

# J N FEAR'S INSTITUTE AND ENDOWMENT

England & Wales · Charity number 304566

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1963-04-22

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

## Contact

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**Address** 31 Windrush Road  
Keynsham  
Bristol  
BS31 1QN

**Phone** 01179864453

**Email** [richard.dyson@tiscali.co.uk](mailto:richard.dyson@tiscali.co.uk)

**Website** [fearhallkeynsham.org.uk](http://fearhallkeynsham.org.uk)

## Activities

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**Objects:** PURPOSES OF A PARISH INSTITUTE FOR THE BENEFIT OF THE INHABITANTS.

**Activities:** The charity is based on the trust set up by the will of the late J. N. Fear to build a hall for the use of local people. The hall is used by local organisations who provide the running costs on the basis of usage. Community organisations are entitled to reduced rates and help in running the hall. The maintenance fund is invested in the C.O.I. fund and makes a small contribution to the running cost

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Economic/community Development/employment, Recreation
- **Who:** The General Public/mankind

## Geography

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- **Area of benefit:** PARISH OF KEYNSHAM
- Bath And North East Somerset

## Finances

| Period end | Income  | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-06-30 | £46,513 | £57,540     | -      | -         |
| 2024-06-30 | £50,281 | £60,230     | -      | -         |
| 2023-06-30 | £43,486 | £40,545     | -      | -         |
| 2022-06-30 | £33,563 | £43,464     | -      | -         |
| 2021-06-30 | £48,516 | £29,591     | -      | -         |

## Trustees

| Name                | Role | Appointed  |
|---------------------|------|------------|
| David John Veale    |      | 2019-04-05 |
| IAN NORMAN GAMBRELL |      |            |
| NORMAN HENRY JAMES  |      |            |
| Patricia Mary Veale |      | 2019-04-05 |
| Richard Henry Dyson |      | 2014-06-20 |

**J N FEAR'S INSTITUTE AND ENDOWMENT**

England & Wales - Charity number 304566

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# Accounts

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**J N FEAR'S INSTITUTE AND ENDOWMENT  
TRUSTEES' REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2025**



Tony Dicker Ltd

## **J N Fear's Institute and Endowment Contents**

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# **J N Fear's Institute and Endowment Trustees' Report For The Year Ended 30 June 2025**

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The trustees present their report and the financial statements for the year ended 30 June 2025.

## **Objectives and Activities**

### **Aims and Objectives**

The Will under which the charity was set up requires that the Hall be used to benefit local people. It is let to a wide variety of organizations and groups with preference being given to community organizations and societies, who can apply to become Affiliated Members and receive discounted hire rates and the opportunity to take part in the management of the premises. Public sector and charities are regular hirers as are small businesses such as dance schools. The Will explicitly precludes letting to political organizations and it is the policy of the trustees not to let to users whose activities might be in direct competition with local businesses having premises nearby.

### **Operation**

The Institute operates under the name "Fear Hall" for day-to-day purposes and is a well-known venue within the town of Keynsham. Although there are several other halls and sets of rooms for hire nearby, many affiliated organizations and other users have been customers for many years and there is no difficulty in attracting a sufficient number of hirers. Other than maintaining the web-site, no marketing is necessary and the main operational activities are managing bookings and associated income, and cleaning & caretaking activities.

Physical activities, ie cleaning, repairs and maintenance, are carried out by paid professionals but all the administrative, management and finance roles involved in running the Hall are undertaken by volunteers, without whom we could not operate. The key roles are Booking Secretary, Treasurer and Payroll Administrator.

### **Volunteers**

The charity is dependent on volunteers. The Trustees wish to record their appreciation of all the work put in by the members of the Management Committee, some of whom contribute substantial amounts of time and effort, particularly in respect of managing the bookings, income, payments & purchases, payroll and the planning of improvement works.

### **Public Benefit**

During the report year the Fear Hall provided accommodation for a total of 1,599 activity sessions (previous year - 1,580) – probably the highest number ever. There were 32 bookings for private parties and some to private groups but the great majority of bookings were for exercise, health, indoor sports and dance classes open to the public through the various organising groups, both affiliated and independent. Regular use by a local church group continued and contributed a significant number of weekend bookings. The public benefit provided by the Fear Hall to the local population was therefore substantial.

The trustees confirm that they have complied with the requirements of Section 17 of the Charities Act 2011 to have due regard to the Charity Commission's guidance on public benefit.

## **Achievements and Performance**

### **Main Achievements**

#### **Overall Review of the Year**

The year 2024/25 saw the hall utilized at a slightly higher level than the previous year, possibly busier than ever before. It was not necessary to increase hire rates again, so our rates are competitive with other nearby venues.

Day-to-day operation and management has continued without any changes to personnel and is efficient, giving a good service to our member organizations and other users.

During the year the major project to replace the tiling of the main hall roof with associated works was successfully completed. With a total cost of some £60,000 this meant that for a second year the charity's overall finances were in deficit.

## **Financial Review**

# **J N Fear's Institute and Endowment Trustees' Report (continued) For The Year Ended 30 June 2025**

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## **Financial Position**

The charity obtains all its income from hire fees (apart from occasional restricted grants) so is not involved in any fundraising activities. It does not initiate or run any activities but merely provides a venue for others; the only expenditure incurred is therefore that associated with running, maintaining and improving the premises.

Besides its ownership of the Hall the only assets of the Charity are the funds held in current and savings accounts and one financial investment comprising 3,192 Income Units with the COIF Charities Investment Fund. This investment generates income, received quarterly, and paid into the current account. The charity continued to hold a prudent amount of savings in a notice account with Redwood Bank.

The Charity does not have a formal Reserves Policy but aims to have a total financial reserve of about £50,000 to provide a contingency to cover an unforeseen problem of significant scale with the building – as has happened with the major roof repair. It is the trustees' intention to retain surpluses to return this reserve to a healthy figure.

## **Review of the Year**

The balance of general income and running costs of the hall during the year has been satisfactory. Income from lettings increased by 5.6% to a new high of £45,005, although costs – excluding improvement works – increased by about 25% to £22,522. This increase was due largely to a doubling of Repair & Maintenance expenditure to £7,341 (details below). Expenditure of £1,124 on legal costs was incurred in the appointment of the new trustee and transfer of ownership of the hall to the Official Custodian to reduce future fees. This latter work had not been completed at the year end.

A net transfer of £20,000 was made from the savings account to fund the roof project. As a result of this major item of expenditure, the overall financial position for the year 2024/2025 is a net deficit on charitable activities of £11,479 compared to a net deficit of £16,664 the previous year.

## **Building Maintenance and Improvements**

Expenditure on the major work of retiling the main hall roof was spread about equally over the two financial years 2023/2024 and 2024/2025. The work was substantially completed at the end of July 2024 with an outturn cost of £60,071.

Major items of maintenance work during the year comprised the fitting of a new lock to the front door to comply with insurance requirements at a cost of £703, installation of two CCTV cameras at a cost of £1,235, re-sanding and varnishing of all three wooden floors at a total cost of £2,256 and replacement of the lights in the Jubilee Lounge at a cost of £612.

## **Assets**

At 30th June 2025 the assets of the charity comprised:

1. Ownership of the Fear Hall land, building and fittings at 30, High Street, Keynsham
2. Cash held in current and savings bank accounts to a total of £57,859.98.
3. Investment fund COIF valued at £61,970.76.

## **FUTURE PLANS**

In the next financial year it is intended to refresh and upgrade the upstairs dance studio, which has not been redecorated for many years.

## **Structure, Governance and Management**

### **Governing Document**

#### **Governance and trustees**

The Charity is based on the trust set up by the will of the late John Nelson Fear who died in 1917. His legacy included an endowment fund to be used to build a hall for the benefit and enjoyment of local people. The Hall was completed in 1937 and has been owned and used for its intended purpose ever since, although the facilities and method of operation have varied to suit changing requirements and circumstances.

The Hall comprises several rooms for use by local organizations who pay hire fees on the basis of usage to cover the running costs, with any surplus retained to cover items of major expenditure and improvements.

The original governing document names five trustees. Successors have been appointed over the years and in 2024/25 these were as listed in this report, with one change during the year. Trustees normally serve until they decide to stand down. Replacements are appointed by the remaining trustees after suitable consideration and checks; they are usually volunteers who have represented one of the affiliated bodies or have already served on the Management Committee.

#### **Management Committee**

In accordance with the terms of the Will Trust, the Institute is run by the trustees and representatives of user organizations, so the principal decision-making body is a Management Committee made up of the trustees plus volunteers and representatives of affiliated organizations. This Committee is responsible for the day-to-day running of the Hall, for proposing any improvement projects and for managing the implementation of such projects once approved.

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**J N Fear's Institute and Endowment  
Trustees' Report (continued)  
For The Year Ended 30 June 2025**

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**Governing Document - continued**

Members of the Committee are appointed at the Annual General Meeting. At the end of 2024/2025 the members of the Committee (in addition to trustees) were:

David Johnson – Secretary  
Tina Woodberry – Treasurer  
Debbie Harrison – Hall Manager  
Seth Bland – Bristol Revival Fellowship  
Pat Bennett - Keynsham Bridge Club  
Joe Tymkow - Keynsham Photographic Society  
William Mansfield - Keynsham Sequence Dance Club  
Mark Tanner – Keynsham Table Tennis Club  
Sue Halliday - T-Jive  
Lynne Chichester - Fear Short Mat Bowls Club  
Jill Greenslade - St Keyna Townswomen's Guild

**Affiliated Members**

The Constitution of the Fear Hall aims to foster the involvement of user organizations in the management of the premises. Representatives of all Affiliated Groups are invited to the quarterly meetings of the Management Committee and encouraged to take an active part in the practical aspects of running the Hall.

At the end of the year the following organizations had Affiliate status:

Bristol Revival Fellowship  
Keynsham Bridge Club  
Keynsham Photographic Society  
Keynsham Sequence Dance Club  
Keynsham Table Tennis Club  
Keynsham & Saltford Local History Society  
Rotary Club of Keynsham  
Fear Short Mat Bowls Club  
St Keyna Townswomen's Guild  
T-Jive

**Risk management**

The trustees recognise that they have a duty to identify the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Risk assessments have been undertaken for the principal operational risks and appropriate control measures implemented. The charity's Finance Policies and Procedures covering Expenditure Controls and Income Management were reviewed by trustees in April 2025.

**Reference and Administrative Details**

**Trustees**

Mrs P Veale  
Mr D Veale (resigned 03/06/2025)  
Mr N James  
Mr I Gambrell  
Mr R Dyson  
Mr T Oswald (appointed 03/06/2025)

**Charity Number**

304566

**Principal Address**

31 Windrush Road  
Keynsham  
Bristol  
BS31 1QN

**Independent Examiner**

Mr A R Dicker FCA Chartered Accountant  
Tony Dicker Ltd

**J N Fear's Institute and Endowment  
Trustees' Report (continued)  
For The Year Ended 30 June 2025**

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29 Courtenay Road  
Keynsham  
Bristol  
BS31 1JU

**J N Fear's Institute and Endowment  
Trustees' Report (continued)  
For The Year Ended 30 June 2025**


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**Other Information**

**Additional Note**

More information on the Fear Hall including full details of rooms and facilities, hire rates and a live booking diary can be found on our website at <http://www.fearhallkeynsham.org.uk>  
Alternatively, the Bookings Secretary can be contacted on 01761 451249 or email [bookings@fearhallkeynsham.org.uk](mailto:bookings@fearhallkeynsham.org.uk)  
General enquiries should be directed to the contact address given above.

The trustees' report was approved by the board of trustees and signed on its behalf by:



A handwritten signature in blue ink that reads "Richard Dyson". The signature is written in a cursive style and is underlined with a horizontal line.

