

UPHAM NEW MILLENNIUM VILLAGE HALL

England & Wales · Charity number 301976

Details

Other names	UPHAM VILLAGE HALL, UPHAM VILLAGE HALL MANAGEMENT COMMITTEE
Status	Registered
Legal form	Other
Registered	1969-06-20
Register	View on the Charity Commission register

Contact

Address	The New Millennium Village Hall Mortimers Lane Upham Southampton SO32 1HF
Phone	07901133199
Email	booking@uphamvillagehall.org.uk
Website	www.uphamvillagehall.org.uk

Activities

Objects: PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR USE BY THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR: A) MEETINGS, LECTURES AND CLASSES, AND B) OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE INHABITANTS.

Activities: The provision and maintenance of a village hall for use by the inhabitants of the parish of Upham and surrounding neighbourhoods.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport, Animals, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF UPHAM AND THE SURROUNDING NEIGHBOURHOOD
- Hampshire

Finances

Period end	Income	Expenditure	Assets	Employees
2026-04-30	£38,059	£31,534	-	-
2025-04-30	£58,025	£50,350	-	-
2024-04-30	£45,495	£48,190	-	-
2023-04-30	£33,410	£26,131	-	-
2022-04-30	£35,581	£48,957	-	-
2021-04-30	£42,732	£31,635	-	-

Trustees

Name	Role	Appointed
Amy Louise Spencer		2024-09-10
CLAIRE PARRY		2012-02-01
Keith Dalley		2020-09-08
Rachael Emery		2024-09-10
Rachel Lovegrove		2025-09-09
STACEY PARRY		2023-09-01

Accounts

**Upham New Millennium Village Hall
Trustees' Report and Financial Statements
Year Ending 30 April 2025**

Summary

Once again, this financial year has been steady in terms of bookings. We have a number of regular hirers who are becoming very longstanding users and we are immensely grateful to them for continuing to use our facilities. We have also gained an extra one or two fairly regular users which is wonderful to see. Most weekends see at least one event and it is rare that the hall is empty. Hampshire Studios hired the hall for 10 days in August and were very successful, they have rebooked for 2025.

Solar panels have successfully been installed in October 2024, and this was paid for via a grant from Winchester City Council. Hopefully this will help to reduce our electricity costs going forward.

Also, we are now using Octopus Energy and their prices are more competitive. We also now sell back any excess energy to the grid.

Our Heat Pump has caused us problems this year and resulted in extra costs plus refunds to hirers. There may be more expense to fix this ongoing problem going forward.

The Trustees would like to thank all those who hired the hall during the year, whether regular users or those who used it for one off events.

The Trustees would like to thank the independent contractors who work so hard to keep the hall an attractive place for hirers; our booking agent, cleaners and caretaker.

The Trustees undertook their statutory duties and obtained all necessary licences including the premises licence issued by Winchester County Council and music licence issued by PPL PRS Ltd and also arranged suitable insurance.

Income from bookings was very steady this financial year and the reduction in energy costs has resulted in a surplus of £7,674.72.

Report of the Trustees

1. Introduction

The legal requirement for the trustees' annual report is found in section 162 of the Charities Act 2011. The Act provides that the charity trustees of a charity must prepare in respect of each financial year of the charity an annual report containing:

- (a) such a report by the trustees on the activities of the charity during that year, and
 - (b) such other information relating to the charity or to its trustees or officers
- as may be prescribed by regulations made by the Secretary of State.

2. Reference and Administrative Details of the Charity, its Trustees and Advisers

- (a) The name of the Trust is Upham New Millennium Village Hall.
- (b) The Trust is a registered charity, number 301976.
- (c) The address of the Trust is: Mortimers Lane, Lower Upham, Southampton, SO32 1HF
- (d) The following Trustees served, unless otherwise indicated, for the full year to 30 April 2025:
 - Keith Dalley
 - Helen Firth resigned December 2024
 - Roy Kimble resigned December 2024

- Claire Parry
 - Stacey Parry
 - Amy Spencer From July 2024
 - Dermot Flaherty From March 2025
 - Rachael Emery From July 2024
- (e) The Trust has no employees but engages the services of a booking agent, cleaners and a caretaker on a self-employed basis.
- (f) Other relevant organisations are:
- Charities Aid Foundation (CAF) Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4TA
 - Shawbrook Bank Limited, Lutea House, Warley Hill Business Park, The Drive, Great Warley, Brentwood, Essex, CM13 3BE
 - Independent Examiner: Jason Foxwell, Independent–Examiner.Net, 12 Hillbourne Road Poole, BH17 7JB

3. **Structure, Governance and Management**

- (a) The Trust’s governing document is a Scheme ordered by the Charity Commissioners for England and Wales dated 9th March 2004. The Trust is an unincorporated association.
- (b) The management committee comprised five elected members and three other members, who attend in an advisory capacity. The elected members are from some of the organisations that regularly use the village hall. These organisations include Upham & District Gardening Club, Ringcraft, Sue Merrett School of Dance, the Village Pre-school, Parish Council, Viking Re-enactment and Upham Players. The Trustees of the charity are made up of the majority of the management committee members.

The management committee may fill a casual vacancy in the office of an elected member at an ordinary meeting of the management committee and may co-opt up to two further members at a special meeting. All members serve until the next annual general meeting.

Under the Scheme:

- Elected members are appointed at the annual general meeting held in September by those inhabitants of the parish and surrounding neighbourhood over 18 years of age, who attend.
- Appointed members are nominated by their organisation within two months of the annual general meeting and their appointment will be effective from the latter of the date of their notification to the management committee and the annual general meeting.
- Co-opted members will serve from the date of their appointment at a special committee meeting.
- All management committee members will serve until the next annual general meeting and may serve further terms.

Within these prescriptions, the management committee seeks to secure the nomination and election of Trustees who will:

- provide the wide range of skills needed to manage the Hall;
- act diligently and conscientiously to fulfil the objects of the Trust; and
- make for a good balance of ages and gender.

The booking agent and caretaker also attended or provided reports for the meetings.

- (c) New Trustees are provided with the information they need to serve. Induction is provided by participation in the activities of the committee.
- (d) The management committee appoints a Chairman, a Treasurer and a Secretary. It meets at least eight times a year and actively undertakes the management and administration of the Hall. The management committee engages the services of a booking agent to secure, co-ordinate and organise all the bookings. It also engages a cleaning contractor and a caretaker on a paid basis and other building and maintenance services as needed. Trustees are not paid for their services.
- (e) The Trust has no connections with other charities. The relationship with related parties is set out above in the appointments procedure. The terms and conditions agreed with appointing organisations for their use of the Hall are identical to those agreed with similar local bodies who do not appoint. All these parties and the management committee have been scrupulous in ensuring that anyone with a close tie or interest absents him or herself from the consideration of the terms and conditions of any relevant contracts and the management committee has satisfied itself that those contracts offer excellent value for money.

4. Objects and Activities

- (a) The object of the Trust is the provision and maintenance of a village hall for use by the inhabitants of the parish of Upham and surrounding neighbourhoods without distinction of political, religious or other opinions, including use for:
 - Meetings, lectures and classes, and
 - Other forms of recreation and leisure-time occupation
 with the object of improving the conditions of life for the inhabitants.
- (b) The Trust seeks to fulfil its objectives:
 - by maximising bookings from as wide a range of users as possible while prioritising local and regular hirers;
 - by maintaining the attraction of the Hall in a competitive market;
 - by preserving the security and cleanliness of the Hall;
 - by the good upkeep of the Hall's decoration, plant and fittings.

5. Hiring Agreement

Use of the Village Hall is subject to a hiring agreement which must be signed 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.

6. Licences

The Hall has a Premises Licence, which allows licensable activities such as the supply of alcohol, plays, performance of dance to take place in Upham New Millennium Village Hall and is licensed by PPL PRS Ltd (Phonographic Performance Ltd and Performing Rights Society) for live and recorded music.

