

DIGSWELL VILLAGE HALL

England & Wales · Charity number 302361

Details

Other names	DIGSWELL HALL (INCLUDING DIGSWELL GREEN), DIGSWELL VILLAGE HALL
Status	Registered
Legal form	Other
Registered	1963-06-24
Register	View on the Charity Commission register

Contact

Address	30 Harmer Green Lane Digswell Welwyn Hertfordshire AL6 0AT
Phone	07771974325
Email	admin@digswellvillagehall.org.uk
Website	www.digswellvillagehall.org.uk

Activities

Objects: A VILLAGE HALL AND RECREATION GROUND

Activities: Management of a village hall for community use.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** 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:** SEE OBJECTS
- Hertfordshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£25,086	£17,248	-	-
2024-03-31	£25,749	£32,178	-	-
2023-03-31	£24,950	£30,895	-	-
2022-03-31	£25,691	£15,040	-	-
2021-03-31	£25,216	£15,815	-	-

Trustees

Name	Role	Appointed
Shaun Reason	Chair	2023-01-30
Claire Westlake		2016-04-13
David White		2023-10-10
Joanne Grant		2020-06-23
KATE STABLER		2015-03-26
O'Shea Diane		2025-01-13
O'Shea Paul		2025-01-13
Pamela Rendell		2023-03-20
Peter Holt		2000-05-13

DIGSWELL VILLAGE HALL

England & Wales - Charity number 302361

Accounts

Digswell Village Hall report. 9th September 2025

Bookings.

The last few months have involved communicating the change of hire rates to all regular users and this has gone smoothly. Casual hirers are quoted a rate at the time of booking and we still apply that rate even after the rate has increased. Additionally we have changed the front door lock code (as of 14/8/25) and apart from the Karate club all users have still been able to access the hall. The karate club administration changed at the beginning of the year. It was run by Simon Oliver who moved to the USA. He handed over to John Brinda and I met with him and the bookings have been carried on as usual. However I had a message left on my phone last Sunday morning from Simon Oliver saying he couldn't get into the hall as the code did not work. I call him in the afternoon when I heard the message, and he said that John Brinda was not well and had not passed on the new code. We have 2 outstanding invoices for this group. There are 2 other June invoices still unpaid and some from July. I send reminders when emailing the next month's invoices. August invoices will go out this week.

Starting in 26th September we have a new regular Yoga class from 12.30pm for an hour. We have had several bookings from Asian families and this means that word is spreading about the hall amongst that community. This has included a booking for the Hatfield Tamil School on Sunday 28th September.

Total bookings for the past 2 months have been
July: 81, August 52. Considering that some bookings only run in the school term times August has held up well.
September is back with a bang with 99 bookings in the calendar.

Maintenance

Using the space created by less bookings in August we have been able to get some work carried out in the hall.

'Daniel Moore Home Improvements' put new sliding doors on the Digswell Players costume cupboards in the dressing room (a job the Players are paying for) and at the same time repaired the floor and entrance to the chair store plus replacing broken window catches on the roadside windows.

Abbots Heating removed 2 heaters and serviced the remaining 2 heaters plus the Gas cooker. A Gas Safe certificate has been issued. The 2 heaters removed were the one by the stage and one of the others in the hall. The foyer heater was moved into the vacant position on the roadside wall. The old heaters were taken to the recycle centre by Siad Ali. Daniel Moore put new timber into the wall spaces left by the removed heaters, outside and inside.

Decoration. This week we have Ken Boon starting on the big job of repainting all the white walls and doors in the hall and the ceiling in the foyer. Over time this white paint has come off in patches (people using sellotape) and exposed the old blue colour beneath. Ken also is painting afresh the new timbers placed to fill the holes where the 2 heaters have been removed.

Digswell Players have had a busy time recently by removing much of the contents of the wooden shed so the platforms for the raked seating could be stored there. A trial set up has taken place and this means that for the first time everyone will have a good seat at the next pantomime in January.

Peter Holt 3.9.25

DIGSWELL VILLAGE HALL

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Chair's Report year ending 31 March 2024

Charitable status

The charity was first constituted by Deed of Declaration of Trust in 1923 and by a Scheme made /;by the Secretary of State for Education and Science in May 1965.

Charity Objects

Digswell Village Hall exists to provide a facility that is a Hall for the local area and its inhabitants, without distinction of sex or sexuality or of political, religious or other opinions and for use for meetings, lectures and classes, and for other forms of recreation and leisure time occupations with the object of improving the conditions of life for the inhabitants.

Statement on public benefit

In deciding which activities, the charity should undertake during the year, the Trustees have paid due regard to The Charity Commission's guidance on public benefit. The Trustees consider that the objects for which the Trust was registered as a charity, and the activities during the year, are for the public benefit.

