

# CHINNOR VILLAGE HALL

England & Wales · Charity number 304285

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1971-05-26

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 7 Van Diemens Close  
Chinnor  
Oxfordshire  
OX39 4QE

**Phone** 07599725942

**Email** [cvh2003@hotmail.com](mailto:cvh2003@hotmail.com)

**Website** [www.chinnorvillagehall.com](http://www.chinnorvillagehall.com)

## Activities

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**Objects:** THE PROVISION OF A VILLAGE HALL FOR USE BY THE INHABITANTS OF CHINNOR AND THE SURROUNDING NEIGHBOURHOOD 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:** HIRING OF HALL TO LOCAL ORGANISATIONS FOR CHARITY EVENTS AND LEISURE

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Arts/culture/heritage/science, Amateur Sport
- **Who:** The General Public/mankind

## Geography

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- **Area of benefit:** PARISH OF CHINNOR AND THE SURROUNDING NEIGHBOURHOOD.
- Oxfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-10-31	£19,531	£38,178	-	-
2024-10-31	£41,939	£38,366	-	-
2023-10-31	£24,912	£2,000	-	-
2022-10-31	£42,809	£17,680	-	-
2021-10-31	£13,305	£16,413	-	-

## Trustees

Name	Role	Appointed
Christopher Millard		2021-09-23
Colin Moore		2021-09-23
Fiona Mantle		2021-09-23
Margaret Dingwall		2021-09-23
SUE ASHDOWN		2014-01-08
Zena Baker		2011-05-05

**CHINNOR VILLAGE HALL**

England & Wales - Charity number 304285

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# Accounts

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Charity registration number 304285 (England and Wales)

**CHINNOR VILLAGE HALL**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 OCTOBER 2024**

# CHINNOR VILLAGE HALL

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	S Ashdown	Health & Safety Lead
	Z Baker	Chairman / Booking Administrator
	M Dingwall	Health & Safety
	F Mantle	Health & Safety
	C Millard	Bowls Representative

**Treasurers** A Payne

**Charity number (England and Wales)** 304285

**Principal address** Church Road  
Chinnor  
OX39 4PQ

**Independent examiner** Richardsons  
30 Upper High Street  
Thame  
Oxfordshire  
OX9 3EZ

**Bankers** Santander  
Customer Service Centre  
Bootle Merseyside  
L30 4GB

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# CHINNOR VILLAGE HALL

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# CHINNOR VILLAGE HALL

## CHAIRMAN'S STATEMENT

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### FOR THE YEAR ENDED 31 OCTOBER 2024

The financial year 2023/2024 was a particularly active and productive period for Chinnor Village Hall (CVH).

A comprehensive annual Risk Assessment was conducted in the spring, accompanied by a full review of all organisational policies to ensure they remain current and accessible via our website.

All Health and Safety inspections were completed in accordance with statutory requirements and approved by the relevant authorities.

We welcomed a new Treasurer to the Board as of 1st November 2024, following the retirement of the previous officeholders. We are grateful for their service and extend a warm welcome to their successor.

During the summer holiday period, the main hall underwent a full redecoration. This work was strategically scheduled to coincide with a natural lull in regular bookings, thereby minimising disruption. The refurbishment was completed efficiently over a two-week period.

Bookings remained strong and consistent throughout the year, generating essential revenue that enabled us to undertake necessary and often costly maintenance works.

We also invested in new technology for the main hall, including the installation of a digital projector and a large retractable screen. In addition, a licence was acquired to host cinema events, which has already encouraged several community groups to organise film screenings as part of their fundraising activities.

The continued progress and modernisation of CVH would not be possible without the proactive and dedicated efforts of the Board of Trustees. Their commitment ensures that the facilities remain relevant, safe, and welcoming for all users.

As Chairman, I would like to extend my sincere thanks and appreciation to each member of the Board for their invaluable contributions throughout the year.

*Zena Baker*

**Chairman**

Date: .....23<sup>rd</sup> August 2025.....

# CHINNOR VILLAGE HALL

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 OCTOBER 2024

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The trustees present their annual report and financial statements for the year ended 31 October 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)".

