

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

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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

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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.

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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
WELWYN
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)	(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
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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
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TOTAL BANK BALANCE

	27,860.08
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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

- 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.
- 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.
- 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.
- 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