In particular, the Trustees consider that the range of activities that Digswell Village Hall is used for regularly provides benefits for people of many ages and interests thus providing activities to enhance lives. Hirers include a range of exercise-based classes aimed at the young and not so young; creative, dance, singing and drama groups; specific interest groups; local societies and public bodies as well as a wide range of one-off events and celebrations. From the Digswell Players youth group, Expressions to the Dementia Friendly Café, we are able to host a great range of activities that benefit the local public.

Serious Incidents

There have been no serious incidents to report.

Activities and Achievements

The Trustees remain very aware of their responsibilities for keeping the Hall in good repair and to keep facilities up to date. This has continued this year with regular maintenance and repairs carried out by local contractors as well as by Trustees and friends of the Hall. With no paid staff this relies on Trustees being very aware of issues as they arise and having excellent relationships with local companies who can be called upon to respond to works needed. We are grateful to Zahid Ali, our cleaning contractor, for his excellent work in keeping the village hall clean and tidy. His attention to detail and reliability is greatly appreciated.

The Trustees aim to keep local resident user charges as low as possible to enable equality of access at a time when many are facing increasing costs. However, the Hall, like many other premises, is facing rising overhead costs, particularly in its energy charges. Two years ago, it was agreed to improve the insulation of the Hall as the first step in reducing our reliance on fossil fuels. This was carried out during the 2022-23 financial year with major work being contracted for the insulation of the roof. The insulation has had an impact on the amount of energy needed to keep the Hall at an acceptable temperature for hirers.

During this reporting financial year, a second step was agreed to address the rising energy outgoings by investigating the potential savings of adding solar panels to the Hall whilst also helping to reduce the Hall's environmental impact in the local area. Quotes from reputable solar panel providers were sought and it was agreed to use Eco Greenenergy Solutions Ltd (a Company identified by Welwyn Hatfield Borough Council in partnership with the Solar Together 'Organisation Group Buying Scheme').

We had raised around £10,000 through fundraising events but were unsuccessful in seeking grant support from several local and national bodies. Hertfordshire Community Foundation did research on our behalf to see if there were any other grants we could apply for, but they also drew a blank. Fortunately, we were able to go ahead with the installation during August 2023 at a cost of £15,500 with minimal disruption to hirers with funds coming from reserves and a successful local fundraising drive that raised around £3,700 from our supportive residents. The Trustees would like to record their grateful thanks to all those who have supported the installation.

The solar panels combined with our recently added roof insulation are already helping to reduce our energy consumption; especially as we also installed a battery that allows us to use stored energy from the day to provide electricity for our evening activities.

Digswell Village Hall was built in 1923 and celebrated its centenary in April 2023. During the day there were displays of local history provided by Alan Sparshott and a local school art competition with prizes organized by Sharon Palmer. Refreshments were provided by the Digswell Women's Institute organised by trustee Kate Stabler. In the evening there was a 1920's themed film night showing 'The Roaring Twenties' with a fish and chip supper attended by around 60 residents. During the interval trustee Peter Holt showed a local film archive that was very interesting to all attending. My thanks to trustee Claire Westlake who oversaw the Centenary Celebration and to Pam Rendell who obtained an external banner to advertise the event and arranged the internal evening decoration of the Hall.

As we enter our second century as a local charitable organisation, we plan to continue to improve and preserve both the inside and outside of the Hall with further work, as funds allow. We are pleased that the Hall continues to be available to provide our local community with a low-cost space, suitable for a wide range of activities. Our aim is to ensure that the hall is a welcoming and comfortable place for the community to enjoy.

As Chair I would like to personally thank my fellow Trustees who do a wonderful job and for the work they continue to do to support this important community facility: Claire Westlake, Kate Stabler, Peter Holt, Joanne Grant, John Strawbridge, Pam Rendell and David White (new trustee from October 2023). Each one has played an important role as part of the team, using their expertise and time as appropriate to take the lead or contribute to the activities that are needed to keep the Hall running. Their ongoing commitment is particularly significant; we are always keen to recruit new Trustees, and anyone interested can be assured of a welcoming team to join. Recruitment remains an ever-important matter for this charity, and for many other charities. I also wish to thank both Sharon Palmer and Ruth Kearns who

both resigned from their trustee roles in October 2023.

Trustees take their responsibilities seriously in relation to the constitution, the hire agreement, and policies such as Safeguarding, Privacy and Equality and Diversity that have all been given due consideration during the year and updated. A less visible but essential ongoing task is the management of bookings which has continued to work efficiently both for bookings and invoicing.

I would also like to thank all those who continue to book the Hall, particularly the regular hirers whose loyalty to the Hall is greatly appreciated. Bookings across the week remain strong and varied, with excellent usage given that the Hall can only accept one booking at a time.

I would like to thank Jo Grant for her management of the Hall's finances and day-to-day budgeting as well as her diligence, transparency and accountability. She has provided the brief report below. We, along with our fellow trustees, are very grateful to Charles Rendell for providing us with the Independent Examination of the Accounts.

