

Digswell Village Hall

Annual Report and Accounts

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

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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.

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 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 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

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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

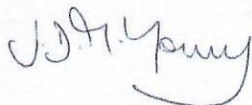
The income in this financial year is £25,691, (2020-21 £25,215).

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

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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	15,027.60
Hall hire - ad hoc		1,828.50	235.00	1,145.00	2,017.50
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	17,217.78
Expenses					
Gas & electricity		(2,119.09)	(1,442.79)	(2,938.66)	(2,481.05)
Waste	2			(831.31)	(739.50)
Water		(828.03)	(196.05)	(239.35)	(595.68)
Cleaning inc. materials		(4,233.09)	(1,804.67)	(2,537.47)	(2,883.97)
Misc. expenses		(432.35)	(184.49)	(99.88)	(334.64)
Insurance		(1,485.71)	(1,456.05)	(1,822.78)	(1,840.02)
Broadband	3	(316.80)	(155.26)		
PRS licence				(289.96)	
Bank fees		(96.00)	(69.00)	(60.00)	(360.00)
Booking secretary				(1,368.00)	
Covid related expenses		-	(387.30)		
Maintenance	4	(5,528.79)	(10,119.57)	(1,711.89)	(2,227.29)
Refurbishment			-	(15,479.53)	(5,356.46)
Total expenses		(15,039.86)	(15,815.18)	(27,378.83)	(16,818.61)
Net income for the year		10,651.37	9,400.80	(6,208.91)	399.17
Total cash b fwd at 1 April		27,870.70	18,469.90	24,678.81	24,279.64
Total cash c fwd at 31 March		38,522.07	27,870.70	18,469.90	24,678.81
Value of Land and Buildings		1.00	1.00	1.00	1.00
Total net assets		38,523.07	27,871.70	18,470.90	24,679.81
Cash held as:					
CAF cash account		5,179.52	15,200.12	5,886.05	12,113.86
CAF gold account		33,245.50	12,573.22	12,567.84	12,548.95
Petty cash		97.36	97.36	16.00	16.00
Total cash balance		38,522.38	27,870.70	18,469.89	24,678.81

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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	<u>(10,020.60)</u>
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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	<u>38,522.38</u>

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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