in their homes. The new décor & an inclusive weekend wedding rate have boosted interest from those who need to take a more pragmatic view with their funds.

In early September we ran a 'welcome to the village' afternoon with teas & cakes. With new developments & many house moves we identified a likely 500 people who had relocated just before or through lockdown. Our event allowed our hall customers to publicise their activities & for all to meet new people. Hopefully we will repeat this in 2022.

Our good friends from the art group put on their annual show, very successfully it seems, despite their date following closely on lockdown. Thanks for taking on what looked to be a big risk.

Tracey Jeram, who I mentioned above, also took the brave decision to put on the annual Scarecrow Competition before lockdown finished. Whilst numbers were down on previous years it still provided a welcome diversion for those who viewed & voted on the entries. I am slightly biased as winner of the people's choice prize, so I am taking good care of the trophy until the 2022 event.

We are heading towards Jubilee celebrations in June 2022 which would conflict with a likely Village Fayre so this will now not take place until 2023. We are confident that other village events will continue to build back over this period.

Our success as a village hall ultimately depends on having a good number of hirers who like the hall & want to keep re-booking. To make this work it is essential that we have a contact who can be available to help guide them and to sort their every need & problem. We are deeply indebted to our Trustee, Shawna Campbell, who does a fantastic job in managing this complex process.

Finally, I would like to thank everyone who has and does support our work. I believe the hall is in good shape & the future looks bright. My thanks particularly go to my fellow Trustees already mentioned who have helped navigate us through a challenging year and without whom none of these things would happen. Like many

voluntary organisations our long-term future does need more people to join us either as Trustees or simply event volunteers. Many hands make light work!

On behalf of the Trustees

.....{original signed}.....

Paul Temple

Chairman of Trustees

Date.....27 Apr 22.....



**INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE OF MANAGEMENT**

**OF SHERBORNE ST JOHN VILLAGE HALL**

I report on the accounts of the Trust for the year ending 31<sup>st</sup> December 2021 which are set out on pages 7 to 11.

**Respective Responsibilities of the Trustees and the Examiner**

The charity's trustees are responsible for the preparation of the accounts and approving their Annual Report. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the commission under Section 145(5)(b) of the 2011 Act
- state whether particular matters have come to my attention

**Basis of 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 any 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 next statement.

**Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 130, of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met, or

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

Mr David Harlow FFA  
Edmonds Accountants  
Lexham House  
Binfield, Bracknell  
RG42 4HP

Signature...{original signed}.....

Date...27 Apr 22.....

**SHERBORNE ST JOHN VILLAGE HALL**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31<sup>st</sup> DECEMBER 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total £	2020 £
<b>INCOMING RESOURCES</b>						
<b>Incoming resources from</b>						
<b>Generated funds:</b>						
Grants	2	£ 17,374	£ -	£ -	£ 17,374	£ 11,334
Donations		£ -	£ -	£ -	£ -	£ -
<b>Activities for generating funds:</b>						
Fund raising		£ -			£ -	£ 94
Investment income/Other		£ 3			£ 3	£ 5
		<u>£ 17,377</u>	<u>£ -</u>	<u>£ -</u>	<u>£ 17,377</u>	<u>£ 11,433</u>
<b>Incoming resources from Charitable activities:</b>						
Charges for hall hire		£ 12,662	£ -	£ -	£ 12,662	£ 9,665
Wedding Hire Income		£ -	£ -	£ -	£ -	£ -
Other		£ -	£ -	£ -	£ -	£ -
		<u>£ 30,039</u>	<u>£ -</u>	<u>£ -</u>	<u>£ 30,039</u>	<u>£ 21,098</u>
<b>RESOURCES EXPENDED</b>						
<b>Costs of generating funds:</b>						
Donations to Other Charities		£ -			£ -	£ 100
Fund raising expenses		£ -	£ -	£ -	£ -	£ 396
		<u>£ 30,039</u>	<u>£ -</u>	<u>£ -</u>	<u>£ 30,039</u>	<u>£ 20,602</u>
<b>GROSS PROFIT/LOSS</b>						
Water rates		£ 333			£ 333	£ 555
Light and heat		£ 3,790			£ 3,790	£ 3,190
Maintenance and repairs		£ 5,288			£ 5,288	£ 2,214
Caretaking and cleaning		£ 4,670			£ 4,670	£ 4,030
Insurance		£ 1,413			£ 1,413	£ 1,418
Marketing		£ 144			£ 144	£ 365
Telephone and Internet charges		£ 1,521			£ 1,521	£ 637
Licences		£ -			£ -	£ -
Painting and re decorating		£ -			£ -	£ -
Gardening		£ -			£ -	£ -
Sundries and Purchases	3	£ -			£ -	£ 481
Professional fees		£ 502			£ 502	£ 454
Depreciation		£ -	£ 1,214	£ 10,478	£ 11,692	£ 11,195
		<u>£ 17,661</u>	<u>£ 1,214</u>	<u>£ 10,478</u>	<u>£ 29,354</u>	<u>£ 24,540</u>
<b>Governance costs</b>						
Independent examiner's fee		£ -	£ -	£ -	£ -	£ -
		<u>£ 17,661</u>	<u>£ 1,214</u>	<u>£ 10,478</u>	<u>£ 29,354</u>	<u>£ 25,036</u>
<b>NET PROFIT/LOSS before transfers</b>						
		£ 12,377	-£ 1,214	-£ 10,478	£ 685	-£ 3,938
Loan Payments & Transfers	9	-£ 4,989	£ 1,989	£ 3,000	£ -	£ -
		<u>£ 7,388</u>	<u>£ 775</u>	<u>-£ 7,478</u>	<u>£ 685</u>	<u>-£ 3,938</u>
<b>BALANCES BROUGHT FORWARD</b>						
1 <sup>st</sup> JANUARY 2020		£ 33,577	£ 2,877	£ 372,463	£ 408,916	£ 412,854
<b>BALANCES CARRIED FORWARD</b>						
AT 31st DECEMBER 2020		£ 40,965	£ 3,652	£ 364,985	£ 409,601	£ 408,916