Mr R Dyson

Trustee

23/02/2026

**J N Fear's Institute and Endowment**  
**Independent Examiner's Report to the Trustees of J N Fear's Institute and Endowment**  
**For The Year Ended 30 June 2025**

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I report to the trustees on my examination of the accounts of J N Fear's Institute and Endowment (the Trust) for the year ended 30 June 2025.

**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 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 in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and contents 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.

*A R Dicker*

Mr A R Dicker FCA Chartered Accountant

23/02/2026  
29 Courtenay Road  
Keynsham  
Bristol  
BS31 1JU

**J N Fear's Institute and Endowment  
Statement of Financial Activities  
For The Year Ended 30 June 2025**

|                                    | <b>Notes</b> | <b>2025<br/>Unrestricted<br/>funds<br/>£</b> | <b>2024<br/>Unrestricted<br/>funds<br/>£</b> |
|------------------------------------|--------------|--|--|
| <b>INCOME AND ENDOWMENTS FROM:</b> |              |  |  |
| Charitable activities:             |              |  |  |
| Charitable Activities              |              | 46,061                                       | 43,566                                       |
| Investments                        | <b>3</b>     | 3,412  | 1,746  |
| Other                              | <b>4</b>     | (2,960)                                      | 4,969  |
|                                    |              | 46,513                                       | 50,281                                       |
| <b>EXPENDITURE ON:</b>             |              |  |  |
| Charitable activities:             |              |  |  |
| Charitable Activities              | <b>5</b>     | (57,540)                                     | (60,230)                                     |
| <b>NET EXPENDITURE</b>             |              | (11,027)                                     | (9,949)                                      |
| <b>NET MOVEMENT IN FUNDS</b>       |              | (11,027)                                     | (9,949)                                      |
| <b>RECONCILIATION OF FUNDS:</b>    |              |  |  |
| Total funds brought forward        |              | 136,357                                      | 146,306                                      |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <b>10</b>    | 125,330                                      | 136,357                                      |

The notes on pages 9 to 11 form part of these financial statements.

**J N Fear's Institute and Endowment  
Statement of Financial Position  
As At 30 June 2025**

|  |              | <b>2025</b>               | <b>2024</b>        |
|--|--------------|---------------------------|--------------------|
|  | <b>Notes</b> | <b>Unrestricted funds</b> | <b>Total funds</b> |
|  |              | <b>£</b>                  | <b>£</b>           |
| <b>FIXED ASSETS</b>                          |              |                           |                    |
| Tangible Assets                              | <b>8</b>     | 5,500                     | 5,500              |
|  |              | 5,500                     | 5,500              |
| <b>CURRENT ASSETS</b>                        |              |                           |                    |
| Investments                                  | <b>9</b>     | 61,971                    | 64,931             |
| Cash at bank and in hand                     |              | 57,859                    | 65,926             |
|  |              | 119,830                   | 130,857            |
| <b>NET CURRENT ASSETS (LIABILITIES)</b>      |              |                           |                    |
|  |              | 119,830                   | 130,857            |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |              |                           |                    |
|  |              | 125,330                   | 136,357            |
| <b>NET ASSETS</b>                            |              |                           |                    |
|  |              | 125,330                   | 136,357            |
| <b>FUNDS OF THE CHARITY</b>                  |              |                           |                    |
| Unrestricted Funds                           |              | 125,330                   | 136,357            |
| <b>TOTAL FUNDS</b>                           | <b>10</b>    | 125,330                   | 136,357            |

On behalf of the board



Mr R Dyson

Trustee

23/02/2026

The notes on pages 9 to 11 form part of these financial statements.

**J N Fear's Institute and Endowment  
Notes to the Financial Statements  
For The Year Ended 30 June 2025**

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**1. General Information**

J N Fear's Institute and Endowment is an unincorporated charity registered with the Charity Commission, registered charity number 304566. The principal address is 31 Windrush Road, Keynsham, Bristol, BS31 1QN.

**2. Accounting Policies**

**2.1. Basis of Preparation of Financial Statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) "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) (effective 1 January 2019)", Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Charities Act 2011.

The charity is a Public Benefit Entity as defined by FRS 102.

**2.2. Incoming Resources**

All income is recognised in the Statement of Financial Activities once the charity has received the funds.

**2.3. Tangible Fixed Assets and Depreciation**

Tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. Depreciation is provided at rates calculated to write off the cost of the fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

|          |   |
|----------|---|
| Freehold | No depreciation is provided , see also note 8 |
|----------|---|

**2.4. Cash and Cash Equivalents**

Cash and cash equivalents are basic financial assets and include cash in hand and deposits held at call with banks, other short-term highly liquid investments that mature in no more than three months from the date of acquisition and are readily convertible to a known amount of cash with insignificant risk of change in value, and bank overdrafts.

**3. Investment Income**

| <b>2025</b>               | <b>2024</b>               |
|---------------------------|---------------------------|
| <b>Unrestricted funds</b> | <b>Unrestricted funds</b> |
| <b>£</b>                  | <b>£</b>                  |
| 3,412                     | 1,746                     |

Other interest receivable

**4. Other Income**

| <b>2025</b>               | <b>2024</b>               |
|---------------------------|---------------------------|
| <b>Unrestricted funds</b> | <b>Unrestricted funds</b> |
| <b>£</b>                  | <b>£</b>                  |
| (2,960)                   | 4,969                     |

Change in value of COIF Units

**J N Fear's Institute and Endowment**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 30 June 2025**

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**5. Analysis of Expenditure**

|   | <b>2025</b><br><b>Support costs</b><br>(see note 6 )<br>£ |  |   |                       |   |
|---|---|--|---|-----------------------|---|
| Charitable Activities   | 57,540<br><hr style="border-top: 3px double black;"/>     |  |   |                       |   |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; vertical-align: bottom;"> <b>2024</b><br/> <b>Support costs</b><br/>                     (see note 6 )<br/>                     £                 </th> </tr> </thead> <tbody> <tr> <td>Charitable Activities</td> <td style="text-align: right; vertical-align: bottom;">                     60,230<br/> <hr style="border-top: 3px double black;"/> </td> </tr> </tbody> </table> |   |  | <b>2024</b><br><b>Support costs</b><br>(see note 6 )<br>£ | Charitable Activities | 60,230<br><hr style="border-top: 3px double black;"/> |
|   | <b>2024</b><br><b>Support costs</b><br>(see note 6 )<br>£ |  |   |                       |   |
| Charitable Activities   | 60,230<br><hr style="border-top: 3px double black;"/>     |  |   |                       |   |

**6. Support Costs**

|  | <b>2025</b><br><b>Charitable Activities</b><br>£   |  |  |                   |        |                        |       |  |  |
|--|--|--|--|-------------------|--------|------------------------|-------|--|--|
| Premises expenses  | 48,246   |  |  |                   |        |                        |       |  |  |
| General administration   | 9,294  |  |  |                   |        |                        |       |  |  |
|  | <hr style="border-top: 1px solid black;"/> 57,540<br><hr style="border-top: 3px double black;"/> |  |  |                   |        |                        |       |  |  |
| <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; vertical-align: bottom;"> <b>2024</b><br/> <b>Charitable Activities</b><br/>                     £                 </th> </tr> </thead> <tbody> <tr> <td>Premises expenses</td> <td style="text-align: right; vertical-align: bottom;">55,943</td> </tr> <tr> <td>General administration</td> <td style="text-align: right; vertical-align: bottom;">4,287</td> </tr> <tr> <td></td> <td style="text-align: right; vertical-align: bottom;"> <hr style="border-top: 1px solid black;"/>                     60,230<br/> <hr style="border-top: 3px double black;"/> </td> </tr> </tbody> </table> |  |  | <b>2024</b><br><b>Charitable Activities</b><br>£ | Premises expenses | 55,943 | General administration | 4,287 |  | <hr style="border-top: 1px solid black;"/> 60,230<br><hr style="border-top: 3px double black;"/> |
|  | <b>2024</b><br><b>Charitable Activities</b><br>£   |  |  |                   |        |                        |       |  |  |
| Premises expenses  | 55,943   |  |  |                   |        |                        |       |  |  |
| General administration   | 4,287  |  |  |                   |        |                        |       |  |  |
|  | <hr style="border-top: 1px solid black;"/> 60,230<br><hr style="border-top: 3px double black;"/> |  |  |                   |        |                        |       |  |  |

**7. Average Number of Employees**

Average number of employees during the year was: 2 (2024: 2)

**8. Tangible Assets**

|                       | <b>Land &amp; Property Freehold</b><br>£    |
|-----------------------|---|
| <b>Cost</b>           |   |
| As at 1 July 2024     | 5,500                                       |
| As at 30 June 2025    | 5,500                                       |
|                       | <hr style="border-top: 3px double black;"/> |
| <b>Net Book Value</b> |   |
| As at 30 June 2025    | 5,500                                       |
| As at 1 July 2024     | 5,500                                       |
|                       | <hr style="border-top: 3px double black;"/> |

**J N Fear's Institute and Endowment**  
**Notes to the Financial Statements (continued)**  
**For The Year Ended 30 June 2025**

The original cost of the hall as referred to in the Trustee's report was £5,500.

A recent estimate of the rebuild cost of the hall is £1,300,000 in the event of a total loss through fire or other unforeseen circumstances.

The Trustees do not consider the costs of a formal valuation to be justified but estimate the current sale value of the property to be in the region of £800,000 based on similar properties in the High Street.

**9. Current Asset Investments**

|                      | <b>2025</b> | <b>2024</b> |
|----------------------|-------------|-------------|
|                      | <b>£</b>    | <b>£</b>    |
| Unlisted investments | 61,971      | 64,931      |

The charity holds 3,192 COIF Income Units which at the year end were valued at £61,971 (2024 £65,931)

**10. Movement in Funds**

|                           | <b>As at 1 July<br/>2024</b> | <b>Income</b> | <b>Expenditure</b> | <b>As at 30<br/>June 2025</b> |
|---------------------------|------------------------------|---------------|--------------------|-------------------------------|
|                           | <b>£</b>                     | <b>£</b>      | <b>£</b>           | <b>£</b>                      |
| <b>Unrestricted funds</b> |                              |               |                    |                               |
| General:                  |                              |               |                    |                               |
| General unrestricted fund | 136,357                      | 46,513        | (57,540)           | 125,330                       |
| <b>Total funds</b>        | 136,357                      | 46,513        | (57,540)           | 125,330                       |

|                           | <b>As at 1 July<br/>2023</b> | <b>Income</b> | <b>Expenditure</b> | <b>As at 30<br/>June 2024</b> |
|---------------------------|------------------------------|---------------|--------------------|-------------------------------|
|                           | <b>£</b>                     | <b>£</b>      | <b>£</b>           | <b>£</b>                      |
| <b>Unrestricted funds</b> |                              |               |                    |                               |
| General:                  |                              |               |                    |                               |
| General unrestricted fund | 146,306                      | 50,281        | (60,230)           | 136,357                       |
| <b>Total funds</b>        | 146,306                      | 50,281        | (60,230)           | 136,357                       |

**11. Transactions with Trustees**

None of the trustees received any remuneration or any other benefits from an employment with the charity or a related entity during the current or previous year.

During the year the expenses reimbursed to the trustees or paid directly to third parties were as follows:

|                | <b>2025</b> | <b>2024</b> |
|----------------|-------------|-------------|
|                | <b>£</b>    | <b>£</b>    |
| Other Expenses | 65          | 61          |

Number of trustees reimbursed for expenses during the year was 1 (2024: 1)

**12. Related Party Disclosures**

There have been no related party transactions in the reporting period that require disclosure, except for those disclosed in the Transactions with Trustees note.