Finances and reserves policy

The income in this financial year is £25,748 (2022-23: £25,036).

The Trustees have an agreed policy to keep £7,000 in reserves to enable it to cope with unexpected costs which might reasonably be associated with a building that is over 100 years old.

Reserves at the end of this year are at £26,234 (2022-23: £32,663). The additional money will be used for funding essential work to keep the Hall running and major works.

It is the Trustees intention to use funds as available to keep the Hall in good shape and able to work to benefit the community, whilst taking account of environmental concerns.

Responsibilities of the Trustees regarding the accounts

Charity law requires the Trustees to prepare a receipts and payments account and a statement of assets and liabilities for each financial year. In addition, they are responsible for keeping proper accounting records which are sufficient to show and explain the charity's transactions and to disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Shaun Reason
Chairman
July 2024



Section A Independent Examiner's Report

Report to the trustees

Charity Name DIGSWELL VILLAGE HALL

On accounts for the year ended

31 MARCH 2024

Charity no (if any)

302361

Set out on pages

1-3 (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 MARCH 2024.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust'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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
the accounts did not accord with the accounting records; or
the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other 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.

* Please delete the words in the brackets if they do not apply.

Signed: Charles Rendell

Date: 10/11/2024

Name: CHARLES RENDALL

Relevant professional qualification(s) or body

INSTITUTE OF CHARTERED ACCOUNTANTS ENGLAND AND WALES

(if any):

Address:

Section B Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE

Digswell Village Hall
Income and Expenditure Account for the year to 31 March 2024

		2024	2023	2022	2021	2020
				£	£	£
Income						
Hall hire - regulars	1	17,674.67	16,824.05	13,185.76	4,734.67	16,998.69
Hall hire - ad hoc	2	3,411.37	2,664.75	1,828.50	235.00	1,145.00
Grants received	3	3,732.00	5,000.00	10,672.00	20,240.93	
Other income	4	414.00	360.00			549.12
Tax refund						2,458.31
Bank interest		516.50	187.97	4.97	5.38	18.80
Total income		25,748.54	25,036.77	25,691.23	25,215.98	21,169.92
Expenses						
Gas & electricity	5	(5,015.59)	(1,886.88)	(2,119.09)	(1,442.79)	(2,938.66)
Waste		0.00	-			(831.31)
Water	6	(1,024.70)	-	(828.03)	(196.05)	(239.35)
Cleaning inc. materials		(5,096.96)	(4,876.17)	(4,233.09)	(1,804.67)	(2,537.47)
Misc. expenses		(1,393.73)	(467.24)	(432.04)	(184.49)	(99.88)
Insurance		(1,686.76)	(1,561.02)	(1,485.71)	(1,456.05)	(1,822.78)
Broadband	7	(299.10)	(282.05)	(316.80)	(155.26)	
PRS licence		(201.89)	(149.48)			(289.96)
Bank fees		(60.00)	(72.00)	(96.00)	(69.00)	(60.00)
Booking secretary						(1,368.00)
Covid related expenses				-	(387.30)	
Maintenance	8	(1,899.63)	(5,120.47)	(5,528.79)	(10,119.57)	(1,711.89)
Refurbishment	9	(15,500.00)	(16,480.00)		-	(15,479.53)
Total expenses		(32,178.36)	(30,895.31)	(15,039.55)	(15,815.18)	(27,378.83)
Net income for the year		(6,429.82)	(5,858.54)	10,651.68	9,400.80	(6,208.91)
Total cash b fwd at 1 April		32,663.84	38,522.38	27,870.70	18,469.90	24,678.81
Total cash c fwd at 31 March		26,234.02	32,663.84	38,522.38	27,870.70	18,469.90
Value of Land and Buildings		1.00	1.00	1.00	1.00	1.00
Total net assets		26,235.02	32,664.84	38,523.38	27,871.70	18,470.90
Cash held as:						
CAF cash account		2,699.02	4,138.85	5,179.52	15,200.12	5,886.05
CAF gold account		23,437.64	28,427.63	33,245.50	12,573.22	12,567.84
Petty cash		97.36	97.36	97.36	97.36	16.00
Total cash balance		26,234.02	32,663.84	38,522.38	27,870.70	18,469.89

Digswell Village Hall
Income and Expenditure Account for the year to 31 March 2024