7. Insurance

The Village Hall is insured with a comprehensive policy by Ansvar Insurance in respect of:

- buildings and accidental damage with a sum insured of £1,652,239
- contents (up to £27,475)
- public liability (£5,000,000)
- employers' liability (£10,000,000)
- business interruption up to 24 months (£67,000)
- trustees' indemnity (£250,000)
- property owners' liability (£5,000,000)
- personal accident (up to £10,000)
- legal expenses (£250,000)

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

8. Building and External Works Issues

The management committee carries out regular maintenance checks on the condition of the building and surrounding hard and soft landscapes and arranges for works to be undertaken, following quotation, by using local labour, wherever reasonable. Regular annual checks, such as having fire-fighting appliances checked and the fire alarm tested were undertaken. In addition:

- As part of the Upham Parish Council Community Emergency Plan the village hall has been designated as an emergency rest centre and Upham Parish Council has made available an emergency generator which has been installed at Upham Village Hall. The electrics to connect the generator have been complicated and are now scheduled to take place July 2025.
- Solar panels have been erected in October 2024, supplied by Orange Solar and paid for by a grant from Winchester City Council.
- The heat pump has caused us problems this Winter and stopped working over the New year having frozen up on the outside unit. The hirers that weekend reported on 'no heating' and we had to refund some of them. After investigation we found that the Company who installed the pump Artizan has now liquidated and so we could not go back to them. An engineer was called and noted that a volumizer was not installed and should have been. Artizan were a Mitsubishi approved contractor and there are ongoing

correspondence with them. One way or another we will have to repair this before the Winter period.

9. Achievement and Performance

This financial year has seen a good stream of hirers using the hall. It is very busy in term time during both the daytime and evenings due to the many ongoing regular hirers that use the hall for a variety of activities. Weekends have also generally been busy with many different one-off events taking place and it is pleasingly rare that the hall has any extended empty time. We have hired to Hampshire Studios for a 10 day period in August and they are to return in 2025 too.

The electricity bills have reduced from 2024, partly due to the solar panels and a reduction in energy costs.

10. Financial Review

(a) Reserves

The Trust's policy on reserves is:

- **Endowment Fund:** This expendable fund arose from the sale of land connected with the previous Hall. In 2003, it was agreed that the endowment fund would be designated The Saint New Millennium Endowment to commemorate Mrs Saint, the original benefactor of the village hall and other subsequent benefactors. £45,000 was endowed to this fund. Interest on the cash deposit it represents, is credited to the Unrestricted Fund. The management committee aims to sustain this fund to finance, in the longer term, the major renovation and construction work on the Hall.
- **Restricted Fund:** This represents the capital receipts raised to meet the construction costs of the new Hall. The management committee has agreed to depreciate these costs over the remaining estimated useful life of the Hall and to charge that depreciation against the Fund.
- **Unrestricted Fund:** This represents the balance on the current operating account of the Hall. The management committee aims year on year to achieve a modest surplus of income from hall hire and interest over operational and management costs. The aim of this policy is to sustain the short to medium term capacity to keep the Hall in good repair as the cost of so doing predictably accelerates.

(b) Financial results

Year ending 30 April 2025 produced a surplus of £7,674.72

(c) Investment policy

The Trustees consider that they have a duty to minimise investment risk. Since we are exempt as a charity from corporation tax on our investment income there is an investment of £50,000 in a Shawbrook Bank one-year fixed rate saver and £28,150 in a Shawbrook 2-month notice account whilst the balance of our cash is retained in a current account and a savings account with the Charities Aid Foundation (CAF).

11. Future Plans

The village hall is now 25 years old and fixtures and fittings are aging. The energy price increase over recent years put capital projects on hold for a while but it is hoped that once electricity costs have settled, refurbishment projects, such as new toilets and kitchen, can start to be considered once again. Firstly we need to fix the heat pump and then look at other projects.

12. Public Benefit

The Village Hall is a community building for the pursuit of art, culture, recreation and sport, and a facility in which the community is able to hold events, celebrate personal milestones and allow clubs and societies to flourish, which benefit not only people in the village of Upham but also the wider community. Residents of Upham enjoy a discount on hire prices.

The village hall is designated as an emergency rest centre as part of the Upham Parish Council Community Emergency Plan.

13. Trustees' Responsibilities in relation to Financial Statements and Accounting Records

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure the financial statements comply with the Charities Act.

They have a general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Trust and to prevent fraud and other irregularities.

The Trust's incoming and outgoing resources fall below the limit set in the Charities Act for requiring the financial statements to be audited, and the Trustees have decided not to have them audited. They are examined by an Independent Examiner whose report is included.

The Trustees have taken advantage of the exemption available to the charity in preparing accounts in the receipts and payments format.

Upham New Millenium Village Hall

Receipts and Payments Accounts for the year ended 30 April 2025

	Unrestricted Funds	Endowment Funds	Total 2025	Total 2024
	£	£	£	£
RECEIPTS				
Hall Hire	31,448		31,448	37,679
Bank Interest	3,097		3,097	1,128
Reimbursements, Grants & Donations	23,480		23,480	6,689
Total Receipts	58,025	0	58,025	45,495
PAYMENTS				
Hall and Car Park Maintenance	4,266		4,266	8,697
Operational Expenditure	45,739		45,739	39,162
Governance Costs	345		345	330
Total Payments	50,350	0	50,350	48,190
Net Receipts/(Payments) for the year	£7,675	£0	£7,675	-£2,694
<i>Opening cash at bank and in hand</i>	£59,700	£45,000	£104,700	£107,394
Closing cash at bank and in hand	£67,374	£45,000	£112,374	£104,700

Upham New Millennium Village Hall

Statement of Assets and Liabilities at 30 April 2025

	2025	2024
	£	£
ASSETS		
Cash at bank and in hand	112,374	104,700
Fixed assets:		
- Land (at cost)	40,000	40,000
- Buildings (insurance valuation)	1,652,239	1,587,069
LIABILITIES		
None		

Approved by the trustees and signed on their behalf by:

Trustee:



Date:

NAME: CLAIRE PARRY

Date: 18th August 2025

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF UPHAM NEW MILLENNIUM VILLAGE HALL

I report to the trustees on my examination of the accounts of Upham New Millennium Village Hall (the Charity) for the year ended 30 April 2025.

Responsibilities and basis of report

As the trustees of the Charity 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 2011 Act and in carrying out my examination I have followed all 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters 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.



Mr J P Foxwell FCCA FCIE
independent-examiner.net

12 Hillbourne Road, Poole, BH17 7JB

Date: 23 August 2025

Accounts

**Upham New Millennium Village Hall
Trustees' Report and Financial Statements
Year Ending 30 April 2024**

Summary

Once again, this financial year has been steady in terms of bookings. We have a number of regular hirers who are becoming very longstanding users and we are immensely grateful to them for continuing to use our facilities. We have also gained an extra one or two fairly regular users which is wonderful to see. Most weekends see at least one event and it is rare that the hall is empty.

The lights in the hall were the original ones installed when the hall was built in 2000 and it was getting hard to find replacement bulbs for some of them. The trustees thought this an ideal opportunity to look at options that would use less energy and reduce carbon emissions and applied to the Hampshire County Council Parish and Town Council Fund for a grant for LED lighting. We were successful with the grant application and new LED lights were installed throughout the hall in February 2024.

Continuing the theme of energy saving ideas, solar panels at the village hall were mooted by local people involved in looking at climate change in the local area. With the assistance of local resident, David Ashe, and Stuart Mills from Winchester Action on the Climate Crisis, with a support project funded by Winchester City Council via the UK Government Shared Prosperity Fund, the trustees began the task of putting together a grant application for funding towards the installation of solar panels. The deadline for submission of the grant application is in May 2024 so success or not will be reported during the next financial year.