**J N Fear's Institute and Endowment  
Detailed Statement of Financial Activities  
For The Year Ended 30 June 2025**

|   | <b>2025</b>        | <b>2024</b>        |
|---|--------------------|--------------------|
|   | <b>Total funds</b> | <b>Total funds</b> |
|   | <b>£</b>           | <b>£</b>           |
| <b>INCOME AND ENDOWMENTS FROM:</b>      |                    |                    |
| <b>Charitable Activities:</b>           |                    |                    |
| <b>Charitable Activities</b>            |                    |                    |
| Hire of Hall                            | 45,005             | 42,642             |
| Membership fees                         | 484                | 440                |
| Cupboard fees                           | 572                | 484                |
|   | 46,061             | 43,566             |
| <b>Investments</b>                      |                    |                    |
| COIF Income units and interest received | 3,412              | 1,746              |
|   | 3,412              | 1,746              |
| <b>Other</b>                            |                    |                    |
| Change in value of COIF Units           | (2,960)            | 4,969              |
|   | (2,960)            | 4,969              |
|   | 46,513             | 50,281             |
| <b>EXPENDITURE ON:</b>                  |                    |                    |
| <b>Charitable Activities:</b>           |                    |                    |
| <b>Charitable Activities</b>            |                    |                    |
| Electricity, gas and wifi               | (4,559)            | (5,154)            |
| Water rates                             | (559)              | (521)              |
| Improvement works                       | (31,018)           | (39,106)           |
| Cleaning and caretaker                  | (10,075)           | (9,489)            |
| Insurance and licences                  | (2,035)            | (1,673)            |
| Repairs, renewals and maintenance       | (7,341)            | (3,686)            |
| Printing, postage and stationery        | (65)               | (61)               |
| Sundry expenses                         | (1,888)            | (540)              |
|   | (57,540)           | (60,230)           |
|   | (57,540)           | (60,230)           |
| <b>NET EXPENDITURE</b>                  | <b>(11,027)</b>    | <b>(9,949)</b>     |



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**J N FEAR'S INSTITUTE AND ENDOWMENT**

England & Wales - Charity number 304566

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# Accounts

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Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 30 June 2024  
for  
J N Fear's Institute and Endowment

J N Fear's Institute and Endowment

Contents of the Financial Statements  
for the Year Ended 30 June 2024

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| Detailed Statement of Financial Activities | 13      |

## J N Fear's Institute and Endowment

### Report of the Trustees

#### For the Year Ended 30 June 2024

The trustees present their report with the financial statements of the charity for the year ended 30 June 2024. The trustees have adopted the provisions of 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) (effective 1 January 2015).

#### **Trustees**

Throughout the year ended 30 June 2024 the Trustees of the Charity were:

Norman H James  
Richard H Dyson  
Ian N Gambrell  
Patricia M Veale  
David J Veale

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The Will under which the charity was set up requires that the Hall be used to benefit local people. It is let to a wide variety of organizations and groups with preference being given to community organizations and societies, who can apply to become Affiliated Members and receive discounted hire rates and the opportunity to take part in the management of the premises. Public sector and charities are regular hirers as are small businesses such as dance schools. The Will explicitly precludes letting to political organizations and it is the policy of the trustees not to let to users whose activities might be in direct competition with local businesses having premises nearby.

##### **Operation**

The Institute operates under the name "Fear Hall" for day-to-day purposes and is a well-known venue within the town of Keynsham. Although there are several other halls and sets of rooms for hire nearby, many affiliated organizations and other users have been customers for many years and there is no difficulty in attracting a sufficient number of hirers. Other than maintaining the web-site, no marketing is necessary and the main operational activities are managing bookings and associated income, and cleaning & caretaking activities.

Physical activities, ie cleaning, repairs and maintenance, are carried out by paid professionals but all the administrative, management and finance roles involved in running the Hall are undertaken by volunteers, without whom we could not operate. The key roles are Booking Secretary, Treasurer and Payroll Administrator.

##### **Volunteers**

The charity is dependent on volunteers. The Trustees wish to record their appreciation of all the work put in by the members of the Management Committee, some of whom contribute substantial amounts of time and effort, particularly in respect of managing the bookings, income, payments & purchases, payroll and the planning of improvement works.

#### **ACHIEVEMENTS AND PERFORMANCE**

##### **Overall Review of the Year**

The year 2023/24 saw the hall utilized at a slightly higher level than before the pandemic, possibly busier than ever before. It was not necessary to increase hire rates again, so our rates are competitive with other nearby venues.

Day-to-day operation and management has continued without any changes to personnel and is efficient, giving a good service to our member organizations and other users.

## J N Fear's Institute and Endowment

### Report of the Trustees

For the Year Ended 30 June 2024

A major project was initiated to replace the tiling of the main roof with associated works as described below. With a total cost of £60,000 this required us to use some of our financial reserve.

#### **Public Benefit**

During the report year the Fear Hall provided accommodation for a total of 1,580 activity sessions – an increase of 13% on the previous year and perhaps the highest ever number. There were 29 bookings for private parties and some to private groups but a great many of the bookings were for exercise, health, indoor sports and dance classes open to the public through the various organising groups, both affiliated and independent. Regular use by a church group has also increased the number of bookings. The public benefit provided by the Fear Hall to the local population was therefore substantial.

#### **FINANCIAL REVIEW**

##### **Financial position**

The charity obtains all its income from hire fees (apart from occasional restricted grants) so is not involved in any fundraising activities. It does not initiate or run any activities but merely provides a venue for others; the only expenditure incurred is therefore that associated with running, maintaining and improving the premises.

Besides its ownership of the Hall the only assets of the Charity are the funds held in current and savings accounts and one financial investment comprising 3,192 Income Units with the COIF Charities Investment Fund. This investment generates income, received quarterly, is now paid into the current account. During the year the charity's savings were transferred to a new account with the Redwood Bank, which earns a realistic return.

The Charity does not have a formal Reserves Policy but aims to have a total financial reserve of about £50,000 to provide a contingency to cover an unforeseen problem of significant scale with the building – as has happened this year with the major roof repair. It is the trustees' intention to retain surpluses to return this reserve to a healthy figure.

##### **Review of the Year**

The balance of general income and running costs of the hall during the year has been very satisfactory. Income from lettings increased by 9% to £42,642, while costs – excluding improvement works – increased by about 4% to £21,124. A reduction in the insurance premium and a slight fall in minor repairs and maintenance were helpful and energy costs have stabilized. Hire income benefitted from new regular weekly bookings from the Bristol Revival Fellowship.

Healthy cash reserves at the start of the year meant that the major project of roof repair could be afforded, although a transfer from the savings account will be necessary.

As a result of the major expenditure on the roof, the overall financial position for the year 2023/2024 is a net deficit on charitable activities of £16,664 compared to a net deficit of £643 the previous year.

##### **Building Maintenance and Improvements**

The major item of work on the premises was the retiling of the main hall roof, which was original, dating from 1935. Following water damage to the gable end of the main hall, due to deterioration of the lead flashing and tiling above it was decided during the year to carry out a complete replacement of the tiling, along with a resurfacing of the flat roof over the upstairs toilet and complete replacement of the flat roof over the rear lobby nearest to the flats. This was major project and was managed by Tom Oswald, who joined the Management Committee in January. Competitive quotations were obtained and the work commenced in May, so it was in progress at the year end. With a total cost estimated at about £60,000 the project required us withdraw funds from our savings account. Only part of the cost is included in the accounts for this year, amounting to £30,288.

## J N Fear's Institute and Endowment

### Report of the Trustees

For the Year Ended 30 June 2024

Other improvement works during the year comprised the replacement of the secondary glazing to the front windows of building, upstairs and down, at a cost of £6,278 and the installation of double glazing to the downstairs ladies' toilets and the upstairs toilets at a cost £1,680. The gas-fired water heater in the kitchen was replaced at a cost of £859.

#### **Assets**

At 30<sup>th</sup> June 2024 the assets of the charity comprised:

1. Ownership of the Fear Hall land, building and fittings at 30, High Street, Keynsham
2. Cash held in current and savings bank accounts to a total of £65,925.96.
3. Investment fund COIF valued at £64,931.03.

#### **FUTURE PLANS**

The next financial year will see the completion of the project to retille the main hall roof. It is also planned to improve the security of the premises, possibly by installing CCTV.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governance and trustees**

The Charity is based on the trust set up by the will of the late John Nelson Fear who died in 1917. His legacy included an endowment fund to be used to build a hall for the benefit and enjoyment of local people. The Hall was completed in 1937 and has been owned and used for its intended purpose ever since, although the facilities and method of operation have varied to suit changing requirements and circumstances.

The Hall comprises several rooms for use by local organizations who pay hire fees on the basis of usage to cover the running costs, with any surplus retained to cover items of major expenditure and improvements.

The original governing document names five trustees. Successors have been appointed over the years and in 2023/24 these were as listed in this report. Trustees normally serve until they decide to stand down. Replacements are appointed by the remaining trustees after suitable consideration and checks; they are usually volunteers who have represented one of the affiliated bodies.

##### **Management Committee**

In accordance with the terms of the Will Trust, the Institute is run by the trustees and representatives of user organizations, so the principal decision-making body is a Management Committee made up of the trustees plus volunteers and representatives of affiliated organizations. This Committee is responsible for the day-to-day running of the Hall, for proposing any improvement projects and for managing the implementation of such projects once approved.

Members of the Committee are appointed at the Annual General Meeting. At the end of 2023/2024 the members of the Committee (in addition to trustees) were:

David Johnson – Secretary  
Tina Woodberry – Treasurer  
Debbie Harrison – Hall Manager  
Tom Oswald – Trustee appointment  
Pat Bennett - Keynsham Bridge Club  
Joe Tymkow - Keynsham Photographic Society  
William Mansfield - Keynsham Sequence Dance Club  
Sue Halliday - T-Jive  
Lynne Chichester - Fear Short Mat Bowls Club  
Jill Greenslade - St Keyna Townswomen's Guild

## J N Fear's Institute and Endowment

### Report of the Trustees

For the Year Ended 30 June 2024

#### **Affiliated Members**

The Constitution of the Fear Hall aims to foster the involvement of user organizations in the management of the premises. Representatives of all Affiliated Groups are invited to the quarterly meetings of the Management Committee and encouraged to take an active part in the practical aspects of running the Hall.

At the end of the year the following organizations had Affiliate status:

Keynsham Bridge Club  
Keynsham Photographic Society  
Keynsham Sequence Dance Club  
Keynsham Table Tennis Club  
Keynsham & Saltford Local History Society  
Rotary Club of Keynsham  
Fear Short Mat Bowls Club  
St Keyna Townswomen's Guild  
T-Jive

#### **Risk management**

The trustees recognise that they have a duty to identify the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Risk assessments have been undertaken for the principal operational risks and appropriate control measures implemented. The charity's Finance Policies and Procedures covering Expenditure Controls and Income Management were reviewed by trustees in April 2024.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

304566

##### **Principal address**

31 Windrush Road  
Keynsham  
Bristol  
BS31 1QN

##### **Trustees**

N H James  
R H Dyson  
I N Gambrell  
P Veale  
D Veale

##### **Independent Examiner**

Mr A R Dicker FCA  
Chartered Accountant  
Tony Dicker & Co  
Chartered Accountants  
29 Courtenay Road  
Keynsham  
Bristol  
BS31 1JU

J N Fear's Institute and Endowment

Report of the Trustees

For the Year Ended 30 June 2024

**FURTHER INFORMATION**

More information on the Fear Hall including full details of rooms and facilities, hire rates and a live booking diary can be found on our website at <http://www.fearhallkeynsham.org.uk>

Alternatively, the Bookings Secretary can be contacted on 01761 452073 or email [bookings@fearhallkeynsham.org.uk](mailto:bookings@fearhallkeynsham.org.uk)

General enquiries should be directed to the contact address given above.