Notes to the Accounts

- 1 Income from regular hirers continued to improve past pre-covid levels
- 2 Adhoc lettings continue to be strong with the hall in use for parties etc most weekends.
- 3 In the year to 3/24 grants received relate to Gift Aid donations from members of the local community. A gift aid declaration will now be submitted to HMRC to obtain the relevant tax rebate on this amount. Grants in prior years relate to various grants from public bodies to fund hall improvements.
- 4 A centenary event was held in May 2023 and tickets were sold for an evening film showing. Income for these tickets is shown in both 2022-23 and 2023-24, totalling £774. Costs associated with this event are included in the miscellaneous costs line. Overall there was a small profit on this event of c.£108.
- 5 Gas and electricity contracts have been re-fixed this year, unfortunately at significantly higher rates than previously. Both contracts renewed until 31.3.26.
- 6 The 2023-23 water bill was disputed so took some time to agree. As a result, both the 2023-23 and 2024-25 bills were paid in this year.
- 7 A broadband contract with Plusnet was taken out in October 2020 partly to enable our regular hirers to stream class content from the Hall. There is a monthly charge of £26.40 for this utility. This has been retained as a vital improvement post covid. Contract terms have just been renegotiated, a very small increase on original cost.

8 Spend on maintenance during the year can be broken down as follows:	£
Abbots Heating - Servicing and Repairs	618.46
Fusion Electrical Services - lighting PIR sensors for external lights, additic	550.00
PAT testing	165.00
Gardening services	380.00
Incidental expenses	186.17
	<hr/>
Total	1,899.63
	<hr/>

- 9 Refurbishment costs relate to the installation of solar panels. This cost was partly funded by the gift aid donations, leaving overall cost to the Hall of c.£11K.

Cash position at 31/3/24

Cash Account	£
Bal b/f at 1/4/23	4,138.85 ✓
income from rentals	21,086.04
Interest income	6.49
Other income	414.00
Hall expenses	(32,178.36)
GiftAid donations	3,732.00
Transferred from Gold account	5,500.00
Bal c/f at 31/3/24	<u>2,699.02</u> ✓
Gold Account	
Bal b/f at 1/4/23	28,427.63 ✓
Interest income	510.01
Cash to current account	(5,500.00)
Bal c/f at 31/3/24	<u>23,437.64</u> ✓
TOTAL BANK BALANCE	<u>26,136.66</u>

Bank Balance	26,136.66
Petty cash	97.36
Total cash at year-end	26,234.02

MOVEMENT IN CASH	
Change in current account	(1,439.83)
Change in gold account	(4,989.99)
Reduction in cash during year	(6,429.82)

Net income - year to 31 March 2024

Regular lettings	17,674.67
Ad-hoc lettings	3,411.37
Other income	<u>414.00</u>
Total income	21,500.04
Hall expenses	(14,778.73)
Maintenance costs	<u>(1,899.63)</u>
Net income pre-refurbishment project	4,821.68
Gift Aid donations	3,732.00
Roof insulation costs	<u>(15,500.00)</u>
Net income after roof insulation	(6,946.32)
Interest received	<u>516.50</u>
Net income	<u>(6,429.82)</u>

DIGSWELL VILLAGE HALL

England & Wales - Charity number 302361

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Digswell Village Hall

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For year ending March 31st 2022

Digswell Village Hall

Information page

Registered Charity number
302361

Contact Address

Digswell Village Hall
30 Harmer Green Lane
Digswell
Hertfordshire AL6 0AT

Trustees

Jane Young (Chair)
Joanna Grant
Peter Holt
Ruth Kearns
Sharon Palmer
Martyn Smith
Kate Stabler
John Strawbridge
Claire Westlake

Independent examiner

Charles Rendell
31 Harmer Green Lane
Welwyn
Herts. AL6 0AS

Bank

CAF Bank Ltd
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

Digswell Village Hall

Annual Report and Accounts

For year ending March 31st 2022

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Report of the Chair

Independent Examiner's Report

Income and Expenditure Account

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Chair's Report year ending 31 March 2022

Charitable status

The charity was first constituted by Deed of Declaration of Trust in 1923 and by a Scheme made by the Secretary of State for Education and Science in May 1965.

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Statement on public benefit

In deciding what activities the charity should undertake during the year, the Trustees have paid due regard to The Charity Commission's guidance on public benefit. The Trustees consider that the objects for which the Trust was registered as a charity, and the activities during the year, are for the public benefit.

In particular, the Trustees consider that the range of activities that Digswell Village Hall is used for regularly provides benefits for people of many ages and interests thus providing activities to enhance lives. Hirers include a range of exercise based classes aimed at the young and not so young; creative, dance, singing and drama groups; specific interest groups; local societies and public bodies as well as a wide range of one off events and celebrations. From the Digswell Players youth group Expressions to the Dementia Friendly Café we are able to host a great range of activities that benefit the local public.

This year additionally we have demonstrated our public benefit by using the Government's Covid business interruption grants to support hirers' ability to sustain their activities by a further period of reduced hire rates and to maintain the Hall in the best possible condition.

Serious Incidents

There have been no serious incidents to report.