**SHERBORNE ST JOHN VILLAGE HALL**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31<sup>st</sup> DECEMBER 2021**  
**BALANCE SHEET AS AT 31<sup>st</sup> DECEMBER 2021**

	Notes	2021 £	2020 £
<b>Generated funds:</b>			
Village Hall	4	£ 366,735	£ 377,213
Furniture and equipment	4	£ 3,652	£ 2,877
		<u>£ 370,387</u>	<u>£ 380,090</u>
<b>CURRENT ASSETS</b>			
Debtors	5	£ 180	£ 509
Balances at bank:			
Deposit and interest bearing accounts		£ 32,014	£ 20,012
Current accounts		£ 8,971	£ 13,037
Cash in Hand		£ 300	£ 300
		<u>£ 41,465</u>	<u>£ 33,858</u>
<b>LIABILITIES - amounts falling due within one year</b>			
Creditors and accruals	6	-£ 500	-£ 281
Loans	6	-£ 1,750	-£ 3,000
		<u>-£ 2,250</u>	<u>-£ 3,281</u>
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<b>£ 39,215</b>	<b>£ 30,577</b>
<b>LIABILITIES - amounts falling due in more than one year</b>			
Loans	7	£ -	-£ 1,750
<b>NET ASSETS</b>		<b><u>£ 409,601</u></b>	<b><u>£ 408,917</u></b>
Represented by:			
<b>FUNDS</b>			
General fund	8	£ 40,965	£ 33,577
Restricted fund	8	£ 3,652	£ 2,877
Endowment fund	8	£ 364,985	£ 372,463
		<u>£ 409,601</u>	<u>£ 408,917</u>

Approved on behalf of the Managing Committee

...{original signed}..... Paul Temple

**1<sup>st</sup> JANUARY 2022**

**AT 31<sup>st</sup> DECEMBER 2021**

Date.....27 Apr 22.....

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31<sup>st</sup> DECEMBER 2021SHERBORNE ST JOHN VILLAGE HALLNOTES TO THE ACCOUNTS FOR THE YEAR TO 31<sup>st</sup> DECEMBER 2021

## Generated funds:

1. Accounting PoliciesBasis of Accounting

These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting and Reporting by Charities", Charities SORP (FRS102).

**b) Fixed Assets**

Individual fixed assets costing £200 or more are capitalised at cost

Depreciation is provided on the Village Hall building and furniture and equipment at the following rates based on the estimated useful life of these fixed assets and their anticipated residual value:

**Village Hall building**

2% per annum (straight line basis)

**Sheds and External Storage**

10% (straight line basis)

**Furniture and equipment**

25% (straight line basis)

Incoming Resources

**Hall Hire:** Charges for hall hire are credited to the Statement of Financial Activities when the hire occurs.

**Grants and Donations:** Grants are credited to the Statement of Financial Activities when the entitlement to the grant is confirmed.

Grants and donations are credited to the fund to which the income relates.

**Resources Expended:** Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of irrecoverable VAT.

**Charitable activities:** This represents the direct and indirect costs of the operation of the village hall.

**Costs of generating funds:** Fund raising costs are charged to the Statement of Financial Activities when the fund raising activities occur.

**Governance costs:** Governance costs are those costs associated with charity governance requirements, which relate to the running of the charity.

**Taxation**

As a registered charity no liability to taxation arises.

As a charity the village hall is eligible for 80% mandatory rate relief and also received 20% discretionary rate relief from Basingstoke and Deane Borough Council.

2. Grants from Sherborne St John Parish Council

An initial loan of £30,000 from the Parish Council is repayable, see note 7.

Throughout the pandemic, Basingstoke and Deane have provided grant funding as part of their Covid-19 relief efforts - these totalled £17,374 in 2021

3. Committee Expenses and Donations**1<sup>st</sup> JANUARY 2021**

No member of the committee received any remuneration from the charity.