In October 2023, the trustees were approached by Hampshire and Isle of Wight Air Ambulance, asking if they could have a textile recycling bank at our premises. The trustees agreed and the bank has been in situ in the car park and is working well.

Unfortunately, like many other people, the village hall had to deal with substantial increases in energy costs which meant that capital projects, such as the renewal of the kitchen and toilets, were put on hold. The Trustees have now secured a much better energy deal and the costs will be monitored. Hopefully, larger refurbishment projects will be back on the list soon.

The Trustees would like to thank all those who hired the hall during the year, whether regular users or those who used it for one off events.

The Trustees would like to thank the independent contractors who work so hard to keep the hall an attractive place for hirers; our booking agent, cleaners and caretaker.

The Trustees undertook their statutory duties and obtained all necessary licences including the premises licence issued by Winchester County Council and music licence issued by PPL PRS Ltd and also arranged suitable insurance.

Income from bookings was very steady this financial year but the increase in energy prices did impact slightly, resulting in a deficit of £2,694.

Report of the Trustees

1. Introduction

The legal requirement for the trustees' annual report is found in section 162 of the Charities Act 2011. The Act provides that the charity trustees of a charity must prepare in respect of each financial year of the charity an annual report containing:

- (a) such a report by the trustees on the activities of the charity during that year, and
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- (d) The following Trustees served, unless otherwise indicated, for the full year to 30 April 2024:
 - Keith Dalley
 - Helen Firth
 - Jane Gillen (resigned September 2023)
 - Roy Kimble
 - Claire Parry
 - Stacey Parry (elected in September 2023)
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3. **Structure, Governance and Management**

- (a) The Trust's governing document is a Scheme ordered by the Charity Commissioners for England and Wales dated 9th March 2004. The Trust is an unincorporated association.
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the date of their notification to the management committee and the annual general meeting.

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 - Other forms of recreation and leisure-time occupationwith the object of improving the conditions of life for the inhabitants.
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 - by maintaining the attraction of the Hall in a competitive market;
 - by preserving the security and cleanliness of the Hall;
 - by the good upkeep of the Hall's decoration, plant and fittings.

5. Hiring Agreement

Use of the Village Hall is subject to a hiring agreement which must be signed 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.

6. Licences

The Hall has a Premises Licence, which allows licensable activities such as the supply of alcohol, plays, performance of dance to take place in Upham New Millennium Village Hall and is licensed by PPL PRS Ltd (Phonographic Performance Ltd and Performing Rights Society) for live and recorded music.

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The Village Hall is insured with a comprehensive policy by Ansvar Insurance in respect of:

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

8. Building and External Works Issues

The management committee carries out regular maintenance checks on the condition of the building and surrounding hard and soft landscapes and arranges for works to be undertaken, following quotation, by using local labour, wherever reasonable. Regular annual checks, such as having fire-fighting appliances checked and the fire alarm tested were undertaken. In addition:

- New LED lights installed throughout the hall following a successful grant application to the Hampshire County Council Parish and Town Council Fund;
- As part of the Upham Parish Council Community Emergency Plan the village hall has been designated as an emergency rest centre and Upham Parish Council has made available an emergency generator to be installed on the village hall site. Work on the costing of this project has been ongoing throughout this financial year and it is hoped that the generator will be installed during the 2024/25 financial year.

9. Achievement and Performance

This financial year has seen a constant stream of hirers using the hall. It is very busy in term time during both the daytime and evenings due to the many regular hirers that use the hall for a variety of activities. Weekends have also generally been busy with many different one-off events taking place and it is pleasingly rare that the hall has any extended empty time.

The increased energy costs unfortunately impacted on finances so this financial year has seen a deficit of £2,694. However, this deficit is less than originally expected.

10. Financial Review

(a) Reserves

The Trust's policy on reserves is:

- **Endowment Fund:** This expendable fund arose from the sale of land connected with the previous Hall. In 2003, it was agreed that the endowment fund would be designated The Saint New Millennium Endowment to commemorate Mrs Saint, the original benefactor of the village hall and other subsequent benefactors. £45,000 was endowed to this fund. Interest on the cash deposit it represents, is credited to the Unrestricted Fund. The management committee aims to sustain this fund to finance, in the longer term, the major renovation and construction work on the Hall.
- **Restricted Fund:** This represents the capital receipts raised to meet the construction costs of the new Hall. The management committee has agreed to depreciate these costs over the remaining estimated useful life of the Hall and to charge that depreciation against the Fund.
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(b) Financial results

Year ending 30 April 2024 produced a deficit of £2,694.

(c) Investment policy

The Trustees consider that they have a duty to minimise investment risk. Since we are exempt as a charity from corporation tax on our investment income there is an investment of £50,000 in a Shawbrook Bank one-year fixed rate saver and £28,150 in a Shawbrook 2-month notice account whilst the balance of our cash is retained in a current account and a savings account with the Charities Aid Foundation (CAF).

11. Future Plans

The village hall is now 24 years old and fixtures and fittings are aging. The energy price increase put capital projects on hold for a while but it is hoped that once electricity costs have settled, refurbishment projects, such as new toilets and kitchen, can start to be considered once again.

A grant application for funding for the installation of solar panels is also being prepared with submission in May 2024 and a decision by the funding body expected in July 2024.

12. Public Benefit

The Village Hall is a community building for the pursuit of art, culture, recreation and sport, and a facility in which the community is able to hold events, celebrate personal milestones and allow clubs and societies to flourish, which benefit not only people in the village of Upham but also the wider community. Residents of Upham enjoy a discount on hire prices.

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The Trustees have taken advantage of the exemption available to the charity in preparing accounts in the receipts and payments format.

Upham New Millennium Village Hall

Receipts and Payments Accounts for the year ended 30 April 2024

	Unrestricted Funds	Endowment Funds	Total 2024	Total 2023
	£	£	£	£
RECEIPTS				
Hall Hire	37,679		37,679	31,872
Bank Interest	1,128		1,128	600
Reimbursements, Grants & Donations	6,689		6,689	937
Total Receipts	45,495	0	45,495	33,410
PAYMENTS				
Hall and Car Park Maintenance	8,697		8,697	2,852
Operational Expenditure	39,162		39,162	22,960
Governance Costs	330		330	319
Total Payments	48,190	0	48,190	26,131
Net Receipts/(Payments) for the year	-£2,694	£0	-£2,694	£7,279
<i>Opening cash at bank and in hand</i>	£62,394	£45,000	£107,394	£100,115
Closing cash at bank and in hand	£59,700	£45,000	£104,700	£100,115

Upham New Millennium Village Hall

Statement of Assets and Liabilities at 30 April 2023

	2024	2023
	£	£
ASSETS		
Cash at bank and in hand	104,700	100,115
Fixed assets:		
- Land (at cost)	40,000	40,000
- Buildings (insurance valuation)	1,587,069	1,540,844
LIABILITIES		
None		

Approved by the trustees and signed on their behalf by:

Trustee: *Helen L. Firth,*

Date: 16 July 2024

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF UPHAM NEW MILLENNIUM VILLAGE HALL

I report to the trustees on my examination of the accounts of Upham New Millennium Village Hall (the Charity) for the year ended 30 April 2024.

Responsibilities and basis of report

As the trustees of the Charity 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 2011 Act and in carrying out my examination I have followed all 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters 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.



Mr J P Foxwell FCCA FCIE
independent-examiner.net

39 Enfield Road, Poole, BH15 3LJ

Date: 23 July 2024

Accounts

**Upham New Millennium Village Hall
Trustees' Report and Financial Statements
Year Ending 30 April 2023**

Summary

This financial year has been pleasingly steady in terms of bookings. Our regular hirers have continued, meaning that term time days and evenings are pretty full. Weekend events have been continuing apace and it's wonderful to see the hall used by so many different groups for a variety of activities.