### Objectives and activities

The provision of a village hall for use by the inhabitants of Chinnor and the surrounding neighbourhood without distinction of political, religious, or other opinions including use for:

A). Meetings, lectures and classes;

B) Recreation and leisure-time occupations, with the object of improving the conditions of life for the inhabitants.

### Activities and Achievements in support of the objects:

When planning the activities of the Charity for the year, the Trustees have considered the Commission's guidance on public benefit. In particular, when setting hire charges, the Trustees are sensitive to the needs of small not for profit groups and clubs that use the hall and for whom increases in fees are difficult to meet.

The trustees hold regular meetings to review income and expenditure, to plan the ongoing maintenance and improvement programme, and to ensure compliance with all relevant regulations.

### Financial review

2024-25 has been a good financial year for Chinnor Village Hall. After the very sharp learning years of COVID it was lovely to be able to look forward to the future. Financially we end the year in relatively good shape with a balance of £26,616 in our fund-raising account. During the year ending October 2023 the Village Hall Trustees applied for all grants made available by the Government amounting to £4,617 to assist in the support of village buildings.

In addition to last year's expenditure on fencing and solar panels it was agreed that additional fencing to fully enclose the perimeter of the site should be added at a cost of £10,750. Trees have been pollard and hedges cut back at a cost of £2,000 giving the Hall an overall smart appearance.

Solar panels installed in prior years have proven to be a success. Electricity costs which average out to be approximately £150 per month have remained the same as last year even though electricity costs have more than doubled. Therefore, investing in the solar panels, was a positive investment for the future and giving us at least a 50% reduction on our electrical charges year on year.

Continuing to look to the future, and to extend the facilities of the hall acknowledging the growing population of Chinnor, the trustees assessed that there was a lack of cinema facilities in the village and so after visiting other village halls and getting quotes for the equipment, a full cinema system at a cost of £4,345 has been purchased and installed. Complicated licencing legislation has been tackled and with the correct licence and paperwork in place, Chinnor Village Hall is ready to show films.

Hire income is buoyant and stands at £41,953 for 2023/24 which is a 17% increase on last year, an important increase. Although the Village Hall is a 'not for profit' Charity and endeavours to keep all hire charges as competitive as possible, the trustees are fully aware that it is their responsibility to continually monitor expenses and will increase hire charges if necessary to ensure the continued successful life of the Village Hall.

The trustees feel that their investment policy of holding surplus funds on interest bearing reserve and fundraising accounts is appropriate and should be continued. In recent years, low rates of interest have resulted in minimal returns, but with interest rates now increasing, the yields on bank deposits should improve.

# CHINNOR VILLAGE HALL

## TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

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### Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year. As at 31 March 2025, the charity had unrestricted funds carried forward of £28,485.

### Structure, governance and management

The Charity is run by a Committee of Management who are the Trustees. The Committee should be made up of 5 elected members and 1 appointed member from each of the 6 local groups.

All members will stand down at the AGM but may be re-elected or re-appointed.

The Committee may co-opt up to 2 members during the year, to be effective until the next AGM. A member will cease if they are disqualified from being a charity trustee, are absent from all meetings for 12 months, or otherwise by giving one month's notice in writing.

Committee members elect the Chairman, Secretary, and Treasurer and must hold at least 2 ordinary meetings and an AGM each year. One third of members must be present to have a quorum at meetings and all votes are decided by simple majority.

New Committee Members are given a copy of the Constitution, and the latest accounts together with guidance as to the role of a charity trustee and the rules concerning public benefit.

The trustees who served during the year and up to the date of signature of the financial statements were:

S Ashdown  
Z Baker  
M Dingwall  
F Mantle  
C Millard  
C Moore

### Chairmans statement

The financial year 2023/2024 was a particularly active and productive period for Chinnor Village Hall (CVH).

A comprehensive annual Risk Assessment was conducted in the spring, accompanied by a full review of all organisational policies to ensure they remain current and accessible via our website.

All Health and Safety inspections were completed in accordance with statutory requirements and approved by the relevant authorities.