14 Mar 2025

Approved by order of the board of trustees on ..... and signed on its behalf by:

 .....

R H Dyson - Trustee

Independent Examiner's Report to the Trustees of  
J N Fear's Institute and Endowment

**Independent examiner's report to the trustees of J N Fear's Institute and Endowment**

I report to the charity trustees on my examination of the accounts of J N Fear's Institute and Endowment (the Trust) for the year ended 30 June 2024.

**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 Act and in carrying out my examination I have followed all 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 in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

*A R Dicker*

Mr A R Dicker FCA

Tony Dicker & Co  
Chartered Accountants  
29 Courtenay Road  
Keynsham  
Bristol  
BS31 1JU

Date ..... 18 Mar 2025 .....

J N Fear's Institute and Endowment

Statement of Financial Activities  
for the Year Ended 30 June 2024

|                                    | Notes | 30.6.24<br>Endowment<br>fund<br>£ | 30.6.23<br>Total<br>funds<br>£ |
|------------------------------------|-------|-----------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                                   |                                |
| <b>Charitable activities</b>       |       |                                   |                                |
| Hall hire                          |       | 43,566                            | 39,902                         |
| Investment income                  | 2     | 1,746                             | 1,739                          |
| Other income                       |       | <u>4,969</u>                      | <u>1,845</u>                   |
| <b>Total</b>                       |       | <u>50,281</u>                     | <u>43,486</u>                  |
| <br>                               |       |                                   |                                |
| <b>EXPENDITURE ON</b>              |       |                                   |                                |
| <b>Charitable activities</b>       |       |                                   |                                |
| Hall hire                          |       | <u>60,230</u>                     | <u>40,545</u>                  |
| <br>                               |       |                                   |                                |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | (9,949)                           | 2,941                          |
| <br>                               |       |                                   |                                |
| <b>RECONCILIATION OF FUNDS</b>     |       |                                   |                                |
| Total funds brought forward        |       | <u>146,306</u>                    | <u>143,365</u>                 |
| <br>                               |       |                                   |                                |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u><u>136,357</u></u>             | <u><u>146,306</u></u>          |

The notes form part of these financial statements

J N Fear's Institute and Endowment

Balance Sheet  
30 June 2024

|  | Notes | 30.6.24<br>Endowment<br>fund<br>£ | 30.6.23<br>Total<br>funds<br>£ |
|--|-------|-----------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                              |       |                                   |                                |
| Tangible assets                                  | 5     | 5,500                             | 5,500                          |
| Investments                                      | 6     | <u>64,931</u>                     | <u>59,962</u>                  |
|  |       | 70,431                            | 65,462                         |
| <b>CURRENT ASSETS</b>                            |       |                                   |                                |
| Cash at bank                                     |       | 65,926                            | 80,844                         |
|  |       | <u>65,926</u>                     | <u>80,844</u>                  |
| <b>NET CURRENT ASSETS</b>                        |       |                                   |                                |
|  |       | <u>65,926</u>                     | <u>80,844</u>                  |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | 136,357                           | 146,306                        |
|  |       | <u>136,357</u>                    | <u>146,306</u>                 |
| <b>NET ASSETS</b>                                |       |                                   |                                |
|  |       | <u>136,357</u>                    | <u>146,306</u>                 |
| <b>FUNDS</b>                                     | 7     |                                   |                                |
| Endowment funds                                  |       | <u>136,357</u>                    | <u>146,306</u>                 |
| <b>TOTAL FUNDS</b>                               |       | <u>136,358</u>                    | <u>146,306</u>                 |

The financial statements were approved by the Board of Trustees and authorised for issue on **14 Mar 2025**  
and were signed on its behalf by:



R H Dyson - Trustee

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has received the funds.

**Expenditure**

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. INVESTMENT INCOME**

|                   | 30.6.24      | 30.6.23      |
|-------------------|--------------|--------------|
|                   | £            | £            |
| COIF Income units | <u>1,746</u> | <u>1,739</u> |

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 30 June 2024 nor for the year ended 30 June 2023.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 30 June 2024 nor for the year ended 30 June 2023.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

|                                    | Endowment<br>fund<br>£ |
|------------------------------------|------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |                        |
| <b>Charitable activities</b>       |                        |
| Hall hire                          | 39,902                 |
| Investment income                  | 1,739                  |
| Other income                       | <u>1,845</u>           |
| <b>Total</b>                       | <u>43,486</u>          |
| <br>                               |                        |
| <b>EXPENDITURE ON</b>              |                        |
| <b>Charitable activities</b>       |                        |
| Hall hire                          | <u>40,545</u>          |
| <br>                               |                        |
| <b>NET INCOME/(EXPENDITURE)</b>    | 2,941                  |
| <br>                               |                        |
| <b>RECONCILIATION OF FUNDS</b>     |                        |
| Total funds brought forward        | <u>143,365</u>         |
| <br>                               |                        |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u><u>146,306</u></u>  |

5. TANGIBLE FIXED ASSETS

The original cost of the hall as referred to in the Trustee's report was £5,500.

A recent estimate of the rebuild cost of the hall is £1,300,000 in the event of a total loss through fire or other unforeseen circumstances.

The Trustees do not consider the costs of a formal valuation to be justified but estimate the current sale value of the property to be in the region of £800,000 based on similar properties in the High Street.

6. FIXED ASSET INVESTMENTS

The charity holds 3,192 COIF Income Units which at the year end were valued at £64,931 (2023 £59,962)

7. MOVEMENT IN FUNDS

|                        | At 1.7.23<br>£    | Net<br>movement<br>in funds<br>£ | At<br>30.6.24<br>£ |
|------------------------|-------------------|----------------------------------|--------------------|
| <b>Endowment funds</b> |                   |                                  |                    |
| J N Fear Endowment     | 146,306           | (9,949)                          | 136,357            |
|                        | <u>          </u> | <u>          </u>                | <u>          </u>  |
| <b>TOTAL FUNDS</b>     | <u>146,306</u>    | <u>(9,949)</u>                   | <u>136,357</u>     |

J N Fear's Institute and Endowment

Notes to the Financial Statements - continued  
for the Year Ended 30 June 2024

**7. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

|                        | Incoming resources<br>£ | Resources expended<br>£ | Movement in funds<br>£ |
|------------------------|-------------------------|-------------------------|------------------------|
| <b>Endowment funds</b> |                         |                         |                        |
| J N Fear Endowment     | 50,281                  | (60,230)                | (9,949)                |
|                        | <hr/>                   | <hr/>                   | <hr/>                  |
| <b>TOTAL FUNDS</b>     | <u>50,281</u>           | <u>(60,230)</u>         | <u>(9,949)</u>         |

**Comparatives for movement in funds**

|                        | At 1.7.22<br>£ | Net movement in funds<br>£ | At 30.6.23<br>£ |
|------------------------|----------------|----------------------------|-----------------|
| <b>Endowment funds</b> |                |                            |                 |
| J N Fear Endowment     | 143,365        | 2,941                      | 146,306         |
|                        | <hr/>          | <hr/>                      | <hr/>           |
| <b>TOTAL FUNDS</b>     | <u>143,365</u> | <u>2,941</u>               | <u>146,306</u>  |

Comparative net movement in funds, included in the above are as follows:

|                        | Incoming resources<br>£ | Resources expended<br>£ | Movement in funds<br>£ |
|------------------------|-------------------------|-------------------------|------------------------|
| <b>Endowment funds</b> |                         |                         |                        |
| J N Fear Endowment     | 43,486                  | (40,545)                | 2,941                  |
|                        | <hr/>                   | <hr/>                   | <hr/>                  |
| <b>TOTAL FUNDS</b>     | <u>43,486</u>           | <u>(40,545)</u>         | <u>2,941</u>           |

A current year 12 months and prior year 12 months combined position is as follows:

|                        | At 1.7.22<br>£ | Net movement in funds<br>£ | At 30.6.24<br>£ |
|------------------------|----------------|----------------------------|-----------------|
| <b>Endowment funds</b> |                |                            |                 |
| J N Fear Endowment     | 143,365        | (7,008)                    | 136,357         |
|                        | <hr/>          | <hr/>                      | <hr/>           |
| <b>TOTAL FUNDS</b>     | <u>143,365</u> | <u>(7,008)</u>             | <u>136,357</u>  |

J N Fear's Institute and Endowment

Notes to the Financial Statements - continued  
for the Year Ended 30 June 2024

**7. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

|                        | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|------------------------|----------------------------|----------------------------|---------------------------|
| <b>Endowment funds</b> |                            |                            |                           |
| J N Fear Endowment     | 93,767                     | (100,775)                  | (7,008)                   |
|                        | _____                      | _____                      | _____                     |
| <b>TOTAL FUNDS</b>     | <u>93,767</u>              | <u>(100,775)</u>           | <u>(7,008)</u>            |

**8. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 June 2024.





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| Fri, 14th Mar 2025 18:50:51 GMT | Mr Richard Dyson signed the envelope (92.21.91.40)                                     |
| Fri, 14th Mar 2025 18:50:51 GMT | Sent the envelope to Tony Dicker for signing (92.21.91.40)                             |
| Fri, 14th Mar 2025 18:50:51 GMT | Document emailed to party email (13.43.123.186)  |
| Fri, 14th Mar 2025 18:50:51 GMT | Mr Richard Dyson viewed the envelope (92.21.91.40)                                     |
| Tue, 18th Mar 2025 8:01:25 GMT  | Tony Dicker viewed the envelope (92.233.117.240)                                       |
| Tue, 18th Mar 2025 8:01:31 GMT  | Tony Dicker viewed the envelope (92.233.117.240)                                       |
| Tue, 18th Mar 2025 8:01:44 GMT  | Tony Dicker viewed the envelope (51.145.47.103)  |
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**J N FEAR'S INSTITUTE AND ENDOWMENT**

England & Wales - Charity number 304566

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# Accounts

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Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 30 June 2023  
for  
J N Fear's Institute and Endowment

Tony Dicker & Co  
Chartered Accountants  
29 Courtenay Road  
Keynsham  
Bristol  
BS31 1JU

J N Fear's Institute and Endowment

Contents of the Financial Statements  
for the Year Ended 30 June 2023

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| Statement of Financial Activities          | 7       |
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| Notes to the Financial Statements          | 9 to 12 |
| Detailed Statement of Financial Activities | 13      |

The trustees present their report with the financial statements of the charity for the year ended 30 June 2023. The trustees have adopted the provisions of 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) (effective 1 January 2015).

#### Trustees

Throughout the year ended 30 June 2023 the Trustees of the Charity were:

Norman H James  
Richard H Dyson  
Ian N Gambrell  
Patricia M Veale  
David J Veale

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The Will under which the charity was set up requires that the Hall be used to benefit local people. It is let to a wide variety of organizations and groups with preference being given to community organizations and societies, who can apply to become Affiliated Members and receive discounted hire rates and the opportunity to take part in the management of the premises. Public sector and charities are regular hirers as are small businesses such as dance schools. The Will explicitly precludes letting to political organizations and it is the policy of the trustees not to let to users whose activities might be in direct competition with local businesses having premises nearby.

#### Operation

The Institute operates under the name "Fear Hall" for day-to-day purposes and is a well-known venue within the town of Keynsham. Although there are several other halls and sets of rooms for hire nearby, many affiliated organizations and other users have been customers for many years and there is no difficulty in attracting a sufficient number of hirers. Other than maintaining the web-site, no marketing is necessary and the main operational activities are managing bookings and associated income, and cleaning & caretaking activities.

Physical activities, ie cleaning, repairs and maintenance, are carried out by paid professionals but all the administrative, management and finance roles involved in running the Hall are undertaken by volunteers, without whom we could not operate. The key roles are Booking Secretary, Treasurer and Payroll Administrator.