The window blinds in the main hall, committee room, kitchen and upstairs meeting room have been generally deteriorating with broken pulleys and slats and in October 2022, new blinds were installed. These are compliant with current health and safety regulations and should hopefully last for a number of years.

Our caretaker gave the committee room and the upstairs meeting room a much needed lick of paint to brighten them up and provide a more inviting environment to hold events in. The main hall is starting to look a little tired in comparison so the decoration of this will be added to the ever expanding list of things to do for the forthcoming year.

The hall is now 23 years old and the renewal of the kitchen and toilets is nearing the top of the 'things to do' list. The trustees have started to obtain quotations and this major refurbishment will be an ongoing, and probably a long lasting, project.

The Trustees would like to thank all those who hired the hall during the year, whether regular users or those who used it for one off events.

The Trustees would like to thank the independent contractors who work so hard to keep the hall an attractive place for hirers; our booking agent, cleaners and caretaker.

The Trustees undertook their statutory duties and obtained all necessary licences including the premises licence issued by Winchester County Council and music licence issued by PPL PRS Ltd and also arranged suitable insurance.

Income from bookings was very steady this financial year and the trustees are pleased to report a surplus of £7,279. This will go some way towards the proposed refurbishment of the toilets and kitchen.

Report of the Trustees

1. Introduction

The legal requirement for the trustees' annual report is found in section 162 of the Charities Act 2011. The Act provides that the charity trustees of a charity must prepare in respect of each financial year of the charity an annual report containing:

- (a) such a report by the trustees on the activities of the charity during that year, and
- (b) such other information relating to the charity or to its trustees or officers

as may be prescribed by regulations made by the Secretary of State.

2. Reference and Administrative Details of the Charity, its Trustees and Advisers

- (a) The name of the Trust is Upham New Millennium Village Hall.
- (b) The Trust is a registered charity, number 301976.
- (c) The address of the Trust is: Mortimers Lane, Lower Upham, Southampton, SO32 1HF
- (d) The following Trustees served, unless otherwise indicated, for the full year to 30 April 2023:

- Keith Dalley
 - Helen Firth
 - Jane Gillen
 - Roy Kimble
 - Claire Parry
- (e) The Trust has no employees but engages the services of a booking agent, cleaners and a caretaker.
- (f) Other relevant organisations are:
- Charities Aid Foundation (CAF) Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4TA
 - Shawbrook Bank Limited, Lutea House, Warley Hill Business Park, The Drive, Great Warley, Brentwood, Essex, CM13 3BE
 - Independent Examiner: Jason Foxwell, Independent–Examiner.Net, 39 Enfield Road, Poole, BH15 3LJ

3. **Structure, Governance and Management**

- (a) The Trust's governing document is a Scheme ordered by the Charity Commissioners for England and Wales dated 9th March 2004. The Trust is an unincorporated association.
- (b) The management committee comprised five elected members and three other members, who attend in an advisory capacity. The elected members are from some of the organisations that regularly use the village hall. These organisations include Upham & District Gardening Club, Ringcraft, Sue Merrett School of Dance, the Village Pre-school, Parish Council, Viking Re-enactment and Upham Players. The Trustees of the charity are made up of the majority of the management committee members.

The management committee may fill a casual vacancy in the office of an elected member at an ordinary meeting of the management committee and may co-opt up to two further members at a special meeting. All members serve until the next annual general meeting.

Under the Scheme:

- Elected members are appointed at the annual general meeting held in September by those inhabitants of the parish and surrounding neighbourhood over 18 years of age, who attend.
- Appointed members are nominated by their organisation within two months of the annual general meeting and their appointment will be effective from the latter of the date of their notification to the management committee and the annual general meeting.
- Co-opted members will serve from the date of their appointment at a special committee meeting.
- All management committee members will serve until the next annual general meeting and may serve further terms.

Within these prescriptions, the management committee seeks to secure the nomination and election of Trustees who will:

- provide the wide range of skills needed to manage the Hall;

- act diligently and conscientiously to fulfil the objects of the Trust; and
- make for a good balance of ages and gender.

The booking agent and caretaker also attended or provided reports for the meetings.

- (c) New Trustees are provided with the information they need to serve. Induction is provided by participation in the activities of the committee.
- (d) The management committee appoints a Chairman, a Treasurer and a Secretary. It meets at least eight times a year and actively undertakes the management and administration of the Hall. The management committee engages the services of a booking agent to secure, co-ordinate and organise all the bookings. It also engages a cleaning contractor and a caretaker on a paid basis and other building and maintenance services as needed. Trustees are not paid for their services.
- (e) The Trust has no connections with other charities. The relationship with related parties is set out above in the appointments procedure. The terms and conditions agreed with appointing organisations for their use of the Hall are identical to those agreed with similar local bodies who do not appoint. All these parties and the management committee have been scrupulous in ensuring that anyone with a close tie or interest absents him or herself from the consideration of the terms and conditions of any relevant contracts and the management committee has satisfied itself that those contracts offer excellent value for money.

4. Objects and Activities

- (a) The object of the Trust is the provision and maintenance of a village hall for use by the inhabitants of the parish of Upham and surrounding neighbourhoods without distinction of political, religious or other opinions, including use for:
 - Meetings, lectures and classes, and
 - Other forms of recreation and leisure-time occupation
 with the object of improving the conditions of life for the inhabitants.
- (b) The Trust seeks to fulfil its objectives:
 - by maximising bookings from as wide a range of users as possible while prioritising local and regular hirers;
 - by maintaining the attraction of the Hall in a competitive market;
 - by preserving the security and cleanliness of the Hall;
 - by the good upkeep of the Hall's decoration, plant and fittings.

5. Hiring Agreement

Use of the Village Hall is subject to a hiring agreement which must be signed 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.

6. Licences

The Hall has a Premises Licence, which allows licensable activities such as the supply of alcohol, plays, performance of dance to take place in Upham New Millennium Village Hall and is licensed by PPL PRS Ltd (Phonographic Performance Ltd and Performing Rights Society) for live and recorded music.

7. Insurance

The Village Hall is insured with a comprehensive policy by Ansvar Insurance in respect of:

- buildings and accidental damage with a sum insured of £1,540,844
- contents (up to £27,475)
- public liability (£5,000,000)
- employers' liability (£10,000,000)
- business interruption up to 24 months (£62,000)
- trustees' indemnity (£250,000)
- property owners' liability (£5,000,000)
- personal accident (up to £10,000)
- legal expenses (£250,000)

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

8. Building and External Works Issues

The management committee carries out regular maintenance checks on the condition of the building and surrounding hard and soft landscapes and arranges for works to be undertaken, following quotation, by using local labour, wherever reasonable. Regular annual checks, such as having fire-fighting appliances checked and the fire alarm tested were undertaken. In addition:

- New window blinds were installed in the main hall, the committee room, the upstairs meeting room and the kitchen;
- As part of the Upham Parish Council Community Emergency Plan the village hall has been designated as an emergency rest centre and Upham Parish Council has made available an emergency generator to be installed on the village hall site. Upham Parish Council is managing this project.

9. Achievement and Performance

This financial year has seen a steady stream of hirers using the hall. It is very busy in term time during both the daytime and evenings due to the many regular hirers that use the hall for a variety of activities. Weekends have also generally been busy with many different one-off events taking place.

There have not been any major projects taking place during this financial year and the trustees are pleased to report a surplus of £7,279. This will help enormously with proposed projects, such as new toilets and a new kitchen, which are now a top priority.