Activities and Achievements

Digswell Village Hall

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Digswell Village Hall continued to be impacted by Covid restrictions early in the year but the Hall continued to operate safely as was allowed under restrictions. From July we were able to relax the specific Covid rules for hirers but have continued with the additional cleaning and sanitising work carried out by our cleaning contractor as well as having these products available for all using the Hall. Despite the additional costs involved, the Trustees consider this to be a prudent use of resources. We are grateful to Zahid Ali, our contractor, for the quality of his work.

The Trustees remain very aware of their responsibilities for keeping the Hall in good repair and to keep facilities up to date. This has continued this year with regular maintenance and repairs carried out. With no paid staff this relies on Trustees being very aware of issues as they arise and having excellent relationships with local companies who can be called upon to respond speedily to works needed. Examples of work this year include a replacement window and a new AV screen.

Work has also proceeded on major works that will make the Hall fit for the future. Of particular concern is the rising cost, both financially and environmentally, of fuel. The Trustees took the decision to improve the insulation of the Hall as the first step in reducing our reliance on fossil fuels. At the close of the year, we had placed a contract for insulating material to be installed under the roof tiles. This significant work will commence in the early part of 2022-23 and will be completed in a way to minimize impact on hirers.

A less visible but essential ongoing task is the management of bookings and during this year the new automated system, introduced last year, has worked well both for bookings and invoicing. A change was made to the booking and deposit requirements for ad hoc bookings from outside the local area to mitigate against the danger of malicious damage which has been reported from other Hertfordshire halls.

Trustees also take their responsibilities seriously in relation to the constitution, the hire agreement and policies such as safeguarding and these have all been given due consideration during the year.

As I reported last year the Trustees of the Hall do a wonderful job. As Chairman I would like to personally thank them all for the work they have done to manage this important community facility: Claire, Kate, Martyn, Peter, Ruth, Jo, John and Sharon. Each one has played an important role as part of the team, using their expertise and time as appropriate to take the lead or contribute to all the activities that are needed to keep the Hall running. In my experience it is rare that a team works so well together to cover all the tasks required. Some Trustees have served for many years and their ongoing commitment is particularly significant, but equally Trustees who have joined more recently make a great contribution to the smooth running of the Hall. We particularly thank Martyn Smith this year as he has announced that he will be stepping down as a Trustee once the current major work on the roof is completed. Martyn has overseen all major works in recent years and this has ensured a very professional and successful period of development for the Hall. We are always keen to recruit new Trustees and anyone interested can be assured of a welcoming team to join.

I would also like to thank all those who continue to book the Hall, particularly to our regular hirers whose loyalty to the Hall and their careful use of it during Covid, has

Digswell Village Hall

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benefitted all users. Bookings across the week remain strong and varied, with an average each month of 78 bookings which is excellent usage given that the Hall can only accept one booking at a time. Also thanks go to our contractors who so helpfully work around the constraints of the use of the Hall to get essential works completed, and to local residents who step in to help when their expertise is needed. And we are very grateful to Charles Rendell for providing us with the Independent Examination of the Accounts.

During the next financial year, in 2023, the Hall will celebrate its centenary and discussions have started to plan for a celebration of this milestone.

Finances and reserves policy

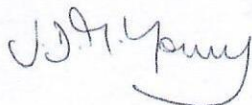
The income in this financial year is £25,691, (2020-21 £25,215).

We were very grateful for Covid Business Interruption grants totalling £10,672 which have been significantly helpful in offsetting losses of hire income but also allowed us to offer reduced rates too hirers.

The Trustees have an agreed policy to keep £7,000 in reserves to enable it to cope with unexpected costs which might reasonably be associated with a building approaching 100 years old. Reserves at the end of this year are at £38,523 (2020-21 £27,872). The additional money will be used for funding essential work to keep the Hall running and major works. This includes the costs of the agreed roof insulation. It is the Trustees intention to use funds as available to keep the Hall in good shape and able to work to benefit the community, whilst taking account of environmental concerns.

Responsibilities of the Trustees regarding the accounts

Charity law requires the Trustees to prepare a receipts and payments account and a statement of assets and liabilities for each financial year. In addition, they are responsible for keeping proper accounting records which are sufficient to show and explain the charity's transactions and to disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Jane Young
Chairman
June 2022

Digswell Village Hall

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For year ending March 31st 2022

Independent Examiner's Report to the Trustees of Digswell Village Hall

I report to the trustees on my examination of the accounts of Digswell Village Hall for the year ended 31 March 2022.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 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 on 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.