#### **Volunteers**

The charity is dependent on volunteers. The Trustees wish to record their appreciation of all the work put in by the members of the Management Committee, some of whom contribute substantial amounts of time and effort, particularly in respect of managing the bookings, income, payments & purchases and the planning of improvement works.

## **ACHIEVEMENT AND PERFORMANCE**

### Overall Review of the Year

The year 2022/23 saw the hall operating at the pre-pandemic level of bookings. The major concern was the sudden increase in energy costs following the start of the Ukraine war. This prompted the committee to implement previous proposals to replace the gas-fired boilers, which were approaching the end of their life, with more efficient modern ones. The forecast increase in energy costs, together with other inflationary pressures, led the management committee to increase hire rates in September 2022.

Following her appointment in April 2022, the Hall Manager settled into the role and the arrangements have worked well, reducing the workload on the volunteer trustees. Administration of the direct employment of the Hall Manager and the Cleaner has not given rise to any problems.

Replacement of the gas boilers as detailed below has improved the reliability of the heating in the hall and should appreciably reduce the annual gas consumption.

### Public Benefit

During the report year the Fear Hall provided accommodation for a total of 1,396 activity sessions - a very slight increase on the previous year. There were 32 bookings for private parties and some to private groups but the great majority of bookings were for exercise, health, indoor sports and dance classes open to the public through the various organising groups, both affiliated and independent. The public benefit provided by the Fear Hall to the local population was therefore substantial.

## **FINANCIAL REVIEW**

### **Financial position**

The charity obtains all its income from hire fees (apart from occasional restricted grants) so is not involved in any fundraising activities. It does not initiate or run any activities but merely provides a venue for others; the only expenditure incurred is therefore that associated with running, maintaining and improving the premises.

Besides its ownership of the Hall the only assets of the Charity are the funds held in current accounts and one financial investment comprising 3,192 Income Units with the COIF Charities Investment Fund. This investment generates income, received quarterly, which is paid into the Trustees' bank account. During the year the Trustees' current account with NatWest Bank was closed: the funds will be transferred to a savings account.

The Charity does not have a formal Reserves Policy but aims to have a total financial reserve of about £50,000 to provide a contingency to cover an unforeseen problem of significant scale with the building - such as one requiring major roof repairs.

### **Review of the Year**

In view of the general increase in costs, especially of energy, hire rates were increased generally by about 10%, with effect from 1st September 2022. Total hire income was £39,154 compared to £34,227 the previous year. This highest ever figure was mainly due to this increase in hire rates rather than a significant upturn in usage. The loss of a long-standing full-evening booking at the end of the year will cause a drop in future income.

A combination of the reduction in consumption due to the new boilers and government subsidy of energy costs meant that the total energy cost was only £775 more than the previous year, which was a manageable increase.

Healthy cash reserves at the start of the year meant that the boiler expenditure could be accommodated without difficulty. As a result, the overall outturn on charitable activities was a net deficit of £643 compared to a deficit of £8,397 in 2021/2022.

### **Building Maintenance and Improvements**

The major item of work on the premises was the replacement of the 20 year-old gas boilers. This was undertaken in October and November, although full commissioning and handover was delayed until the spring. New equipment comprised two boilers plus associated replacement pumps and zone valves, along with a new flue system. In addition, a new control system was installed, enabling remote control by mobile phone of the settings in the four heating zones. Total cost of the works was £21,940.

No other significant works were carried out. Minor repairs to copings and window-winders were completed at a total cost of less than £1,000.

### **Assets**

At 30th June 2023 the assets of the charity comprised:

1. Ownership of the Fear Hall land, building and fittings at 30, High Street, Keynsham
2. Cash held in current bank accounts to a total of £80,843.98.
3. Investment fund COIF valued at £59,962.04.

## **FUTURE PLANS**

In the next year it is intended to improve the energy efficiency of the building by replacing and upgrading glazing where necessary and enhancing the roof insulation over the main hall.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governance and trustees**

The Charity is based on the trust set up by the will of the late John Nelson Fear who died in 1917. His legacy included an endowment fund to be used to build a hall for the benefit and enjoyment of local people. The Hall was completed in 1937 and has been owned and used for its intended purpose ever since, although the facilities and method of operation have varied to suit changing requirements and circumstances.

The Hall comprises several rooms for use by local organizations who pay hire fees on the basis of usage to cover the running costs, with any surplus retained to cover items of major expenditure and improvements.

The original governing document names five trustees. Successors have been appointed over the years and in 2022/23 these were as listed in this report. Trustees normally serve until they decide to stand down. Replacements are appointed by the remaining trustees after suitable consideration and checks; they are usually volunteers who have represented one of the affiliated bodies.

### **Management Committee**

In accordance with the terms of the Will Trust, the Institute is run by the trustees and representatives of user organizations, so the principal decision-making body is a Management Committee made up of the trustees plus volunteers and representatives of affiliated organizations. This Committee is responsible for the day-to-day running of the Hall, for proposing any improvement projects and for managing the implementation of such projects once approved.

Members of the Committee are appointed at the Annual General Meeting. At the end of 2022/2023 the members of the Committee (in addition to trustees) were:

David Johnson - Secretary  
Tina Woodberry - Treasurer  
Debbie Harrison - Hall Manager  
Pat Bennett - Keynsham Bridge Club  
Joe Tymkow - Keynsham Photographic Society  
William Mansfield - Keynsham Sequence Dance Club  
Sue Halliday - T-Jive  
Lynne Chichester - Fear Short Mat Bowls Club  
Jill Greenslade - St Keyna Townswomen's Guild

### **Affiliated Members**

The Constitution of the Fear Hall aims to foster the involvement of user organizations in the management of the premises. Representatives of all Affiliated Groups are invited to the quarterly meetings of the Management Committee and encouraged to take an active part in the practical aspects of running the Hall.

At the end of the year the following organizations had Affiliate status:

Keynsham Bridge Club  
Keynsham Photographic Society  
Keynsham Sequence Dance Club  
Keynsham Table Tennis Club  
Keynsham & Saltford Local History Society  
Rotary Club of Keynsham  
Fear Short Mat Bowls Club  
St Keyna Townswomen's Guild  
T-Jive

### **Risk management**

The trustees recognise that they have a duty to identify the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Risk assessments have been undertaken for the principal operational risks and appropriate control measures implemented. The charity's Finance Policies and Procedures covering Expenditure Controls and Income Management were reviewed by trustees in April 2023.

J N Fear's Institute and Endowment

Report of the Trustees  
for the Year Ended 30 June 2023

**REFERENCE AND ADMINISTRATIVE DETAILS**

Registered Charity number  
304566

Principal address  
31 Windrush Road  
Keynsham  
Bristol  
BS31 1QN

Trustees  
N H James  
R H Dyson  
I N Gambrell  
P Veale  
D Veale

Independent Examiner  
Mr A R Dicker FCA  
Chartered Accountant  
Tony Dicker & Co  
Chartered Accountants  
29 Courtenay Road  
Keynsham  
Bristol  
BS31 1JU

**FURTHER INFORMATION**

More information on the Fear Hall including full details of rooms and facilities, hire rates and a live booking diary can be found on our website at <http://www.fearhallkeynsham.org.uk>  
Alternatively, the Bookings Secretary can be contacted on 01761 451249 or email [bookings@fearhallkeynsham.org.uk](mailto:bookings@fearhallkeynsham.org.uk)  
General enquiries should be directed to the contact address given above.

Approved by order of the board of trustees on 28 March 2024 and signed on its behalf by:



R H Dyson - Trustee

Independent Examiner's Report to the Trustees of  
J N Fear's Institute and Endowment

**Independent examiner's report to the trustees of J N Fear's Institute and Endowment**

I report to the charity trustees on my examination of the accounts of J N Fear's Institute and Endowment (the Trust) for the year ended 30 June 2023.

**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 Act and in carrying out my examination I have followed all 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 in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

*A R Dicker FCA*

Mr A R Dicker FCA

Tony Dicker & Co  
Chartered Accountants  
29 Courtenay Road  
Keynsham  
Bristol  
BS31 1JU

28 March 2024

J N Fear's Institute and Endowment

Statement of Financial Activities  
for the Year Ended 30 June 2023

|                                    | Notes | 30.6.23<br>Endowment<br>fund<br>£ | 30.6.22<br>Total<br>funds<br>£ |
|------------------------------------|-------|-----------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                                   |                                |
| <b>Charitable activities</b>       |       |                                   |                                |
| Hall hire                          |       | 39,902                            | 35,067                         |
| Investment income                  | 2     | 1,739                             | 1,716                          |
| Other income                       |       | 1,845                             | (3,220)                        |
| <b>Total</b>                       |       | <u>43,486</u>                     | <u>33,563</u>                  |
| <br>                               |       |                                   |                                |
| <b>EXPENDITURE ON</b>              |       |                                   |                                |
| <b>Charitable activities</b>       |       |                                   |                                |
| Hall hire                          |       | <u>40,545</u>                     | <u>43,463</u>                  |
| <br>                               |       |                                   |                                |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | 2,941                             | (9,900)                        |
| <br>                               |       |                                   |                                |
| <b>RECONCILIATION OF FUNDS</b>     |       |                                   |                                |
| Total funds brought forward        |       | 143,364                           | 153,264                        |
| <br>                               |       |                                   |                                |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u><u>146,305</u></u>             | <u><u>143,364</u></u>          |

The notes form part of these financial statements

J N Fear's Institute and Endowment

Balance Sheet  
30 June 2023

|  | Notes | 30.6.23<br>Endowment<br>fund<br>£ | 30.6.22<br>Total<br>funds<br>£ |
|--|-------|-----------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                              |       |                                   |                                |
| Tangible assets                                  | 5     | 5,500                             | 5,500                          |
| Investments                                      | 6     | 59,962                            | 58,117                         |
|  |       | <hr/>                             | <hr/>                          |
|  |       | 65,462                            | 63,617                         |
| <br><b>CURRENT ASSETS</b>                        |       |                                   |                                |
| Cash at bank                                     |       | 80,843                            | 79,747                         |
|  |       | <hr/>                             | <hr/>                          |
| <b>NET CURRENT ASSETS</b>                        |       | 80,843                            | 79,747                         |
|  |       | <hr/>                             | <hr/>                          |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | 146,305                           | 143,364                        |
|  |       | <hr/>                             | <hr/>                          |
| <b>NET ASSETS</b>                                |       | 146,305                           | 143,364                        |
|  |       | <hr/>                             | <hr/>                          |
| <b>FUNDS</b>                                     | 7     |                                   |                                |
| Endowment funds                                  |       | 146,305                           | 143,364                        |
|  |       | <hr/>                             | <hr/>                          |
| <b>TOTAL FUNDS</b>                               |       | 146,305                           | 143,364                        |
|  |       | <hr/>                             | <hr/>                          |

The financial statements were approved by the Board of Trustees and authorised for issue on 28 March 2024 and were signed on its behalf by:



R H Dyson - Trustee

## 1. ACCOUNTING POLICIES

### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

### Income

All income is recognised in the Statement of Financial Activities once the charity has received the funds.

### Expenditure

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### Taxation

The charity is exempt from tax on its charitable activities.

### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

## 2. INVESTMENT INCOME

|                   |                   |                   |
|-------------------|-------------------|-------------------|
|                   | 30.6.23           | 30.6.22           |
|                   | £                 | £                 |
| COIF Income units | 1,739             | 1,716             |
|                   | <u>          </u> | <u>          </u> |

## 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2023 nor for the year ended 30 June 2022.

### Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2023 nor for the year ended 30 June 2022.