10. Financial Review

(a) Reserves

The Trust's policy on reserves is:

- Endowment Fund: This expendable fund arose from the sale of land connected with the previous Hall. In 2003, it was agreed that the endowment fund would be designated The Saint New Millennium Endowment to commemorate Mrs Saint, the original benefactor of the village hall and other subsequent benefactors. £45,000 was endowed to this fund. Interest on the cash deposit it represents, is credited to the Unrestricted Fund. The management committee aims to sustain this fund to finance, in the longer term, the major renovation and construction work on the Hall.

- **Restricted Fund:** This represents the capital receipts raised to meet the construction costs of the new Hall. The management committee has agreed to depreciate these costs over the remaining estimated useful life of the Hall and to charge that depreciation against the Fund.
- **Unrestricted Fund:** This represents the balance on the current operating account of the Hall. The management committee aims year on year to achieve a modest surplus of income from hall hire and interest over operational and management costs. The aim of this policy is to sustain the short to medium term capacity to keep the Hall in good repair as the cost of so doing predictably accelerates.

(b) **Financial results**

Year ending 30 April 2023 produced a surplus of £7,279.

(c) **Investment policy**

The Trustees consider that they have a duty to minimise investment risk. Since we are exempt as a charity from corporation tax on our investment income there is an investment of £50,000 in a Shawbrook Bank one-year fixed rate saver and £28,150 in a Shawbrook 2-month notice account whilst the balance of our cash is retained in a current account and a savings account with the Charities Aid Foundation (CAF).

11. Future Plans

The village hall is now 23 years old and so fixtures and fittings are starting to look a bit tired and shabby, in particular areas such as the kitchen and toilets. The trustees have begun the process of obtaining quotes and started looking at possible grant schemes to assist with this probable major expenditure. These are projects that may take some time but they have made it to the top of the list at last.

12. Public Benefit

The Village Hall is a community building for the pursuit of art, culture, recreation and sport, and a facility in which the community is able to hold events, celebrate personal milestones and allow clubs and societies to flourish, which benefit not only people in the village of Upham but also the wider community. Residents of Upham enjoy a discount on hire prices.

13. Trustees' Responsibilities in relation to Financial Statements and Accounting Records

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure the financial statements comply with the Charities Act.

They have a general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Trust and to prevent fraud and other irregularities.

The Trust's incoming and outgoing resources fall below the limit set in the Charities Act for requiring the financial statements to be audited, and the Trustees have decided not to have them audited. They are examined by an Independent Examiner whose report is included.

The Trustees have taken advantage of the exemption available to the charity in preparing accounts in the receipts and payments format.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF UPHAM NEW MILLENNIUM VILLAGE HALL

I report to the trustees on my examination of the accounts of Upham New Millennium Village Hall (the Charity) for the year ended 30 April 2023.

Responsibilities and basis of report

As the trustees of the Charity 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 2011 Act and in carrying out my examination I have followed all 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters 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.



Mr J P Foxwell FCCA FCIE
independent-examiner.net

39 Enfield Road, Poole, BH15 3LJ

Date: 27 July 2023

Upham New Millennium Village Hall

Receipts and Payments Accounts for the year ended 30 April 2023

	Unrestricted Funds	Endowment Funds	Total 2023	Total 2022
	£	£	£	£
RECEIPTS				
Hall Hire	31,872		31,872	35,111
Bank Interest	600		600	399
Reimbursements, Grants & Donations	937		937	71
Total Receipts	33,410	0	33,410	35,581
PAYMENTS				
Hall and Car Park Maintenance	2,852		2,852	31,263
Operational Expenditure	22,960		22,960	17,357
Governance Costs	319		319	336
Total Payments	26,131	0	26,131	48,957
Net Receipts/(Payments) for the year	£7,279	£0	£7,279	-£13,375
<i>Opening cash at bank and in hand</i>	£55,115	£45,000	£100,115	£113,490
Closing cash at bank and in hand	£62,394	£45,000	£107,394	£100,115

Upham New Millennium Village Hall

Statement of Assets and Liabilities at 30 April 2023

	2023	2022
	£	£
ASSETS		
Cash at bank and in hand	107,394	100,115
Fixed assets:		
- Land (at cost)	40,000	40,000
- Buildings (insurance valuation)	1,540,844	988,000
LIABILITIES		
None		

Approved by the trustees and signed on their behalf by:

Helen L. Firth

Trustee: HELEN L FIRTH

Date: 26 JULY 2023

Accounts

Upham New Millennium Village Hall
Trustees' Report and Financial Statements
Year Ending 30 April 2022

Summary

This financial year has certainly been more active than the last. COVID restrictions started to be lifted from the middle of May 2021 and our regular hirers started to slowly return with bookings for one-off events starting again during the summer of 2021 and picking up apace throughout the remainder of the year. We were lucky enough to attract some extra regular hirers which was a welcome boost. It was wonderful to see so many party and other one-off event bookings that had been postponed or cancelled during the pandemic being rebooked, ensuring a very busy year for the village hall. People were definitely wanting to celebrate once the restrictions were eased.

It was quite a productive year in terms of new installations at the hall. In July 2021, the oil boiler, which we believe was the original one from when the hall was built in 2000, was finally replaced with a more environmentally friendly air source heat pump. It has seen its first winter and seems to have worked well, with no complaints of being cold; indeed, there were a number of occasions when the radiators had to be turned down.

The lawn area outside the main room has been problematic for some time; it was in constant need of reseeding due to mole activity, flooding and shade from trees. The decision was taken to put down artificial grass to hopefully create a lasting, and slightly less patchy looking, area and installation took place in October 2021.

It was noted that a small copse of trees near the car park entrance contained trees that were growing very close together, causing some trees to become stunted and blocking out much light to the ground below. Following a survey of the trees, work took place in the autumn of 2021 to thin out this area of trees and also remove three ash trees elsewhere in the car park which had succumbed to ash dieback.

In January 2022, the hall joined the 21st century by installing wifi which all users of the hall can access. This has already been useful at meetings where some people are unable to attend in person but can join via an online platform.

The Trustees would like to thank all those who hired the hall during the year, whether regular users or those who used it for one off events, and we are grateful to them for adhering to the additional terms and conditions that were in place.

The Trustees would like to thank the independent contractors who work so hard to keep the hall an attractive place for hirers; our booking agent, cleaners and caretaker.

The Trustees would like to thank Claire Gregory who fulfilled the role of Booking Agent from August 2018 to July 2021. Sandra Rees took over the role of Booking Agent from this point and the Trustees welcome her to the team.

The Trustees undertook their statutory duties and obtained all necessary licences including the premises licence issued by Winchester County Council and music licence issued by PPL PRS Ltd and also arranged suitable insurance.

Income from bookings was greatly improved this financial year but, due to investment in items such as the new air source heat pump and artificial grass, a deficit of £13,375 was recorded.

Report of the Trustees

1. Introduction

The legal requirement for the trustees' annual report is found in section 162 of the Charities Act 2011. The Act provides that the charity trustees must prepare in respect of each financial year of the charity an annual report containing:

- (a) such a report by the trustees on the activities of the charity during that year, and
- (b) such other information relating to the charity or to its trustees or officers

as may be prescribed by regulations made by the Secretary of State.

2. Reference and Administrative Details of the Charity, its Trustees and Advisers

- (a) The name of the Trust is Upham New Millennium Village Hall.
- (b) The Trust is a registered charity, number 301976.
- (c) The address of the Trust is: Mortimers Lane, Lower Upham, Southampton, SO32 1HF
- (d) The following Trustees served, unless otherwise indicated, for the full year to 30 April 2022:
 - Keith Dalley
 - Helen Firth
 - Jane Gillen
 - Roy Kimble
 - Claire Parry
- (e) The Trust has no employees but engages the services of a booking agent, cleaners and a caretaker.
- (f) Other relevant organisations are:
 - Charities Aid Foundation (CAF) Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4TA
 - Independent Examiner: Jason Foxwell, independent-examiner.net, 39 Enfield Road, Poole, BH15 3LJ

3. Structure, Governance and Management

- (a) The Trust's governing document is a Scheme ordered by the Charity Commissioners for England and Wales dated 9th March 2004. The Trust is an unincorporated association.
- (b) The management committee comprised five elected members and three other members, who attend in an advisory capacity. The elected members are from some of the organisations that regularly use the village hall. Those organisations include Upham & District Gardening Club, Ringcraft, Sue Merrett School of Dance, the Village Pre-school, Parish Council, Viking Re-enactment and Upham Players. The Trustees of the charity are made up of the majority of the management committee members.