We welcomed a new Treasurer to the Board as of 1st November 2024, following the retirement of the previous officeholders. We are grateful for their service and extend a warm welcome to their successor.

During the summer holiday period, the main hall underwent a full redecoration. This work was strategically scheduled to coincide with a natural lull in regular bookings, thereby minimising disruption. The refurbishment was completed efficiently over a two-week period.

Bookings remained strong and consistent throughout the year, generating essential revenue that enabled us to undertake necessary and often costly maintenance works.

The trustees' report was approved by the Board of Trustees.

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Dated: .....23<sup>rd</sup> August 2025.....

*Z Baker*      Trustee

# CHINNOR VILLAGE HALL

Trustee

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

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### FOR THE YEAR ENDED 31 OCTOBER 2024

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. 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.

# CHINNOR VILLAGE HALL

## INDEPENDENT EXAMINER'S REPORT

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### TO THE TRUSTEES OF CHINNOR VILLAGE HALL

I report to the trustees on my examination of the financial statements of Chinnor Village Hall (the charity) for the year ended 31 October 2024.

#### **Responsibilities and basis of report**

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with the relevant version of the Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn. I understand that this has been done in order for the financial statements to provide a true and fair view in accordance with UK Generally Accepted Accounting Practice.

I have completed my examination. I confirm that no 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 charity as required by section 130 of the Charities Act 2011.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.

Rachel Porter ACA MAAT  
Richardsons  
30 Upper High Street  
Thame  
Oxfordshire  
OX9 3EZ  
Date: .....

# CHINNOR VILLAGE HALL

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 OCTOBER 2024

		Unrestricted funds 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes				
<b>Income from:</b>					
Donations and legacies	3	29	2,617	2,000	4,617
Charitable activities	4	41,910	35,752	-	35,752
		-----	-----	-----	-----
<b>Total income</b>		41,939	38,369	2,000	40,369
<b>Expenditure on:</b>					
Charitable activities	5	38,366	46,359	2,000	48,359
		-----	-----	-----	-----
<b>Total expenditure</b>		38,366	46,359	2,000	48,359
<b>Net income/(expenditure) and movement in funds</b>					
		3,573	(7,990)	-	(7,990)
<b>Reconciliation of funds:</b>					
Fund balances at 1 November 2023		24,912	32,902	-	32,902
		-----	-----	-----	-----
<b>Fund balances at 31 October 2024</b>		28,485	24,912	-	24,912

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# CHINNOR VILLAGE HALL

## BALANCE SHEET

AS AT 31 OCTOBER 2024

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		2024		2023	
	Notes	£	£	£	£
<b>Current assets</b>					
Cash at bank and in hand		28,485		24,912	
		_____		_____	
<b>Net current assets</b>			28,485		24,912
<b>The funds of the charity</b>					
Unrestricted funds	12		<u>28,485</u>		24,912 _____
			<u>28,485</u>		24,912 _____
			=====		=====

The financial statements were approved by the trustees on .....

*.....Zena Baker* - Chairman.....  
Z Baker  
Trustee

# CHINNOR VILLAGE HALL

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2024

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### 1 Accounting policies

#### Charity information

Chinnor Village Hall is a charity registered in England and Wales. The principal address is Church Road, Chinnor, OXON, OX39 4PQ.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities not to prepare a statement of cash flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised on receipt.

#### 1.5 Expenditure

Expenditure is recognised on payment.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources.

## CHINNOR VILLAGE HALL

### 1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown

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within borrowings in current liabilities.

# CHINNOR VILLAGE HALL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

### 1 Accounting policies

(Continued)

#### Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Donations and grants	29	-	29	2,617	2,000	4,617