**4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

|  | Endowment<br>fund<br>£    |
|--|---------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>      |                           |
| <b>Charitable activities</b>           |                           |
| Hall hire                              | 35,067                    |
| Investment income                      | 1,716                     |
| Other income                           | (3,220)                   |
| <b>Total</b>                           | <u>33,563</u>             |
| <br><b>EXPENDITURE ON</b>              |                           |
| <b>Charitable activities</b>           |                           |
| Hall hire                              | <u>43,463</u>             |
| <br><b>NET INCOME/(EXPENDITURE)</b>    | <br>(9,900)               |
| <br><b>RECONCILIATION OF FUNDS</b>     |                           |
| Total funds brought forward            | 153,264                   |
| <br><b>TOTAL FUNDS CARRIED FORWARD</b> | <br><u><u>143,364</u></u> |

**5. TANGIBLE FIXED ASSETS**

The original cost of the hall as referred to in the Trustee's report was £5,500.

A recent estimate of the rebuild cost of the hall is £1,300,000 in the event of a total loss through fire or other unforeseen circumstances.

The Trustees do not consider the costs of a formal valuation to be justified but estimate the current sale value of the property to be in the region of £800,000 based on similar properties in the High Street.

**6. FIXED ASSET INVESTMENTS**

The charity holds 3,192 COIF Income Units which at the year end were valued at £59,962 (2022 £58,117)

**7. MOVEMENT IN FUNDS**

|                        | At 1.7.22<br>£     | Net<br>movement<br>in funds<br>£ | At<br>30.6.23<br>£ |
|------------------------|--------------------|----------------------------------|--------------------|
| <b>Endowment funds</b> |                    |                                  |                    |
| J N Fear Endowment     | 143,364            | 2,941                            | 146,305            |
| <br><b>TOTAL FUNDS</b> | <br><u>143,364</u> | <br><u>2,941</u>                 | <br><u>146,305</u> |

**7. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

|                        | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|------------------------|----------------------------|----------------------------|---------------------------|
| <b>Endowment funds</b> |                            |                            |                           |
| J N Fear Endowment     | 43,486                     | (40,545)                   | 2,941                     |
| <b>TOTAL FUNDS</b>     | <u>43,486</u>              | <u>(40,545)</u>            | <u>2,941</u>              |

**Comparatives for movement in funds**

|                        | At 1.7.21<br>£ | Net<br>movement<br>in funds<br>£ | At<br>30.6.22<br>£ |
|------------------------|----------------|----------------------------------|--------------------|
| <b>Endowment funds</b> |                |                                  |                    |
| J N Fear Endowment     | 153,264        | (9,900)                          | 143,364            |
| <b>TOTAL FUNDS</b>     | <u>153,264</u> | <u>(9,900)</u>                   | <u>143,364</u>     |

Comparative net movement in funds, included in the above are as follows:

|                        | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|------------------------|----------------------------|----------------------------|---------------------------|
| <b>Endowment funds</b> |                            |                            |                           |
| J N Fear Endowment     | 33,563                     | (43,463)                   | (9,900)                   |
| <b>TOTAL FUNDS</b>     | <u>33,563</u>              | <u>(43,463)</u>            | <u>(9,900)</u>            |

A current year 12 months and prior year 12 months combined position is as follows:

|                        | At 1.7.21<br>£ | Net<br>movement<br>in funds<br>£ | At<br>30.6.23<br>£ |
|------------------------|----------------|----------------------------------|--------------------|
| <b>Endowment funds</b> |                |                                  |                    |
| J N Fear Endowment     | 153,264        | (6,959)                          | 146,305            |
| <b>TOTAL FUNDS</b>     | <u>153,264</u> | <u>(6,959)</u>                   | <u>146,305</u>     |

**7. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

|                        | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|------------------------|----------------------------|----------------------------|---------------------------|
| <b>Endowment funds</b> |                            |                            |                           |
| J N Fear Endowment     | 77,049                     | (84,008)                   | (6,959)                   |
| <b>TOTAL FUNDS</b>     | <u>77,049</u>              | <u>(84,008)</u>            | <u>(6,959)</u>            |

**8. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 June 2023.

J N Fear's Institute and Endowment

Detailed Statement of Financial Activities  
for the Year Ended 30 June 2023

|                                 | 30.6.23<br>£ | 30.6.22<br>£   |
|---------------------------------|--------------|----------------|
| <b>INCOME AND ENDOWMENTS</b>    |              |                |
| <b>Investment income</b>        |              |                |
| COIF Income units               | 1,739        | 1,716          |
| <b>Charitable activities</b>    |              |                |
| Hire of Hall                    | 39,154       | 34,227         |
| Membership fees                 | 352          | 360            |
| Cupboard fees                   | 396          | 480            |
|                                 | <hr/>        | <hr/>          |
|                                 | 39,902       | 35,067         |
| <b>Other income</b>             |              |                |
| Change in value of COIF Units   | 1,845        | (3,220)        |
|                                 | <hr/>        | <hr/>          |
| <b>Total incoming resources</b> | 43,486       | 33,563         |
| <b>EXPENDITURE</b>              |              |                |
| <b>Charitable activities</b>    |              |                |
| Water rates                     | 616          | 476            |
| Insurance and licences          | 2,171        | 1,522          |
| Electricity, Gas and Wifi       | 4,493        | 3,708          |
| Postage and stationery          | 70           | 112            |
| Sundries ( incl IT )            | 588          | 966            |
| Repairs and maintenance         | 2,294        | 4,006          |
| Improvement works               | 21,940       | 25,136         |
| Cleaning and caretaker          | 8,373        | 7,537          |
|                                 | <hr/>        | <hr/>          |
|                                 | 40,545       | 43,463         |
|                                 | <hr/>        | <hr/>          |
| Total resources expended        | 40,545       | 43,463         |
|                                 | <hr/>        | <hr/>          |
| <b>Net income/(expenditure)</b> | <u>2,941</u> | <u>(9,900)</u> |

**J N FEAR'S INSTITUTE AND ENDOWMENT**

England & Wales - Charity number 304566

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# Accounts

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Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 30 June 2022  
for  
J N Fear's Institute and Endowment

Tony Dicker & Co  
Chartered Accountants  
29 Courtenay Road  
Keynsham  
Bristol  
BS31 1JU

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for the Year Ended 30 June 2022

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The trustees present their report with the financial statements of the charity for the year ended 30 June 2022. The trustees have adopted the provisions of 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) (effective 1 January 2019).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The Will under which the charity was set up requires that the Hall be used to benefit local people. It is let to a wide variety of organizations and groups with preference being given to community organizations and societies, who can apply to become Affiliated Members and receive discounted hire rates and the opportunity to take part in the management of the premises. Public sector and charities are regular hirers as are small businesses such as dance schools. The Will explicitly precludes letting to political organizations and it is the policy of the trustees not to let to users whose activities might be in direct competition with local businesses having premises nearby.

### **Operation**

The Institute operates under the name "Fear Hall" for day-to-day purposes and is a well-known venue within the town of Keynsham. Although there are several other halls and sets of rooms for hire nearby, many affiliated organizations and other users have been customers for many years and there is no difficulty in attracting a sufficient number of hirers. Other than maintaining the web-site, no marketing is necessary and the main operational activities are managing bookings and associated income, and cleaning & caretaking activities.

Physical activities, ie cleaning, repairs and maintenance, are carried out by paid professionals but all the administrative, management and finance roles involved in running the Hall are undertaken by volunteers, without whom we could not operate. The key roles are Booking Secretary, Treasurer and Income Management.

### **Volunteers**

The charity is dependent on volunteers. The Trustees wish to record their appreciation of all the work put in by the members of the Management Committee, some of whom contribute substantial amounts of time and effort, particularly in respect of managing the bookings, income, payments & purchases and the planning of improvement works.

## **ACHIEVEMENT AND PERFORMANCE**

### **Overall Review of the Year**

The year 2021/22 saw the end of the restrictions on movement and activity introduced to manage the coronavirus pandemic: the last restrictions were lifted in July 2021. This led to as welcome move towards normality for many of our hirers, with different groups taking varying periods to return to in-person meetings. By the end of the year bookings were at a near normal level.

December 2021 saw the departure of our long-serving caretaker John Fry, who had worked on a self-employed basis. It was decided that a new cleaner should be directly employed by the Hall and a new part-time post of Hall Manager would be created to combine the non-cleaning work previously done by the caretaker with some of the routine checks and compliance work done by volunteer trustees. Appointment of Cleaner and Hall Manager were made in January and April 2022 respectively, with payroll administered internally.

Further significant improvements were made to the hall as detailed below so that full compliance with fire safety recommendations was achieved.

### **Public Benefit**

During the report year the Fear Hall provided accommodation for a total of 1,386 activity sessions, compared to 383 in the previous year, when activities had been limited by the pandemic restrictions. There were about 20 bookings for private parties and some to private groups but the great majority of bookings were for exercise, health, indoor sports and dance classes open to the public through the various organising groups, both affiliated and independent. The public benefit provided by the Fear Hall to the local population was therefore substantial.

## **FINANCIAL REVIEW**

### **Financial position**

The charity obtains all its income from hire fees (apart from occasional grants) so is not involved in any fundraising activities. It does not initiate or run any activities but merely provides a venue for others; the only expenditure incurred is therefore that associated with running, maintaining or improving the premises.

Besides its ownership of the Hall the only assets of the Charity are the funds held in two current accounts (Management and Trustees') and one financial investment comprising 3,192 Income Units with the COIF Charities Investment Fund.

This investment generates income, received quarterly, which is paid into the Trustees' bank account.

The Charity does not have a formal Reserves Policy but aims to have a total financial reserve of about £50,000 to provide a contingency to cover an unforeseen problem of significant scale with the building - such as one requiring major roof repairs.

### Review of the Year

The level of bookings over the course of the year showed a remarkable recovery as hirers restarted their activities after the enforced closures due to the pandemic. Total hire income was £34,227 compared to a previous peak of £35,744 in 2018/2019. A small number of regular hirers did not restart, but there was an increase in one-off bookings for parties.

A healthy financial position at the start of the year enabled the major expenditure on essential items to be made without using reserves. As a result, the overall outturn on charitable activities was a net deficit of £8,397 compared to a surplus of £9,326 in 2020/2021.

### Building Maintenance and Improvements

Work continued to implement the recommendations of the independent Fire Risk Assessment carried out in June 2020, and the follow-up electrical condition survey. The principal items of work during the year were the installation of a fire alarm system at a cost of £8,880 and provision of new lighting in the main hall at a cost of £3,970. These items complete all the capital works required to comply with the recommendations of the Fire Risk Assessment.

Other work to maintain and modernize the premises included the resurfacing of the wooden floors of the main hall and upstairs studio over the Christmas break at a cost of £1,126 and the re-decoration of the hallway, the main hall, toilets, stairway and landing at a total cost of £12,285.

### Assets

At 30th June 2022 the assets of the charity comprised:

1. Ownership of the Fear Hall land, building and fittings at 30, High Street, Keynsham
2. Cash held in current bank accounts to a total of £79,747.87.
3. Investment fund COIF valued at £58,117.38.

### FUTURE PLANS

In the next year it is intended to replace the main gas boilers. Although these are functioning, they are old and inefficient and the reduced energy consumption of modern boilers should give a reasonable pay-back period.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governance and trustees**

The Charity is based on the trust set up by the will of the late John Nelson Fear who died in 1917. His legacy included an endowment fund to be used to build a hall for the benefit and enjoyment of local people. The Hall was completed in 1937 and has been owned and used for its intended purpose ever since, although the facilities and method of operation have varied to suit changing requirements and circumstances.

The Hall comprises several rooms for use by local organizations who pay hire fees on the basis of usage to cover the running costs, with any surplus retained to cover items of major expenditure and improvements.