The management committee may fill a casual vacancy in the office of an elected member at an ordinary meeting of the management committee and may co-opt up to two further members at a special meeting. All members serve until the next annual general meeting.

Under the Scheme:

- Elected members are appointed at the annual general meeting held in September by those inhabitants of the parish and surrounding neighbourhood over 18 years of age, who attend.
- Appointed members are nominated by their organisation within two months of the annual general meeting and their appointment will be effective from the latter of the date of their notification to the management committee and the annual general meeting.
- Co-opted members will serve from the date of their appointment at a special committee meeting.
- All management committee members will serve until the next annual general meeting and may serve further terms.

Within these prescriptions, the management committee seeks to secure the nomination and election of Trustees who will:

- provide the wide range of skills needed to manage the Hall;
- act diligently and conscientiously to fulfil the objects of the Trust; and
- make for a good balance of ages and gender.

The booking agent and caretaker also attended or provided reports for the meetings.

- (c) New Trustees are provided with the information they need to serve. Induction is provided by participation in the activities of the committee.
- (d) The management committee appoints a Chairman and a Treasurer. It meets at least eight times a year and actively undertakes the management and administration of the Hall. The management committee engages the services of a bookings agent to secure, co-ordinate and organise all the bookings. It also engages a cleaning contractor and a caretaker on a paid basis and other building and maintenance services as needed. Trustees are not paid for their services.
- (e) The Trust has no connections with other charities. The relationship with related parties is set out above in the appointments procedure. The terms and conditions agreed with appointing organisations for their use of the Hall are identical to those agreed with similar local bodies who do not appoint. All these parties and the management committee have been scrupulous in ensuring that anyone with a close tie or interest absents him or herself from the consideration of the terms and conditions of any relevant contracts and the management committee has satisfied itself that those contracts offer excellent value for money.

4. Objects and Activities

- (a) The object of the Trust is the provision and maintenance of a village hall for use by the inhabitants of the parish of Upham and surrounding neighbourhoods without distinction of political, religious or other opinions, including use for:
 - Meetings, lectures and classes, and
 - Other forms of recreation and leisure-time occupation
 with the object of improving the conditions of life for the inhabitants.
- (b) The Trust seeks to fulfil its objectives:
 - by maximising bookings from as wide a range of users as possible while prioritising local and regular hirers;

- by maintaining the attraction of the Hall in a competitive market;
- by preserving the security and cleanliness of the Hall;
- by the good upkeep of the Hall's decoration, plant and fittings.

5. Hiring Agreement

Use of the Village Hall is subject to a hiring agreement which must be signed 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. The additional COVID risk assessments and terms & conditions that were drawn up to enable hirers to safely use the hall during the pandemic were amended as and when government guidance changed.

6. Licences

The Hall has a Premises Licence (which allows licensable activities such as the supply of alcohol, plays, performance of dance to take place in Upham New Millennium Village Hall) and is licensed by PPL PRS Ltd (Phonographic Performance Ltd and Performing Rights Society) for live and recorded music.

7. Insurance

The Village Hall is insured with a comprehensive policy by Ansvar Insurance in respect of:

- buildings and accidental damage with a sum insured of £988,000
- contents (up to £22,900)
- public liability (£5,000,000)
- employers' liability (£10,000,000)
- business interruption up to 24 months (£62,000)
- trustees' indemnity (£250,000)
- property owners' liability (£5,000,000)
- personal accident (up to £10,000)
- legal expenses (£250,000)

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

8. Building and External Works Issues

The management committee carries out regular maintenance checks on the condition of the building and surrounding hard and soft landscapes and arranges for works to be undertaken, following quotation, by using local labour, wherever reasonable. Regular annual checks, such as having fire-fighting appliances checked, parts replaced and tested have been undertaken. In addition:

- At the end of July 2021, an air source heat pump was installed, replacing the old (and original) oil boiler. During its first winter of operation, it worked well;
- In the autumn of 2021, three ash trees that had been identified as having Ash Dieback were removed. A small number of trees were also removed from a copse to create more room for the remaining trees to grow properly and to create more light for the understorey;
- In October 2021, an area of ground at the rear of the hall was replaced with artificial grass;

- In January 2022, the village hall installed wifi which can be accessed by all users of the hall.

9. Achievement and Performance

The COVID restrictions began to be lifted from May 2021 enabling our regular hirers to slowly return as and when they felt comfortable doing so. We were lucky enough to attract a couple of extra regular hirers. One-off hirers began to return during the summer and bookings were steady for the remainder of the year, many of these one-off events being those that had been postponed or cancelled during the pandemic.

The new air source heat pump and artificial grass have been significant investments so a deficit of £13,375 has been recorded in this financial year.

10. Financial Review

(a) Reserves

The Trust's policy on reserves is:

- **Endowment Fund:** This expendable fund arose from the sale of land connected with the previous Hall. In 2003, it was agreed that the endowment fund would be designated The Saint New Millennium Endowment to commemorate Mrs Saint, the original benefactor of the village hall and other subsequent benefactors. £45,000 was endowed to this fund. Interest on the cash deposit it represents, is credited to the Unrestricted Fund. The management committee aims to sustain this fund to finance, in the longer term, the major renovation and construction work on the Hall.
- **Restricted Fund:** This represents the capital receipts raised to meet the construction costs of the new Hall. The management committee has agreed to depreciate these costs over the remaining estimated useful life of the Hall and to charge that depreciation against the Fund.
- **Unrestricted Fund:** This represents the balance on the current operating account of the Hall. The management committee aims year on year to achieve a modest surplus of income from hall hire and interest over operational and management costs. The aim of this policy is to sustain the short to medium term capacity to keep the Hall in good repair as the cost of so doing predictably accelerates.

(b) Financial results

Year ending 30 April 2022 produced a deficit of £13,375.

(c) Investment policy

The Trustees consider that they have a duty to minimise investment risk. Since we are exempt as a charity from corporation tax on our investment income there is an investment of £50,000 in a Shawbrook Bank one-year fixed rate saver and £28,150 in a Shawbrook 2-month notice account whilst the balance of our cash is retained in a current account and a savings account with the Charities Aid Foundation (CAF).

11. Future Plans

The village hall is now 22 years old and it is inevitable that things are becoming a little old and tired and are starting to come to the end of their useful life. The Trustees will start to prioritise what needs repairing, renovating or replacing.

12. Public Benefit

The Village Hall is a community building for the pursuit of art, culture, recreation and sport, and a facility in which the community is able to hold events, celebrate personal milestones and

allow clubs and societies to flourish, which benefit not only people in the village of Upham but also the wider community. Residents of Upham enjoy a discount on hire prices.

13. Trustees' Responsibilities in relation to Financial Statements and Accounting Records

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure the financial statements comply with the Charities Act.

They have a general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Trust and to prevent fraud and other irregularities.

The Trust's incoming and outgoing resources fall below the limit set in the Charities Act for requiring the financial statements to be audited, and the Trustees have decided not to have them audited. They are examined by an Independent Examiner whose report is included.

The Trustees have taken advantage of the exemption available to the charity in preparing accounts in the receipts and payments format.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF UPHAM NEW MILLENNIUM VILLAGE HALL

I report to the trustees on my examination of the accounts of Upham New Millennium Village Hall (the Charity) for the year ended 30 April 2022.