### 4 Income from charitable activities

# CHINNOR VILLAGE HALL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Hire of hall and facilities	41,653	35,583
Investment income	257	169
	<u>41,910</u>	<u>35,752</u>
<b>5 Expenditure on charitable activities</b>		
	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Direct costs</b>		
Building maintenance and repairs	6,745	1,843
Renewal of fencing	-	10,750
Installation of solar panels - 10,710 Cleaning fees and materials	7,266	6,828
Refuse disposal 2,515 2,141 Utilities 6,930 4,416		
Insurance	2,299	1,877
Fire and safety checks	900	1,137
Licences	-	380
Equipment rental 811 811 Phoenix lifts 168 3,169 Scam payment	2,000	900
Sound and music	4,345	-
	<u>33,979</u>	<u>44,962</u>
<b>Share of support and governance costs (see note 6)</b>		
Support	3,907	3,197
Governance	480	200
	<u>38,366</u>	<u>48,359</u>
<b>Analysis by fund</b>		
Unrestricted funds	38,366	46,359
Restricted funds	-	2,000
	<u>38,366</u>	<u>48,359</u>
<b>6 Support costs allocated to activities</b>		
	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Administrative expenses	2,971	2,334

# CHINNOR VILLAGE HALL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

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Telephone	798	760
Trustee insurance	138	103
Governance costs	480	200
	4,387	3,397

**Analysed between:**

Unrestricted	4,387	3,397
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**7 Net movement in funds** **2024** **2023**  
**£** **£**

The net movement in funds is stated after charging/(crediting):

Fees payable for the independent examination of the charity's financial statements	480	200
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**8 Trustees**

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

**9 Employees**

The average monthly number of employees during the year was:

	<b>2024</b>	<b>2023</b>
	<b>Number</b>	<b>Number</b>
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

**Remuneration of key management personnel**

The remuneration of key management personnel was as follows:

**10 Fraudulent transaction**

During the year a total of £2,000 was paid to an incorrect bank account as a result of the bank details being changed by an external party via email. This was identified as a fraudulent transaction and immediately reported to the bank. The Trustees have now put further measures in place to mitigate this occurring again.

**11 Taxation**

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# CHINNOR VILLAGE HALL

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2024

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### 12 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	<b>At 1 November 2023 £</b>	<b>Incoming resources £</b>	<b>Resources At 31 October expended 2024 £</b>	<b>£</b>
General funds	24,912	41,939	(38,366)	28,485
	=====	=====	=====	=====
<b>Previous year:</b>				
	<b>At 1 November 2022 £</b>	<b>Incoming resources £</b>	<b>Resources At 31 October expended 2023 £</b>	<b>£</b>
General funds	32,902	38,369	(46,359)	24,912
	=====	=====	=====	=====

### 13 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

**CHINNOR VILLAGE HALL**

England & Wales - Charity number 304285

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# Accounts

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**CHINNOR VILLAGE HALL**  
**RECEIPTS AND PAYMENTS ACCOUNTS**  
**YEAR ENDED 31 OCTOBER 2021**

## **CHINNOR VILLAGE HALL**

### REFERENCE AND ADMINISTRATION DETAILS

REG CHARITY NO: 304285

PRINCIPAL ADDRESS: Church Rd  
Chinnor OXON  
OX39 4PQ

TRUSTEES: Zena Baker, Chairman & Booking Administrator  
Sue Ashdown, Health & Safety Administrator  
Jackie Pritchard, Utilities Administrator  
Margaret Dingwall, Committee member  
Fiona Mantle, Committee member  
Colin Moore, Committee member  
Chris Millard, Committee member  
Mike Ashdown, Committee member  
Sue Sargent, Committee member  
Pete Sargent, Committee member

TREASURERS: Sue and Pete Sargent

GOVERNING DOCUMENT: Scheme dated 12 September 2002, Amended 21 January 2004

BANK: Santander  
  
Customer Service Centre  
Bootle Merseyside  
L30 4GB

INDEPENDENT EXAMINER: Sally Russ-Silsby BA(Hons), FCCA

## **CHINNOR VILLAGE HALL**

### **TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2021**

The Trustees present their Annual Report and Financial Statements for the period ended 31 October 2021.

#### **Objects:**

The provision of a village hall for use by the inhabitants of Chinnor and the surrounding neighbourhood without distinction of political, religious, or other opinions including use for

- A) meetings lectures and classes
- B) recreation and leisure-time occupations,

with the object of improving the conditions of life for the inhabitants.

#### **Committee of Management:**

The charity is run by a Committee of Management who are the trustees.