Signed:



Name: **Charles Rendell**

Relevant professional qualification or member of professional bodies: **FCA**

Address: **31 Harmer Green Lane, Digswell, Welwyn, Hertfordshire. AL6 0AS**

Date: 21/5/22

Digswell Village Hall
Income and Expenditure Account for the year to 31 March 2022

	2022	2021	2020	2019
		£	£	£
Income				
Hall hire - regulars	1	13,185.76	4,734.67	16,998.69
Hall hire - ad hoc		1,828.50	235.00	1,145.00
Covid grant		10,672.00	20,240.93	
Other income			549.12	172.68
Tax refund			2,458.31	
Gold Acc. Interest		4.97	5.38	18.80
Total income		25,691.23	25,215.98	21,169.92
Expenses				
Gas & electricity		(2,119.09)	(1,442.79)	(2,938.66)
Waste	2			(831.31)
Water		(828.03)	(196.05)	(239.35)
Cleaning inc. materials		(4,233.09)	(1,804.67)	(2,537.47)
Misc. expenses		(432.35)	(184.49)	(99.88)
Insurance		(1,485.71)	(1,456.05)	(1,822.78)
Broadband	3	(316.80)	(155.26)	
PRS licence				(289.96)
Bank fees		(96.00)	(69.00)	(60.00)
Booking secretary				(1,368.00)
Covid related expenses		-	(387.30)	
Maintenance	4	(5,528.79)	(10,119.57)	(1,711.89)
Refurbishment			-	(15,479.53)
Total expenses		(15,039.86)	(15,815.18)	(27,378.83)
Net income for the year		10,651.37	9,400.80	(6,208.91)
Total cash b fwd at 1 April		27,870.70	18,469.90	24,678.81
Total cash c fwd at 31 March		38,522.07	27,870.70	18,469.90
Value of Land and Buildings		1.00	1.00	1.00
Total net assets		38,523.07	27,871.70	18,470.90
Cash held as:				
CAF cash account		5,179.52	15,200.12	5,886.05
CAF gold account		33,245.50	12,573.22	12,567.84
Petty cash		97.36	97.36	16.00
Total cash balance		38,522.38	27,870.70	18,469.89

Digswell Village Hall
Income and Expenditure Account for the year to 31 March 2022

Notes to the Accounts

- 1 DVH received 2 more COVID grants during the year, totalling £10,672. Without this income the hall would have almost broken even at the net income level.

Income from regular hirers reached £13.2K, just shy of the £15-16k annual figure seen prior to COVID.
Adhoc lettings have been relatively strong.

There are £1,883 of March 22 invoices that are unpaid per these accounts. They will be included in 22/23 figures.

All invoices up to end of January have been paid. £285 of February invoices relating to 3 regular hirers remain unpaid at the year-end but are not considered doubtful.

- 2 The waste contract with Serco was cancelled in 19/20. Our waste continues to be collected as part of the normal household collection scheme, for which there is no charge.
- 3 A broadband contract with Plusnet was taken out in October 2020 partly to enable our regular hirers to stream class content from the Hall. There is a monthly charge of £26.40 for this utility.
- 4 Spend on maintenance during the year can be broken down as follows:

	£
Roof repairs	
Abbots Heating - Servicing and Repairs	785.00
Fusion Electrical Services - lighting PIR sensors for external lights, additio	628.14
DB Moore - interior repairs, toilet repairs and water leak	380.24
Bike rack - supply & fitting	2,660.35
Incidental expenses - projector (£132) Gardening (£380), signage (£96)	467.00
	608.06
Total	5,528.79

Cash position at 31/3/22

Cash Account	£
Bal b/f at 1/4/21	15,200.12
Income from rentals	15,014.26
Hall expenses	(15,039.86)
Covid Grant	10,672.00
Transferred to Gold account	(20,667.00)
Bal c/f at 31/3/22	<u>5,179.52</u>

MOVEMENT IN CASH	(10,020.60)
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Gold Account

Bal b/f at 1/4/21	12,573.53
Interest income	4.97
Cash in from current account	20,667.00
Bal c/f at 31/3/22	<u>33,245.50</u>

TOTAL BANK BALANCE	<u>38,425.02</u>
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Bank Balance	38,425.02
Petty cash	<u>97.36</u>
Total cash at year-end	38,522.38

Net income - year to 31 March 2022

Regular lettings	13,185.76
Ad-hoc lettings	<u>1,828.50</u>
Total income	15,014.26
Hall expenses	(9,511.07)
Maintenance costs	<u>(5,528.79)</u>
Net income pre-Covid	(25.60)
Covid income	10,672.00
Covid costs	<u>-</u>

Net income after Covid (before interest)	<u>10,646.40</u>
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DIGSWELL VILLAGE HALL

England & Wales - Charity number 302361

Accounts

Digswell Village Hall

Annual Report and Accounts

For year ending March 31st 2021

Information page

Registered Charity number

302361

Contact Address

Digswell Village Hall
30 Harmer Green Lane
Digswell
Hertfordshire AL6 0AT

Trustees

Jane Young (Chair)
Joanne Grant
Peter Holt
Ruth Kearns
Sharon Palmer
Martyn Smith
Kate Stabler
John Strawbridge
Claire Westlake

Digswell Village Hall

Annual Report and Accounts

For year ending March 31st 2021

Independent examiner

Charles Rendell
31 Harmer Green Lane
Digswell
Welwyn
Hertfordshire
AL6 0AR

Bank

CAF Bank Ltd
25 Kings Hill Avenue
West Malling
Kent
ME19 4JQ

Digswell Village Hall

Annual Report and Accounts

For year ending March 31st 2021

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Chair's Report year ending 31 March 2021

Charitable status

The charity was first constituted by Deed of Declaration of Trust in 1923 and by a Scheme made by the Secretary of State for Education and Science in May 1965.