Responsibilities and basis of report

As the trustees of the Charity 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 2011 Act and in carrying out my examination I have followed all 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters 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.



Jason Foxwell FCCA FCIE
independent-examiner.net

39 Enfield Road, Poole, BH15 3LJ

Date: 12 August 2022

Upham New Millennium Village Hall

Receipts and Payments Accounts for the year ended 30 April 2022

	Unrestricted Funds	Endowment Funds	Total 2022	Total 2021
	£	£	£	£
RECEIPTS				
Hall Hire	35,111		35,111	12,472
Bank Interest	399		399	959
Reimbursements, Grants & Donations	71		71	29,301
Total Receipts	35,581	0	35,581	42,732
PAYMENTS				
Hall and Car Park Maintenance	31,263		31,263	16,008
Operational Expenditure	17,357		17,357	15,315
Governance Costs	336		336	312
Total Payments	48,957	0	48,957	31,635
Net Receipts/(Payments) for the year	-£13,375	£0	-£13,375	£11,097
<i>Opening cash at bank and in hand</i>	£68,490	£45,000	£113,490	£102,476
Closing cash at bank and in hand	£55,115	£45,000	£100,115	£113,490

Upham New Millennium Village Hall

Statement of Assets and Liabilities at 30 April 2022

	2022	2021
	£	£
ASSETS		
Cash at bank and in hand	100,115	113,490
Fixed assets:		
- Land (at cost)	40,000	40,000
- Buildings (insurance valuation)	988,000	916,000
LIABILITIES		
None		

Approved by the trustees and signed on their behalf by:

Helen L. Firth,

Trustee: HELEN L FIRTH

Date: 28 JULY 2022

Accounts

Upham New Millennium Village Hall
Trustees' Report and Financial Statements
Year Ending 30 April 2021

Summary

The year 1 May 2020 to 30 April 2021 has been a somewhat unusual one. COVID had made its entrance onto the world stage at the end of 2019 and in March 2020, the UK was in lockdown which meant that very few activities anywhere could take place. The village hall was one of the many places that had to close its doors to all its hirers, except the pre-school which continued as an emergency hub and, as lockdown was still ongoing at the beginning of the financial year, it was a very quiet start.

The Trustees would like to thank the pre-school for taking good care of the village hall during the time when they were the only occupants; it was incredibly helpful to have people in to ensure that the building and its environs was maintained and kept clean.

The guidance on managing COVID was ever changing and the hall was eventually re-opened to some hirers, in line with the latest guidance, in mid-September 2020, but only briefly. Another national lockdown took place from 5 November to 2 December 2020, during which the hall was closed again. It re-opened on 3 December 2020, only to have to close once again just before Christmas 2020 until the end of mid-April 2021. At this point, some regular hirers were able to return within the latest government guidance.

The guidance on managing COVID was ever changing but the Trustees were able to hold a face-to-face AGM in September 2020, otherwise, all committee meetings were held via online platforms.

Obviously, the lack of hirers able to use the hall was financially worrying, but throughout the COVID situation, a number of grants for facilities such as village halls were made available by the Government. The Trustees were able to take advantage of these which ensured that the financial year ended in a more positive way than originally anticipated.

In October 2020, the Trustees agreed to set up Upham New Millennium Village Hall as a recipient of donations via Amazon's charity arm, Amazon Smile. This means that anyone who adds Upham New Millennium Village Hall as their chosen charity on the www.smile.amazon.co.uk website will be donating a small percentage of their spend to us.

During the year, discussions continued around updating the heating system from oil based to an air source heat pump. Planning permission was sought and granted and the order for a new air source heat pump was placed in April 2021 with the work to be undertaken in July 2021.

The Trustees would like to thank all those who hired the hall during the year, whether regular users or those who used it for one off events and we are grateful to them for adhering to the additional terms and conditions that were put in place.

In January 2021, Derek Pitter stood down as Trustee. He had been part of the hall for many years and in many guises; in fact, it could be said that he was a foundation stone of the hall. His valuable input will be missed and the Trustees would like to thank him for all his years of service to the hall.

The Trustees would like to thank the independent contractors who work so hard to keep the hall an attractive place for hirers; our booking agent, cleaners and caretaker.

The Trustees undertook their statutory duties and obtained all necessary licences including the premises licence issued by Winchester County Council and music licence issued by PPL PRS Ltd and also arranged suitable insurance.

The second phase of the car park was completed, any necessary equipment has been tested and any recommendations undertaken and the Trustees arranged for any repairs to be carried out by plumbers, electricians etc as necessary.

Thanks to the aforementioned Government grants, income exceeded expenditure during the year, resulting in a surplus of £11,097.

Report of the Trustees

1. Introduction

The legal requirement for the trustees' annual report is found in section 162 of the Charities Act 2011. The Act provides that the charity trustees must prepare in respect of each financial year of the charity an annual report containing:

- (a) such a report by the trustees on the activities of the charity during that year, and
- (b) such other information relating to the charity or to its trustees or officers

as may be prescribed by regulations made by the Secretary of State.

2. Reference and Administrative Details of the Charity, its Trustees and Advisers

- (a) The name of the Trust is Upham New Millennium Village Hall.
- (b) The Trust is a registered charity, number 301976.
- (c) The address of the Trust is: Mortimers Lane, Lower Upham, Southampton, SO32 1HF
- (d) The following Trustees served, unless otherwise indicated, for the full year to 30 April 2021:
 - Keith Dalley (from September 2020)
 - Helen Firth (Chair & Treasurer to September 2020, then Co-Chair & Treasurer)
 - Jane Gillen
 - Roy Kimble (Co-Chair from September 2020)
 - Claire Parry
 - Derek Pitter (resigned January 2021)
- (e) The Trust has no employees but engages the services of a booking agent, cleaners and a caretaker.
- (f) Other relevant organisations are:
 - Charities Aid Foundation (CAF) Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent, ME19 4TA
 - Independent Examiner: Jason Foxwell, Independent-Examiner.Net, 39 Enfield Road, Poole, BH15 3LJ

3. Structure, Governance and Management

- (a) The Trust's governing document is a Scheme ordered by the Charity Commissioners for England and Wales dated 9th March 2004. The Trust is an unincorporated association.
- (b) The management committee comprised six elected members (five as from January 2021) and three other members, who attend in an advisory capacity. The elected members are from some of the organisations that regularly use the village hall. Those organisations include Upham & District Gardening Club, Ringcraft, Sugarcraft, Sue Merrett School of Dance, the Village Pre-school, Parish Council, and Upham Players. The Trustees of the charity are made up of the majority of the management committee members.

The management committee may fill a casual vacancy in the office of an elected member at an ordinary meeting of the management committee and may co-opt up to

two further members at a special meeting. All members serve until the next annual general meeting.

Under the Scheme:

- Elected members are appointed at the annual general meeting held in September by those inhabitants of the parish and surrounding neighbourhood over 18 years of age, who attend.
- Appointed members are nominated by their organisation within two months of the annual general meeting and their appointment will be effective from the latter of the date of their notification to the management committee and the annual general meeting.
- Co-opted members will serve from the date of their appointment at a special committee meeting.
- All management committee members will serve until the next annual general meeting and may serve further terms.

Within these prescriptions, the management committee seeks to secure the nomination and election of Trustees who will:

- provide the wide range of skills needed to manage the Hall;
- act diligently and conscientiously to fulfil the objects of the Trust; and
- make for a good balance of ages and gender.

The booking agent and caretaker also attended or provided reports for the meetings.