The original governing document names five trustees. Successors have been appointed over the years and in 2021/22 these were as listed on page 5. Trustees normally serve until they decide to stand down. Replacements are appointed by the remaining trustees after suitable consideration and checks; they are usually volunteers who have represented one of the affiliated bodies.

### **Management Committee**

In accordance with the terms of the Will Trust, the Institute is run by the trustees and representatives of user organizations, so the principal decision-making body is a Management Committee made up of the trustees plus volunteers and representatives of affiliated organizations. This Committee is responsible for the day-to-day running of the Hall, for proposing any improvement projects and for managing the implementation of such projects once approved.

Members of the Committee are appointed at the Annual General Meeting. At the end of 2021/2022 the members of the Committee (in addition to trustees) were:

David Johnson - Secretary  
Tina Woodberry - Treasurer  
Debbie Harrison - Hall Manager  
Pat Bennett - Keynsham Bridge Club  
Sheila Kibble - Keynsham Photographic Society  
William Mansfield - Keynsham Sequence Dance Club  
Sue Halliday - T-Jive  
Lynne Chichester - Fear Short Mat Bowls Club  
Jill Greenslade - St Keyna Townswomen's Guild

### **Affiliated Members**

The Constitution of the Fear Hall aims to foster the involvement of user organizations in the management of the premises. Representatives of all Affiliated Groups are invited to the quarterly meetings of the Management Committee and encouraged to take an active part in the practical aspects of running the Hall.

At the end of the year the following organizations had Affiliate status:

Keynsham Bridge Club  
Keynsham Photographic Society  
Keynsham Sequence Dance Club  
Keynsham Table Tennis Club  
Keynsham & Saltford Local History Society  
Rotary Club of Keynsham  
Fear Short Mat Bowls Club  
St Keyna Townswomen's Guild  
T-Jive

### **Risk management**

The trustees recognise that they have a duty to identify the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Risk assessments have been undertaken for the principal operational risks and appropriate control measures implemented. The Coronavirus risk assessment was reviewed as requirements changed during the report year. The charity's Finance Policies and Procedures covering Expenditure Controls and Income Management were last reviewed by trustees in 2021.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Charity number**

304566

J N Fear's Institute and Endowment

Report of the Trustees  
for the Year Ended 30 June 2022

**Principal address**

31 Windrush Road  
Keynsham  
Bristol  
BS31 1QN

**Trustees**

N H James  
R H Dyson  
I N Gambrell  
P Veale  
D Veale

**Independent Examiner**

Mr A R Dicker FCA  
Chartered Accountant  
Tony Dicker & Co  
Chartered Accountants  
29 Courtenay Road  
Keynsham  
Bristol  
BS31 1JU

**FURTHER INFORMATION**

More information on the Fear Hall including full details of rooms and facilities, hire rates and a live booking diary can be found on our website at <http://www.fearhallkeynsham.org.uk>

Alternatively, the Bookings Secretary can be contacted on 01761 451249 or email [bookings@fearhallkeynsham.org.uk](mailto:bookings@fearhallkeynsham.org.uk)

General enquiries should be directed to the contact address given above.

Approved by order of the board of trustees on 22 February 2023 and signed on its behalf by:



R H Dyson - Trustee

**Independent examiner's report to the trustees of J N Fear's Institute and Endowment**

I report to the charity trustees on my examination of the accounts of J N Fear's Institute and Endowment (the Trust) for the year ended 30 June 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 Act and in carrying out my examination I have followed all 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 in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

*A R Dicker*

Mr A R Dicker FCA  
Chartered Accountant  
Tony Dicker & Co  
Chartered Accountants  
29 Courtenay Road  
Keynsham  
Bristol  
BS31 1JU

22 February 2023

J N Fear's Institute and Endowment

Statement of Financial Activities  
for the Year Ended 30 June 2022

|                                    | Notes | 30.6.22<br>Endowment<br>fund<br>£ | 30.6.21<br>Total<br>funds<br>£ |
|------------------------------------|-------|-----------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                                   |                                |
| Donations and legacies             |       | -                                 | 28,565                         |
| <b>Charitable activities</b>       |       |                                   |                                |
| Hall hire                          |       | 35,067                            | 10,352                         |
| Investment income                  | 2     | 1,716                             | 1,671                          |
| Other income                       |       | (3,220)                           | 7,928                          |
| <b>Total</b>                       |       | <u>33,563</u>                     | <u>48,516</u>                  |
| <b>EXPENDITURE ON</b>              |       |                                   |                                |
| <b>Charitable activities</b>       |       |                                   |                                |
| Hall hire                          |       | <u>43,464</u>                     | <u>29,591</u>                  |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | (9,901)                           | 18,925                         |
| <b>RECONCILIATION OF FUNDS</b>     |       |                                   |                                |
| Total funds brought forward        |       | 153,264                           | 134,339                        |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u><u>143,363</u></u>             | <u><u>153,264</u></u>          |

The notes form part of these financial statements

J N Fear's Institute and Endowment

Balance Sheet  
30 June 2022

|  |       | 30.6.22<br>Endowment<br>fund<br>£ | 30.6.21<br>Total<br>funds<br>£ |
|--|-------|-----------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                              | Notes |                                   |                                |
| Tangible assets                                  | 5     | 5,500                             | 5,500                          |
| Investments                                      | 6     | 58,116                            | 61,336                         |
|  |       | <hr/>                             | <hr/>                          |
|  |       | 63,616                            | 66,836                         |
| <br><b>CURRENT ASSETS</b>                        |       |                                   |                                |
| Cash at bank                                     |       | 79,747                            | 86,428                         |
|  |       | <hr/>                             | <hr/>                          |
| <b>NET CURRENT ASSETS</b>                        |       | 79,747                            | 86,428                         |
|  |       | <hr/>                             | <hr/>                          |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | 143,363                           | 153,264                        |
|  |       | <hr/>                             | <hr/>                          |
| <b>NET ASSETS</b>                                |       | 143,363                           | 153,264                        |
|  |       | <hr/>                             | <hr/>                          |
| <b>FUNDS</b>                                     | 7     |                                   |                                |
| Endowment funds                                  |       | 143,363                           | 153,264                        |
|  |       | <hr/>                             | <hr/>                          |
| <b>TOTAL FUNDS</b>                               |       | 143,363                           | 153,264                        |
|  |       | <hr/>                             | <hr/>                          |

The financial statements were approved by the Board of Trustees and authorised for issue on 22 February 2023 and were signed on its behalf by:



R H Dyson - Trustee

## 1. ACCOUNTING POLICIES

### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

### Income

All income is recognised in the Statement of Financial Activities once the charity has received the funds.

### Expenditure

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### Taxation

The charity is exempt from tax on its charitable activities.

### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

## 2. INVESTMENT INCOME

|                   |                   |                   |
|-------------------|-------------------|-------------------|
|                   | 30.6.22           | 30.6.21           |
|                   | £                 | £                 |
| COIF Income units | 1,716             | 1,671             |
|                   | <u>          </u> | <u>          </u> |

## 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2022 nor for the year ended 30 June 2021.

### Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2022 nor for the year ended 30 June 2021.

**4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

|                                    | Endowment<br>fund<br>£ |
|------------------------------------|------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |                        |
| Donations and legacies             | 28,565                 |
| <b>Charitable activities</b>       |                        |
| Hall hire                          | 10,352                 |
| Investment income                  | 1,671                  |
| Other income                       | 7,928                  |
| <b>Total</b>                       | <u>48,516</u>          |
| <b>EXPENDITURE ON</b>              |                        |
| <b>Charitable activities</b>       |                        |
| Hall hire                          | <u>29,591</u>          |
| <b>NET INCOME</b>                  | 18,925                 |
| <b>RECONCILIATION OF FUNDS</b>     |                        |
| Total funds brought forward        | 134,339                |
| <b>TOTAL FUNDS CARRIED FORWARD</b> | <u><u>153,264</u></u>  |

**5. TANGIBLE FIXED ASSETS**

The original cost of the hall as referred to in the Trustee's report was £5,500.

The property is currently insured for a rebuild cost of £984,281 in the event of a total loss through fire or other unforeseen circumstances.

The Trustees do not consider the costs of a formal valuation to be justified but estimate the current sale value of the property to be in the region of £550,000 based on similar properties in the High Street.

**6. FIXED ASSET INVESTMENTS**

The charity holds 3,192 COIF Income Units which at the year end were valued at £58,116 (2021 £61,336)

**7. MOVEMENT IN FUNDS**

|                        | At 1.7.21<br>£ | Net<br>movement<br>in funds<br>£ | At<br>30.6.22<br>£ |
|------------------------|----------------|----------------------------------|--------------------|
| <b>Endowment funds</b> |                |                                  |                    |
| J N Fear Endowment     | 153,264        | (9,901)                          | 143,363            |
| <b>TOTAL FUNDS</b>     | <u>153,264</u> | <u>(9,901)</u>                   | <u>143,363</u>     |

Net movement in funds, included in the above are as follows:

|                        | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|------------------------|----------------------------|----------------------------|---------------------------|
| <b>Endowment funds</b> |                            |                            |                           |
| J N Fear Endowment     | 33,563                     | (43,464)                   | (9,901)                   |
| <b>TOTAL FUNDS</b>     | <u>33,563</u>              | <u>(43,464)</u>            | <u>(9,901)</u>            |

**Comparatives for movement in funds**

|                        | At 1.7.20<br>£ | Net<br>movement<br>in funds<br>£ | At<br>30.6.21<br>£ |
|------------------------|----------------|----------------------------------|--------------------|
| <b>Endowment funds</b> |                |                                  |                    |
| J N Fear Endowment     | 134,339        | 18,925                           | 153,264            |
| <b>TOTAL FUNDS</b>     | <u>134,339</u> | <u>18,925</u>                    | <u>153,264</u>     |

Comparative net movement in funds, included in the above are as follows:

|                        | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|------------------------|----------------------------|----------------------------|---------------------------|
| <b>Endowment funds</b> |                            |                            |                           |
| J N Fear Endowment     | 48,516                     | (29,591)                   | 18,925                    |
| <b>TOTAL FUNDS</b>     | <u>48,516</u>              | <u>(29,591)</u>            | <u>18,925</u>             |

**7. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

|                        | At 1.7.20<br>£ | Net<br>movement<br>in funds<br>£ | At<br>30.6.22<br>£ |
|------------------------|----------------|----------------------------------|--------------------|
| <b>Endowment funds</b> |                |                                  |                    |
| J N Fear Endowment     | 134,339        | 9,024                            | 143,363            |
| <b>TOTAL FUNDS</b>     | <u>134,339</u> | <u>9,024</u>                     | <u>143,363</u>     |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

|                        | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|------------------------|----------------------------|----------------------------|---------------------------|
| <b>Endowment funds</b> |                            |                            |                           |
| J N Fear Endowment     | 82,079                     | (73,055)                   | 9,024                     |
| <b>TOTAL FUNDS</b>     | <u>82,079</u>              | <u>(73,055)</u>            | <u>9,024</u>              |