Charity Objects

Digswell Village Hall exists to provide a facility that is a Hall for the local area and its inhabitants, without distinction of sex or sexuality or of political, religious or other opinions and in particular for use for meetings, lectures and classes, and for other forms of recreation and leisure time occupations with the object of improving the conditions of life for the inhabitants.

Statement on public benefit

In deciding what activities the charity should undertake during the year, the Trustees have paid due regard to The Charity Commission's guidance on public benefit. The Trustees consider that the objects for which the Trust was registered as a charity, and the activities during the year, are for the public benefit.

In particular, the Trustees consider that the range of activities that Digswell Village Hall is used for regularly provides benefits for people of many ages and interests thus providing activities to enhance lives. Hirers include a range of exercise based classes aimed at the young and not so young; creative, dance, singing and drama groups; specific interest groups; local societies and public bodies as well as a wide range of one off events and celebrations. From the Digswell Players to the Dementia Friendly Café we are able to host a great range of activities that benefit the local public.

This year additionally we have demonstrated our public benefit by using the Government's Covid business interruption grant to reduce hire fees for the benefit of users of the Hall.

Serious Incidents

There have been no serious incidents to report.

Activities and Achievements

Digswell Village Hall has been very significantly affected by Covid 19 this year and I must thank all those involved with the Hall for the way they have adapted and responded to the ever changing rules and situations. Thanks particularly to our cleaning contractor.

In March we had the first official Covid closure of the Hall, followed by the opportunity within restrictions to reopen in July. We had to close again in November and then gradually get ready to reopen at the end of this financial year. We understand we have been one of the few local Halls for hire who reopened during the year, with many finding

it easier to stay closed.

We were able to do this safely through the concerted effort of Trustees who between them: issued new instructions and terms and conditions to hirers; made spaces Covid safe with the installation of screens and the closing off of some facilities; the introduction of a one way system with additional security lighting to enable this to be safe for evening hirers; changing the contracted cleaning regime, and installing cleaning and sanitizing stations. This all made a safe space for hirers and although the use of the Hall was limited, it proved a very valuable facility for some groups, including those who transferred to DVH when their usual facility remained closed.

The Trustees remain very aware of their responsibilities for keeping the Hall in good repair and to keep facilities up to date. Despite the complications of Covid, this has continued this year. Works completed include the replacement of the flat roof; new outside lights, a cycle rack fitted; and a new water heater for the toilet areas. Another improvement has been the installation of Broadband. It became clear during the year that the ability for hirers to blend in-person and remote groups would be a very valuable benefit and it is proving to be so.

Additionally routine maintenance is ongoing. As reported last year this is a prudent and professional approach which will benefit the long-term future of this Hall which is approaching 100 years old.

We are now turning our attention again to major works that will be needed for the future. Projects will take into consideration the environment and climate crisis.

A less visible but essential ongoing task is the management of bookings and during this year the new automated system has been fully introduced and has worked well both for bookings and invoicing.

It must be clear already that the Trustees of the Hall do a wonderful job. As Chairman I would like to personally thank them all for the work they have done to manage this important community facility. Each one has played an important role as part of the team, using their expertise and time as appropriate to take the lead or contribute to all the activities that are needed to keep the Hall running.

I would also like to thank all those who continue to book the Hall, particularly to our regular hirers whose loyalty to the Hall and their careful use of it during Covid benefits all users. Also thanks go to our contractors who so helpfully work around the constraints of the use of the Hall to get essential works completed.

Finances and reserves policy

The income in this financial year is £25,216 (2019/20: £21,170).

We were very grateful for the two Covid Business Interruption grants totalling £20,240.93 which form such a significant part of this income.

Rental income was understandably very much reduced, by Covid closures but also by the decision to cut hire rates for the time of the pandemic.

Digswell Village Hall

Annual Report and Accounts

For year ending March 31st 2021

The Trustees have an agreed policy to keep £7,000 in reserves to enable it to cope with unexpected costs which might reasonably be associated with a building approaching 100 years old. Reserves at the end of this year are at £27,957 and the additional money will be used to for funding essential duties to keep the Hall running and new major works. Projects being considered are roofing insulation and additional disabled parking.

Responsibilities of the Trustees regarding the accounts

Charity law requires the Trustees to prepare a receipts and payments account and a statement of assets and liabilities for each financial year. In addition, they are responsible for keeping proper accounting records which are sufficient to show and explain the charity's transactions and to disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Jane Young
Chairman
September 2021

Independent Examiner's Report to the Trustees of Digswell Village Hall

I report to the trustees on my examination of the accounts of Digswell Village Hall for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 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 on 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.

