

BLEAN VILLAGE HALL
MANAGEMENT COMMITTEE

(REGISTERED CHARITY No: 302829)

ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED
30th SEPTEMBER 2020

ANNUAL REPORT

This Annual Report and Financial Statements has been prepared in accordance with the provisions of the Charities Act and the Statement of Recommended Practice.

ADMINISTRATIVE INFORMATION

Constitution

Trustees

Address 2 School Lane
 Blean, Canterbury
 Kent, CT2 9JA

Bankers HSBC
 9 Rose Lane Canterbury
 Kent CT12JP

Independent Peter Scales CPFA
Examiner 10 Longacre, Chestfield
 Whitstable. Kent CT5 3PQ

AIMS AND PURPOSES

Managing, maintaining and improving Blean Village Hall to meet the needs of our growing community.

The hall has been established as a centrepiece of the community; strengthening bonds and encouraging social cohesion, by offering a wide range of activities and social events both in and outside of the hall on the adjacent Recreation Ground.

Why the community needs us

The hall provides opportunities and the venue for a wide range of inclusive activities within the village including sports, special interest clubs, physical activities and group meetings as well as parties and more formal occasions such as wedding receptions. The charity provides a visible and non-profit making organisation for the sympathetic management, promotion and expansion of the hall in line with the growing needs of the community, meeting current building, licensing and safety standards.

Our impact on the community

The Hall Management Committee is comprised of volunteers who represent the interests of the village and the hall's user groups, and together with an active working party, collectively use their skills toward the effective and efficient operation of the hall.

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30/09/2020

	General A/C & Petty Cash £	Building Fund & Savings A/C £	TOTAL FUNDS 2019-20 £	2018-19 £
INCOME				
Hall lettings	16641		16641	28708
Grants	10000		10000	-
Donations		6076	6076	1853
Fund-raising		773	773	4372
Bank Interest		54	54	61
Misc/utilities/contra	891		891	342
Deposits in	1250		1250	4024
Gift Aid		835	835	-
TOTAL	28782	7738	36520	39360

RESOURCES USED				
Wages/maintenance/				
Repairs/licences	13702		13702	15773
Utility costs	3750		3750	4498
Building/equipment	136	3328	3464	4969
Fund-raising		130	130	877
Donations		-	-	131
Misc	584	237	821	303
Deposit returns	2030		2030	4184
Phase 2 (plans)	1500	487	1987	-
TOTAL	21702	4182	25884	30735

Net in/out resources	7080	3556	10636	8625
Balances b/fwd 01/10/19	6497	38257	44754	36129
Balances c/fwd 30/09/20	13577	41813	55390	44754

BALANCE SHEET 30/09/20

Current assets:

HSBC No 1 Account (building fund)	4190	5858
HSBC No 2 Account (general A/C)	7787	5531
HSBC Deposit Account	43382	33328
Petty Cash	31	37
Total net assets	55390	44754

Signed on behalf of Blean Village Hall Management Committee

JAC Reman

Date: 12/10/2020

Aug B. Anderson

J. Hudson

Ken

Paul

Patricia Lavery

ACCOUNTS AND FINANCIAL STATEMENTS

Independent Examiner's Report

I report on the accounts of the Blean Village Hall Management Committee for the year ended 30th September 2020 as shown overleaf.

Respective Responsibilities of Trustees and Examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedure laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an opinion as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter Scales CPFA
10 Longacre, Chestfield
Whitstable
Kent CT5 3PQ

21st October 2020

BVHMC AGM 26th October 2020

Treasurer's Annual report – Financial year 01/10/19-30/09/20

Despite an extremely challenging year due to the COVID-19 pandemic, our funds are currently at a satisfactory level. This is mainly due to the £10,000 communities grant I was able to obtain via the local council. In addition, I claimed back £835 in GiftAid, for the previous two financial years. We also received £4500 from Blean Museum towards the phase 2 project.

Hall lettings were down £12,000 on last year and unsurprisingly, our fundraising was down by nearly £3000. Due to closure and spending less on utilities, equipment, and general running costs, our spending on these items was also reduced. Overall, our income was down £2840 and our outgoings down £4851.

In the current uncertain financial climate, it was agreed that we will not increase our rental charges, as this will be counter-productive in encouraging groups to return to our hall. I do not foresee any imminent or medium-term issues with our finances, if we continue to operate in our current flexible way, with regards to bookings & wages outlay (caretaker & lettings officer).