The Committee should be made up of 5 elected members and 1 appointed member from each of 6 local groups.

All members will stand down at the AGM but may be re-elected or re-appointed.

The Committee may co-opt up to two members during the year, to be effective until the next AGM. A member will cease if they are disqualified from being a charity trustee, are absent from all meetings for 12 months, or otherwise by giving one month's notice in writing.

Committee members elect the Chairman, Secretary and Treasurer and must hold at least 2 ordinary meetings and an AGM each year. One third of members must be present to have a quorum at meetings and all votes are decided by simple majority.

New committee members are given a copy of the constitution, and the latest accounts together with guidance as to the role of a charity trustee and the rules concerning public benefit.

#### **Activities and Achievements in support of the objects:**

When planning the activities of the charity for the year the trustees have considered the Commission's guidance on public benefit. In particular, when setting hire charges, the trustees are sensitive to the needs of small not for profit groups and clubs that use the hall and for whom increases in fees are difficult to meet.

The trustees hold regular meetings to review income and expenditure, to plan the ongoing maintenance and improvement programme, and to ensure compliance with all relevant regulations. In 2020/21 the pandemic has to have a significant impact on the activities of the charity, with further periods of enforced closure, resulting in reduced letting income. The trustees have ensured that all available COVID-19 relief grants for which CVH is eligible, offered by South Oxfordshire District Council, have been successfully obtained, thereby ensuring sufficient cash resources to continue operating into 2022, and beyond.

## **CHINNOR VILLAGE HALL**

### **TRUSTEES ANNUAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2021 (continued)**

#### **Financial Review:**

It has been a second challenging year for the trustees managing the Chinnor Village Hall with the continuing pandemic and resulting restrictions on community activities. The current reporting period began with a lockdown from 5<sup>th</sup> November to 2<sup>nd</sup> December 2020, rapidly followed by a further lockdown from 26<sup>th</sup> December, which meant that CVH did not effectively re-open until 17<sup>th</sup> May 2021. Obviously, this has resulted in much reduced hire income in 2020/1. However, the trustees did successfully apply for relief funding from South Oxfordshire District Council, managing to secure a Local Restrictions Support Grant, a Closed Businesses Lockdown Payment and a Restart Grant, totalling £18,708. By obtaining this additional financial support and by controlling overhead spend, the trustees ensured that a surplus of income over expenditure was achieved in the twelve months to 31 October 2021.

The trustees report that hire charges for 2020/21 were £13,305 compared with £21,374 in the prior year, reflecting the fact that the hall was unavailable for hire for many months. Expenditure on the upkeep of the hall was £16,413, 20% lower than in 2019/20, again because of the suspension of letting activities during several lockdown periods. With local authority grant income, the hall generated a net surplus of £17,680, increasing the balance of unrestricted funds to £42,029. This puts CVH in a strong financial position for the coming year, when it is hoped that the pandemic will be under control and no further operating restrictions will be imposed.

The trustees are aware that the main risk to the charity's operation is its dependency on hire income to cover costs and thanks all the local groups, volunteers and trustees whose hard work and fundraising enables this valuable facility to be available to local people. Given the challenges presented by COVID-19, this ongoing support will be vital to ensure that the hall has sufficient resources to remain open, and that this valued community asset is retained.

The trustees feel that their current investment policy of holding surplus funds on interest bearing reserve and fundraising accounts is appropriate and should be continued. Unfortunately, given the decline in interest rates, annual interest income from bank deposits is minimal.

#### **Trustees Responsibilities in relation to Financial Statements:**

Charity Law requires the Trustees to prepare financial statements for each financial year which comply with the regulations set out in the Charities Act 2011. The trustees have elected to take advantage of the provisions that apply to small charities and have prepared Receipts and Payments Accounts and a Statement of Assets and Liabilities which are set out on pages 5 to 7.

Signature:



Zena Baker

Position: Chairman

Date:

16/02/22



## **CHINNOR VILLAGE HALL**

### **Independent Examiner's Report to the Trustees of Chinnor Village Hall.**

I report on the accounts of the charity for the year ended 31 October 2021, which are set out on the attached pages.