Signed:



Name: CHARLES RENDELL

Relevant professional qualification or member of professional bodies: FCA.

Address: 31, HARMER GREEN LANE
DIGSWELL
NELWYN
HERTS AL6 0AS

Date: 31/7/21

Digswell Village Hall
Income and Expenditure Account for the year to 31 March 2021

	2021	2020	2019
	£	£	£
Income			
Hall hire - regulars	1 4,734.67	16,998.69	15,027.60
Hall hire - ad hoc	235.00	1,145.00	2,017.50
Covid grant	20,240.93		
Other income		549.12	172.68
Tax refund		2,458.31	
Gold Acc. Interest	5.38	18.80	
Total income	25,215.98	21,169.92	17,217.78
Expenses			
Gas & electricity	(1,442.79)	(2,938.66)	(2,481.05)
Waste	2 (831.31)	(831.31)	(739.50)
Water	(196.05)	(239.35)	(595.68)
Cleaning inc. materials	(1,804.67)	(2,537.47)	(2,883.97)
Misc. expenses	(184.49)	(99.88)	(334.64)
Insurance	(1,456.05)	(1,822.78)	(1,840.02)
Broadband	3 (155.26)		
PRS licence		(289.96)	
Bank fees	(69.00)	(60.00)	(360.00)
Booking secretary		(1,368.00)	
Covid related expenses	(387.30)		
Maintenance	4 (10,119.57)	(1,711.89)	(2,227.29)
Refurbishment	-	(15,479.53)	(5,356.46)
Total expenses	(15,815.18)	(27,378.83)	(16,818.61)
Net income for the year	9,400.80	(6,208.91)	399.17
Total cash bfwd at 1 April	18,469.90	24,678.81	24,279.64
Total cash cfwd at 31 March	27,870.70	18,469.90	24,678.81
Value of Land and Buildings	1.00	1.00	1.00
Total net assets	27,871.70	18,470.90	24,679.81
Cash held as:			
CAF cash account	15,200.12	5,886.05	12,113.86
CAF gold account	12,573.22	12,567.84	12,548.95
Petty cash	97.36	16.00	16.00
Total cash balance	27,870.70	18,469.89	24,678.81

Cash position at 31/3/21

Cash Account	£
Bal b/f at 1/4/20	5,886.06
Income from rentals	4,888.31
Hall expenses	(15,728.44)
Covid Grant	20,240.93
Bal c/f at 31/3/21	15,286.86
MOVEMENT IN CASH	9,400.80

Gold Account

Bal b/f at 1/4/20	12,567.84
Interest income	5.38
Bal c/f at 31/3/21	12,573.22
TOTAL BANK BALANCE	27,860.08

Bank Balance	27,860.08
Petty cash	97.36
Total cash at year-end	27,957.44

Net income - year to 31 March 2021

Regular lettings	4,653.31
Ad-hoc lettings	235.00
Total income	4,888.31
Hall expenses	(5,221.57)
Maintenance costs	(10,119.57)
Net income pre-Covid	(10,452.83)
Covid income	20,240.93
Covid costs	(387.30)
Net income after Covid	9,400.80

Digswell Village Hall
Income and Expenditure Account for the year to 31 March 2021

Notes to the Accounts

- 1 Prior to Covid monthly invoicing was an average of +£1,500. During the financial year 20/21 there was no invoicing at all for 4 months of the year and then an average of just £300 per month for the 8 months in which some hire took place.
 Just shy of £2,500 was billed during the year, the majority of this (88%) relating to regular hirers.
 Cash income from hires was broadly 50% of 20/21 fee income and 50% from invoices issued in financial year 19/20 and paid in 20/21.
 Outstanding invoices at the year-end included £67.50 Wexli and £45 Jive Swing, from December, both settled in April, and the 2 March 21 invoices paid in May 21.
- 2 The waste contract with Serco was cancelled in 19/20. Our waste continues to be collected as part of the normal household collection scheme, for which there is no charge.
- 3 A broadband contract with Plusnet was taken out in October 2020 partly to enable our regular hirers to stream class content from the Hall. There is a monthly charge of £26.40 for this utility.
- 4 There has been significant spend on maintenance this year broken down as:

	£
Roof repairs	7,100.00
Abbots Heating - Servicing and Repairs	726.31
Fusion Electrical Services - lighting PIR sensors for external lights, additional sockets, WIFI installation	1,005.00
DB Moore - interior repairs, toilet repairs and new water heater	1,064.50
Prevent Fire - annual service of fire extinguishers etc (19/20 and 20/21 services both paid in 20/21)	111.60
Incidental expenses - smoke alarm, thermostats etc.	112.16
Total	10,119.57