- (c) New Trustees are provided with the information they need to serve. Induction is provided by participation in the activities of the committee.
- (d) The management committee appoints a Chairman and a Treasurer. It meets at least eight times a year and actively undertakes the management and administration of the Hall. The management committee engages the services of an agent to secure, co-ordinate and organise all the bookings. It also engages a cleaning contractor and a caretaker on a paid basis and other building and maintenance services as needed. Trustees are not paid for their services.
- (e) The Trust has no connections with other charities. The relationship with related parties is set out above in the appointments procedure. The terms and conditions agreed with appointing organisations for their use of the Hall are identical to those agreed with similar local bodies who do not appoint. All these parties and the management committee have been scrupulous in ensuring that anyone with a close tie or interest absents him or herself from the consideration of the terms and conditions of any relevant contracts and the management committee has satisfied itself that those contracts offer excellent value for money.

4. Objects and Activities

- (a) The object of the Trust is the provision and maintenance of a village hall for use by the inhabitants of the parish of Upham and surrounding neighbourhoods without distinction of political, religious or other opinions, including use for:
 - Meetings, lectures and classes, and
 - Other forms of recreation and leisure-time occupationwith the object of improving the conditions of life for the inhabitants.

- (b) The Trust seeks to fulfil its objectives:
- by maximising bookings from as wide a range of users as possible while prioritising local and regular hirers;
 - by maintaining the attraction of the Hall in a competitive market;
 - by preserving the security and cleanliness of the Hall;
 - by the good upkeep of the Hall's decoration, plant and fittings.

5. Hiring Agreement

Use of the Village Hall is subject to a hiring agreement which must be signed 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. Additional COVID risk assessments and terms & conditions were drawn up to enable hirers to safely use the hall during the pandemic.

6. Licences

The Hall has a Premises Licence (which allows licensable activities such as the supply of alcohol, plays, performance of dance to take place in Upham New Millennium Village Hall) and is licensed by PPL PRS Ltd (Phonographic Performance Ltd and Performing Rights Society) for live and recorded music.

7. Insurance

The Village Hall is insured with a comprehensive policy by Ansvar Insurance in respect of:

- buildings and accidental damage with a sum insured of £916,000
- contents (up to £21,000)
- public liability (£5,000,000)
- employers' liability (£10,000,000)
- business interruption up to 24 months (£62,000)
- trustees' indemnity (£250,000)
- property owners' liability (£5,000,000)
- personal accident (up to £10,000)
- legal expenses (£250,000)

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

8. Building and External Works Issues

The management committee carries out regular maintenance checks on the condition of the building and surrounding hard and soft landscapes and arranges for works to be undertaken, following quotation, by using local labour, wherever reasonable. Regular annual checks, such as having fire-fighting appliances checked, parts replaced and tested have been undertaken. In addition:

- In May 2020 the second, and final, phase of the car park resurfacing work was completed.
- In the summer of 2020, the new village hall website, part of the Upham Village suite of websites, went live.
- In February 2021, new and more efficient car park lights were installed.

9. Achievement and Performance

Although hirers were rarely able to use the hall during this financial year due to the COVID pandemic, the majority of our regular hirers did return when able. Towards the end of the financial year, when the Government was reviewing restrictions and it was hoped that more and more activities in general could resume, it was pleasing to note that enquiries were received with at least one new regular hirer being confirmed for the beginning of the next financial year.

This year has achieved a respectable surplus which will go towards the new heating system planned for the next financial year and will of course manage the everyday overheads associated with running the hall.

10. Financial Review

(a) Reserves

The Trust's policy on reserves is:

- **Endowment Fund:** This expendable fund arose from the sale of land connected with the previous Hall. In 2003, it was agreed that the endowment fund would be designated The Saint New Millennium Endowment to commemorate Mrs Saint, the original benefactor of the village hall and other subsequent benefactors. £45,000 was endowed to this fund. Interest on the cash deposit it represents, is credited to the Unrestricted Fund. The management committee aims to sustain this fund to finance, in the longer term, the major renovation and construction work on the Hall.
- **Restricted Fund:** This represents the capital receipts raised to meet the construction costs of the new Hall. The management committee has agreed to depreciate these costs over the remaining estimated useful life of the Hall and to charge that depreciation against the Fund.
- **Unrestricted Fund:** This represents the balance on the current operating account of the Hall. The management committee aims year on year to achieve a modest surplus of income from hall hire and interest over operational and management costs. The aim of this policy is to sustain the short to medium term capacity to keep the Hall in good repair as the cost of so doing predictably accelerates.

(b) Financial results

Year ending 30 April 2021 produced a healthy surplus of £11,097.

(c) Investment policy

The Trustees consider that they have a duty to minimise investment risk. Since we are exempt as a charity from corporation tax on our investment income there is an investment of £50,000 in a Shawbrook Bank one-year fixed rate saver and £28,150 in a Shawbrook 2-month notice account whilst the balance of our cash is retained in a current account and a savings account with the Charities Aid Foundation (CAF).

11. Future Plans

Discussions over the heating system have been ongoing for well over a year and once the car park renovation was completed, it was agreed that an air source heat pump would be installed to replace the very old oil boiler. Although the order was placed during this financial year, the actual work will take place in the summer of 2021.

The lawn area outside the main room has been problematic for some time; it is in constant need of reseeded due to mole activity and shade from the trees. Consideration will be given to artificial grass options.

12. Public Benefit

The Village Hall is a community building for the pursuit of art, culture, recreation and sport, and a facility in which the community is able to hold events, celebrate personal milestones and allow clubs and societies to flourish, which benefit not only people in the village of Upham but also the wider community. Residents of Upham enjoy a discount on hire prices.

13. Trustees' Responsibilities in relation to Financial Statements and Accounting Records

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure the financial statements comply with the Charities Act.

They have a general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Trust and to prevent fraud and other irregularities.

The Trust's incoming and outgoing resources fall below the limit set in the Charities Act for requiring the financial statements to be audited, and the Trustees have decided not to have them audited. They are examined by an Independent Examiner whose report is included.

The Trustees have taken advantage of the exemption available to the charity in preparing accounts in the receipts and payments format.

Upham New Millennium Village Hall

Receipts and Payments Accounts for the year ended 30 April 2021

	Unrestricted Funds £	Endowment Funds £	Total 2021 £	Total 2020 £
RECEIPTS				
Hall Hire	12,472		12,472	27,554
Bank Interest	959		959	1,120
Reimbursements, Grants & Donations	29,301		29,301	325
Total Receipts	42,732	0	42,732	28,999

PAYMENTS				
Hall and Car Park Maintenance	16,008		16,008	41,267
Operational Expenditure	15,315		15,315	15,873
Governance Costs	312		312	290

Total Payments	31,635	0	31,635	57,430
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Net Receipts/(Payments) for the year	£11,097	£0	£11,097	-£28,431
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<i>Opening cash at bank and in hand</i>	<i>£57,476</i>	<i>£45,000</i>	<i>£102,476</i>	<i>£130,907</i>
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Closing cash at bank and in hand	£68,490	£45,000	£113,490	£102,476
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Upham New Millennium Village Hall

Statement of Assets and Liabilities at 30 April 2021

	2021 £	2019 £
ASSETS		
Cash at bank and in hand	113,490	102,476
Fixed assets:		
- Land (at cost)	40,000	40,000
- Buildings (insurance valuation)	916,000	915,526

LIABILITIES

None

Approved by the trustees and signed on their behalf by:

Helen L. Firth

Trustee: HELEN L FIRTH

Date: 24 JULY 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF UPHAM NEW MILLENNIUM VILLAGE HALL

I report to the trustees on my examination of the accounts of Upham New Millennium Village Hall (the Charity) for the year ended 30 April 2021.

Responsibilities and basis of report

As the trustees of the Charity 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 2011 Act and in carrying out my examination I have followed all 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters 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.



Mr J P Foxwell FCCA FCIE
independent-examiner.net

39 Enfield Road, Poole, BH15 3LJ

Date: 28 July 2021