#### **Responsibilities and basis of report**

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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 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 to facilitate a proper understanding of the accounts.

**Sally Russ-Silsby BA(Hons), FCCA**

## **CHINNOR VILLAGE HALL**

### Receipts and Payments Accounts

For the Period to 31 October 2021

	<b>Unrestricted Fund</b>	<b>Restricted Fund</b>	<b>TOTAL 2021</b>	<b>TOTAL 2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Receipts</b>				
Voluntary Income				
Donations and Grants	20,785	0	20,785	10,355
Charitable Activities				
Hire of Hall and Facilities	13,305	0	13,305	21,374
Fundraising Income	0	0	0	0
Investment Income	3	0	3	62
<b><u>Total Receipts</u></b>	<b><u>34,093</u></b>	<b><u>0</u></b>	<b><u>34,093</u></b>	<b><u>31,791</u></b>
<b>Direct Charitable Payments</b>				
<b>Hall Upkeep:</b>				
Building maintenance and repairs	4,011	0	4,011	5,415
Cleaning fees and materials	3,320	0	3,320	4,759
Refuse disposal	1,025	0	1,025	969
Utilities	2,621	0	2,621	3,450
Insurance	1,727	0	1,727	1,692
Fire and safety checks	1,489	0	1,489	288
Licences	552	0	552	1,032
Equipment rental	88	0	88	106
COVID-19 compliance measures	0	0	0	492
<b>Administration:</b>				
Salaries	0	0	0	500
Administrative expenses	540	0	540	969
Telephone	594	0	594	531
Trustee Insurance	246	0	246	235
Independent Examination	200	0	200	200
<b><u>Total Payments</u></b>	<b><u>16,413</u></b>	<b><u>0</u></b>	<b><u>16,413</u></b>	<b><u>20,638</u></b>
<b><u>Net Income</u></b>	<b><u>17,680</u></b>	<b><u>0</u></b>	<b><u>17,680</u></b>	<b><u>11,153</u></b>
Cash Funds brought forward	<u>24,349</u>	<u>0</u>	<u>24,349</u>	<u>13,196</u>
Transfer between funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Cash Funds carried forward</b>	<b><u>42,029</u></b>	<b><u>0</u></b>	<b><u>42,029</u></b>	<b><u>24,349</u></b>

## CHINNOR VILLAGE HALL

Statement of Assets and Liabilities at 31 October 2021

### Funds Reconciliation

	Unrestricted fund	Restricted fund	Total 2021
	£	£	£
Cash at bank & in hand 31.10.2020	24,349	0	24,349
Surplus/(deficit) this year end	17,680	0	17,680
Cash at bank & in hand 31.10.2021	<b>42,029</b>	<b>0</b>	<b>42,029</b>

	2021	2020
	£	£
<b>Cash Funds</b>		
Bank Current Account	2,806	1,837
Community Instant Reserve	62	62
Fund Raising Account	39,161	22,450
	<b>42,029</b>	<b>24,349</b>
<b><u>TOTAL ASSETS</u></b>	<b><u>42,029</u></b>	<b><u>24,349</u></b>
<b>Liabilities</b>		
Independent Examiners Fee	200	200
<b><u>TOTAL LIABILITIES</u></b>	<b><u>200</u></b>	<b><u>200</u></b>

Approved by the trustees:

Signature:

Date:

Zena Baker  
Position: Chairman

## **CHINNOR VILLAGE HALL**

Notes to the Accounts for the Year Ended 31 October 2021

### 1 **Accounting Policies**

These accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011.

### 2 **Payments to trustees**

The trustees receive no remuneration, direct or indirect benefits from the charity.

### 3 **Funds**

The Restricted Fund consists of grants and donations given for a specific purpose.

As at 31<sup>st</sup> October 2020 the balance of the Restricted Fund was nil £.

The Unrestricted Fund consists of general donations and gifts, together with hire and rental of the facilities and equipment, and is used to finance the maintenance of the hall, insurance and administrative overheads.

In 2021 CVH was awarded several grants by SODC, totalling £18,708, providing general financial assistance to compensate for loss of revenue resulting from the coronavirus restrictions.