AT 31<sup>st</sup> DECEMBER 2021

**Donations paid and received**

None

## SHERBORNE ST JOHN VILLAGE HALL

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31st DECEMBER 2021  
(continued)4. Fixed Assets for use by the Charity

	Freehold Village Hall	Shed & Storage	Furniture and Equipment	Total
1 <sup>st</sup> January 2021	£ 523,904.93	£ 3,492.00	£ 20,572.75	£ 547,969.68
Additions	-	-	£ 1,989.00	£ 1,989.00
Disposals	-	-	-	£ -
31 <sup>st</sup> December 2021	£ 523,904.93	£ 3,492.00	£ 22,561.75	£ 549,958.68
1 <sup>st</sup> January 2021	-£ 146,692.26	-£ 1,047.60	-£ 20,140.02	-£ 167,879.88
Charge for year	-£ 10,478.10	-£ 349.20	-£ 865.00	-£ 11,692.30
31 <sup>st</sup> December 2021	-£ 157,170.36	-£ 1,396.80	-£ 21,005.02	-£ 179,572.18
<b>Net Book Value at 31<sup>st</sup> December 2021</b>	<b>£ 366,734.57</b>	<b>£ 2,095.20</b>	<b>£ 1,556.73</b>	<b>£ 370,386.50</b>
<b>Net Book Value at 1<sup>st</sup> January 2021</b>	<b>£ 377,212.67</b>	<b>£ 2,444.40</b>	<b>£ 432.73</b>	<b>£ 380,089.80</b>

The village hall is valued at cost of construction less depreciation as at 31<sup>st</sup> December 2021. No value is applied to the land on which the village hall stands.

5. Debtors

	2021	2020
Hall hire fees	£ 180.00	£ 509.42
	<u>£ 180.00</u>	<u>£ 509.42</u>

6. Creditors: amounts falling due less than one year

	2021	2020
Creditors and Security Deposits Held	£ 919.96	£ 280.79
Parish Council Loan	£ 1,750.00	£ 3,000.00
	<u>£ 2,669.96</u>	<u>£ 3,280.79</u>

7. Creditors: amounts falling due in more than one year

	2021	2020
Sherborne St John Parish Council Loan	£ -	£ 1,750.00
	<u>£ -</u>	<u>£ 1,750.00</u>

During 2020 a total of £3,000 was repaid on the loan from the Parish Council. Under a Memorandum of Understanding between the Trustees of the Village Hall and the Parish Council it is agreed that £250 will be repaid each calendar month.

The Loan from Sherborne St John Parish Council is an interest free loan over a period of ten years commencing in May 2012, ending April 2022. This was extended to July 2022 as a result of a payment holiday during the national lockdown.

Loan maturity analysis

	2021	2020
Sherborne St John Parish Council Loan	£ 1,750.00	£ 4,750.00
Amount to be repaid over the period from Jan 2022 to date of termination	£ 1,750.00	£ 1,750.00
Included in current liabilities (repayable in next 12 months)	£ 1,750.00	£ 3,000.00
	<u>£ 1,750.00</u>	<u>£ 4,750.00</u>
Due 1-2 years	£ 1,750.00	£ 4,750.00
Due 3-5 years	£ -	£ -
Due > 5 years	£ -	£ -
	<u>£ 1,750.00</u>	<u>£ 4,750.00</u>

SHERBORNE ST JOHN VILLAGE HALLNOTES TO THE ACCOUNTS FOR THE YEAR TO 31st DECEMBER 2021  
(continued)**8 Summary of Net Assets by Funds**

	Unrestricted Fund	Restricted Fund	Endowment Fund	Total
Fixed assets	-	£ 3,651.93	£ 366,734.57	£ 370,386.50
Current assets	£ 41,464.93	-	-	£ 41,464.93
Liabilities	-£ 499.96	-	-£ 1,750.00	-£ 2,249.96
	<u>£ 40,964.97</u>	<u>£ 3,651.93</u>	<u>£ 364,984.57</u>	<u>£ 409,601.47</u>

**9 Funds**

General Fund (unrestricted) - this represents the unrestricted funds over which the committee of management have unrestricted authority to spend the income and the capital to further the objectives of the charity.

Building Fund (restricted) - this represents funds received for the specific purpose of the building and equipping of the village hall, other than those that form part of the permanent endowment fund. Fund raising and donations with effect from 1<sup>st</sup> January 2003 to 31<sup>st</sup> December 2007 were treated as income of this fund.

Endowment Fund - this represents the value of the village hall building which must be held permanently by the charity in accordance with the terms of the grants received towards its construction.

With effect from 1<sup>st</sup> January 2008 all income of the building fund is treated as income of the general fund and a transfer is made from the general fund to the building fund to cover the cost of any furniture and equipment purchased in the year. Depreciation of the furniture and equipment is charged to the building fund.

Transfers have been made between the general and endowment funds during the year of £3,000 so that the endowment fund represents the written down value of the village hall less the total loans, and to capitalise a new set of curtains for the main hall (£1,989).

**10 Security**

The grants received towards the construction of the Village Hall are secured against the freehold building in the event of the grants being repayable.

In the event of the building ceasing to be used as a village hall, the grants are repayable to the funding organisations.