	£
General Account	7786.91
Building Fund	4190.02
Savings Account	43381.70
Petty Cash	<u>31.38</u>
<u>TOTAL FUNDS HELD</u>	<u>55390.01</u>

Funds for specific projects

Phase 2 designation	3500.00
Hall Insurance	1300.00
Other Licences/annual contracts	1200.00
Contingency fund	3000.00
3 months running costs	5000.00

Bills known, but not yet due

British Gas (prov underpayment 2014-15)	600.00
Deposits held	80.00
<u>TOTAL ALLOCATED FUNDS</u>	<u>46180.00</u>

Jackie Coleman

Treasurer BVHMC – 23/10/2020

Blean village hall exists to serve its community, to provide a space in which local people can come together on a regular basis or for special events, to share interests and celebrate moments, always with the aim of enriching lives and nurturing the spirit of Blean and the surrounding areas. That very purpose has been challenged this year and our village hall has had to bend to the winds of change and fight for its own survival whilst striving to maintain the good health of its users.

I speak, of course, of COVID 19 and I will begin this report by outlining the amazing work that the hall management committee and most especially our Lettings Officer, Charlotte, and Treasurer, Jackie, have done to ensure that all current and future hirers of our village hall can use the premises in confidence, knowing we have done our utmost to keep them and their families safe from the terrible virus that has changed the lives of so many throughout the world.

We have followed government guidance and that issued by ACRE to help us complete our own risk assessment before then requiring all hirers to complete their own prior to using the hall. There are checklists, signs (thanks Barry), sanitisation stations, new one-way systems, floor markings, a robust cleaning rota, guidelines for each user laying out our expectations, all combining to make sure our hall is 'COVID secure'. We have liaised with our insurers and Jackie ensures we are all kept regularly abreast of any official updates so that we can adapt our approach, if necessary. The situation is ever-changing, but we have come together as a committee to interpret some of the guidance that is arguably less clear than we might wish and this has enabled our hall to remain in use for as many groups as possible in as safe a way as possible.

There has been an inevitable downturn in income for the hall, but we have managed to offer reduced rates to support as many groups as possible to continue to operate, despite groups often having necessarily fewer participants. During lockdown, we also managed to retain both our Lettings Officer and caretaker posts, both of which have now returned to pre-COVID hours. In terms of our hirers, pre-school was the first to return in July 2020 and the hard work of pre-school's staff paved the way for other groups to start back mid-August. We have also benefitted from the 10k government grant made available to village halls – many thanks to Jackie for applying successfully for this. The BVHMC remains committed to its community and to supporting its groups to continue to operate but we are certainly not out of the woods yet.

But now to the good news. One of the most significant events this year has been the recruitment of our wonderful caretaker, John. John's good nature and can-do attitude, combined with his amazing practical abilities, have transformed our hall. He has accomplished an array of tasks and has done so cheerfully. Some examples of what John has achieved: he has jet washed the car park, cleared the drainage and re-painted the parking lines; he has fitted new guttering, installed anti-climb spikes above the pre-school entrance and painted the committee room door; he has done further painting inside, varnished the wood in the committee room, fixed leaks in the toilets, organised for new sockets to be installed, blocked holes in the outside walls. Thanks to Jordan also for installing new panelling and trim, to Paul Wells for fixing the leaking roof and to Anne, Jackie and Jane for keeping a general eye on the hall, restocking supplies and knowing what needs doing before

anyone else even spots it. Thanks also to Hazel for helping with the inventory of everything in the hall, as required by our insurance company.

I also want to say a big thank you to Barry and Godfrey who represent the Hall's heritage museum for their amazing donation to hall funds of 4.5K. Their generosity has allowed us to proceed with drawing up the plans for phase 2 of the hall's refurbishment. Initial drawings were shared with the community at the monthly coffee mornings throughout the winter months and feedback will be incorporated into the final plans. The original plans to further expand the hall have been shelved in favour of reconfiguring the layout to allow for separate hiring spaces, more toilets and larger and more accessible storage areas.

We have also succeeded in ensuring all necessary paperwork and certificates are up-to-date. Any testing or servicing of equipment that was delayed due to COVID is now complete or booked in the next few weeks. The CCTV equipment has been moved from the Parish Office into a secure location in the hall itself and Jackie has sourced a competitive utilities package that will ensure our bills remain as low as possible.

So, thank you to Charlotte, John, the committee, the Parish Council and to the community for your ongoing support of our wonderful hall.