**8. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 June 2022.

J N Fear's Institute and Endowment

Detailed Statement of Financial Activities  
for the Year Ended 30 June 2022

|                                 | 30.6.22<br>£   | 30.6.21<br>£  |
|---------------------------------|----------------|---------------|
| <b>INCOME AND ENDOWMENTS</b>    |                |               |
| <b>Donations and legacies</b>   |                |               |
| Grants                          | -              | 28,565        |
| <b>Investment income</b>        |                |               |
| COIF Income units               | 1,716          | 1,671         |
| <b>Charitable activities</b>    |                |               |
| Hire of Hall                    | 34,227         | 9,682         |
| Membership fees                 | 360            | 280           |
| Cupboard fees                   | 480            | 390           |
|                                 | <hr/>          | <hr/>         |
|                                 | 35,067         | 10,352        |
| <b>Other income</b>             |                |               |
| Change in value of COIF Units   | (3,220)        | 7,928         |
|                                 | <hr/>          | <hr/>         |
| <b>Total incoming resources</b> | 33,563         | 48,516        |
| <b>EXPENDITURE</b>              |                |               |
| <b>Charitable activities</b>    |                |               |
| Water rates                     | 476            | 529           |
| Insurance and licences          | 1,522          | 648           |
| Electricity, Gas and Wifi       | 3,708          | 2,961         |
| Postage and stationery          | 112            | 84            |
| Sundries ( incl IT )            | 966            | 881           |
| Repairs and maintenance         | 4,006          | 2,335         |
| Improvement works               | 25,136         | 18,290        |
| Cleaning and caretaker          | 7,538          | 3,863         |
|                                 | <hr/>          | <hr/>         |
|                                 | 43,464         | 29,591        |
|                                 | <hr/>          | <hr/>         |
| Total resources expended        | 43,464         | 29,591        |
|                                 | <hr/>          | <hr/>         |
| <b>Net (expenditure)/income</b> | <u>(9,901)</u> | <u>18,925</u> |

This page does not form part of the statutory financial statements

**J N FEAR'S INSTITUTE AND ENDOWMENT**

England & Wales - Charity number 304566

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# Accounts

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Report of the Trustees and  
Unaudited Financial Statements  
for the Year Ended 30 June 2021  
for  
J N Fear's Institute and Endowment

Tony Dicker & Co  
Chartered Accountants  
29 Courtenay Road  
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BS31 1JU

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for the Year Ended 30 June 2021

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The trustees present their report with the financial statements of the charity for the year ended 30 June 2021. The trustees have adopted the provisions of 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) (effective 1 January 2019).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

The Will requires that the Hall be used to benefit local people. It is let to a wide variety of organizations and groups with preference being given to community organizations and societies, who can apply to become Affiliated Members and receive discounted hire rates and the opportunity to take part in the management of the premises. Public sector and charities are regular hirers as are small businesses such as dance schools. The Will explicitly precludes letting to political organizations and it is the policy of the trustees not to let to users whose activities might be in direct competition with local businesses having premises nearby.

### Operation

The Institute operates under the name "Fear Hall" for day-to-day purposes and is a well-known venue within the town of Keynsham. Although there are several other halls and sets of rooms for hire nearby, many affiliated organizations and other users have been customers for many years and there is no difficulty in attracting a sufficient number of hirers. Other than maintaining the web-site, no marketing is necessary and the main operational activities are managing bookings and associated income, and cleaning & caretaking activities.

Physical activities, ie cleaning, repairs and maintenance, are carried out by paid professionals but all the administrative, management and finance roles involved in running the Hall are undertaken by volunteers, without whom we could not operate. The key roles are Booking Secretary, Treasurer and Income Management.

### **Volunteers**

The charity is dependent on volunteers. The Trustees wish to record their appreciation of all the work put in by the members of the Management Committee, some of whom contribute substantial amounts of time and effort, particularly in respect of managing the bookings, income, payments & purchases and the planning of improvement works.

## **ACHIEVEMENT AND PERFORMANCE**

### Overall Review of the Year

The year 2020/21 was dominated by the effects of the coronavirus pandemic, which required closure of the hall for lengthy periods and affected the ability and willingness of hirers and their customers to engage in communal activities in the rest of the year. The hall was required to be closed until late July 2020, then through November 2020, and again from 23rd December until 19th April 2021. The financial effects of this are reported below but substantial grants from central government meant that a healthy surplus was achieved over the year, notwithstanding significant expenditure on improvements.

### Public Benefit

Due to the closures and restrictions mentioned above, during the report year the Fear Hall provided accommodation for a total of 383 activity sessions - far fewer than in a normal year. There were no lettings to public bodies and no bookings for private parties, so all bookings facilitated activities and recreational classes open to members of the public through the various organising groups, both affiliated and independent.

## **FINANCIAL REVIEW**

### **Financial position**

The charity normally obtains all its income from hire fees (apart from occasional restricted grants) so is not involved in any fundraising activities. It does not initiate or run any activities but merely provides a venue for others; the only expenditure incurred is therefore that associated with running, maintaining or improving the premises.

In the report year, however, the charity benefitted from one-off grants from central government totalling £28,565 made to sustain business and charities through the pandemic.

Besides its ownership of the Hall the only assets of the Charity are the funds held in two current accounts (Management and Trustees') and one financial investment comprising 3,192 Income Units with the COIF Charities Investment Fund. This investment generates income, received quarterly, which is paid into the Trustees' bank account.

The Charity does not have a formal Reserves Policy but aims to have a total financial reserve of about £50,000 to provide a contingency to cover an unforeseen problem of significant scale with the building - such as one requiring major roof repairs.

### **Review of the Year**

The level of bookings over the course of the year was drastically reduced by the effects of the pandemic.

This was reflected in the fall in hire income from £27,300 in 2020 to below £9,700 in the report year. Operating costs were reduced where possible so the loss would have been modest and well within the resources of the charity to cope with. A modest benefit was the refund of £855 from PRS/PPL for past overpayment of the Music Licence.

Receipt of the central government grants, totalling £28,565, made an enormous difference to the financial position and enabled the major expenditure on essential items to be made without using reserves. As a result, the overall outturn on charitable activities was a net surplus of £9,326 compared to a deficit of £3,529 in 2019/2020.

### **Building Maintenance and Improvements**

As a result of the independent Fire Risk Assessment carried out in June 2020, and a follow-up electrical condition survey, a requirement for significant improvements to the electrical installations at the hall was identified. The first phase of this was replacement of the incoming switchgear and distribution boards at a cost of £6,400. Further substantial expenditure was incurred on re-felting of the flat roofs over the committee room / storeroom area and the north side rear exit lobby. Along with associated timber repairs, expenditure on this was £5,856. Improvements to the entrance hallway were started, with the installation of a false ceiling to conceal pipework and cabling, at a cost of £6,000.

### **Assets**

At 30th June 2021 the assets of the charity comprised:

1. Ownership of the Fear Hall land, building and fittings at 30, High Street, Keynsham
2. Cash held in current bank accounts to a total of £86,429.88.
3. Investment fund COIF valued at £61,336.51.

### **FUTURE PLANS**

In the next year it is intended to install a fire alarm system to current standards, to upgrade the emergency lighting and to continue improvements to the entrance hallway.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governance and trustees**

The Charity is based on the trust set up by the will of the late John Nelson Fear who died in 1917. His legacy included an endowment fund to be used to build a hall for the benefit and enjoyment of local people. The Hall was completed in 1937 and has been owned and used for its intended purpose ever since, although the facilities and method of operation have varied to suit changing requirements and circumstances.

The Hall comprises several rooms for use by local organizations who pay hire fees on the basis of usage to cover the running costs, with any surplus retained to cover items of major expenditure and improvements.

The original governing document names five trustees. Successors have been appointed over the years and in 2019/20 these were as listed on page 4. Trustees normally serve until they decide to stand down. Replacements are appointed by the remaining trustees after suitable consideration and checks; they are usually volunteers who have represented one of the affiliated bodies.

### Management committee

In accordance with the terms of the Will Trust, the Institute is run by the trustees and representatives of user organizations, so the principal decision-making body is a Management Committee made up of the trustees plus volunteers and representatives of affiliated organizations. This Committee is responsible for the day-to-day running of the Hall, for proposing any improvement projects and for managing the implementation of such projects once approved. Members of the Committee are appointed at the Annual General Meeting. At the end of 2020/21 the members of the Committee (in addition to trustees) were:

David Johnson - Secretary  
Tina Woodberry - Volunteer  
Suzanne Harris - Volunteer  
Pat Bennett - Keynsham Bridge Club  
Sheila Kibble - Keynsham Photographic Society  
Ron Kent - Old Time Dance Club  
Sue Halliday - T-Jive  
Lynne Chichester - Fear Short Mat Bowls Club  
Jill Greenslade - St Keyna Townswomen's Guild

### Affiliated Members

The Constitution of the Fear Hall aims to foster the involvement of user organizations in the management of the premises. Representatives of all Affiliated Groups are invited to the quarterly meetings of the Management Committee and encouraged to take an active part in the practical aspects of running the Hall.

At the end of the year the following organizations had Affiliate status:

Keynsham Bridge Club  
Keynsham Photographic Society  
Keynsham Old Time Dance Club  
Keynsham & Saltford Local History Society  
Rotary Club of Keynsham  
Fear Short Mat Bowls Club  
St Keyna Townswomen's Guild  
T-Jive

### **Risk management**

The trustees recognise that they have a duty to identify the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. They are refining policies and procedures to formalise those controls. The charity's Finance Policies and Procedures covering Expenditure Controls and Income Management were reviewed by trustees in June 2021. Work continues on risk assessment for operational risks and the Coronavirus risk assessment was reviewed as requirements changed during the report year.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

304566

**Principal address**

31 Windrush Road  
Keynsham  
Bristol  
BS31 1QN

**Trustees**

N H James  
R H Dyson  
I N Gambrell  
P Veale  
D Veale

**Independent Examiner**

Mr A R Dicker FCA  
Chartered Accountant  
Tony Dicker & Co  
Chartered Accountants  
29 Courtenay Road  
Keynsham  
Bristol  
BS31 1JU

**FURTHER INFORMATION**

More information on the Fear Hall including full details of rooms and facilities, hire rates and a live booking diary can be found on our website at <http://www.fearhallkeynsham.org.uk>  
Alternatively, the Bookings Secretary can be contacted on 01761 451249 or email [bookings@fearhallkeynsham.org.uk](mailto:bookings@fearhallkeynsham.org.uk)  
General enquiries should be directed to the contact address given above.

Approved by order of the board of trustees on 4 March 2022 and signed on its behalf by:

*R H Dyson*

R H Dyson - Trustee

**Independent examiner's report to the trustees of J N Fear's Institute and Endowment**

I report to the charity trustees on my examination of the accounts of J N Fear's Institute and Endowment (the Trust) for the year ended 30 June 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 Act and in carrying out my examination I have followed all 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 in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

*Tony Dicker*

Mr A R Dicker FCA  
Chartered Accountant  
Tony Dicker & Co  
Chartered Accountants  
29 Courtenay Road  
Keynsham  
Bristol  
BS31 1JU

4 March 2022

J N Fear's Institute and Endowment

Statement of Financial Activities  
for the Year Ended 30 June 2021

|                                    | Notes | 30.6.21<br>Endowment<br>fund<br>£ | 30.6.20<br>Total<br>funds<br>£ |
|------------------------------------|-------|-----------------------------------|--------------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                                   |                                |
| Donations and legacies             |       | 28,565                            | -                              |
| <b>Charitable activities</b>       |       |                                   |                                |
| Hall hire                          |       | 10,352                            | 27,978                         |
| Investment income                  | 2     | 1,671                             | 1,638                          |
| Other income                       |       | 7,928                             | 1,467                          |
| <b>Total</b>                       |       | <u>48,516</u>                     | <u>31,083</u>                  |
| <b>EXPENDITURE ON</b>              |       |                                   |                                |
| <b>Charitable activities</b>       |       |                                   |                                |
| Hall hire                          |       | 29,591                            | 31,507                         |
| <b>NET INCOME/(EXPENDITURE)</b>    |       | <u>18,925</u>                     | <u>(424)</u>                   |
| <b>RECONCILIATION OF FUNDS</b>     |       |                                   |                                |
| <b>Total funds brought forward</b> |       | 134,339                           | 134,763                        |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <u><u>153,264</u></u>             | <u><u>134,339</u></u>          |

The notes form part of these financial statements

J N Fear's Institute and Endowment

Balance Sheet

30 June 2021

|  | Notes | 30.6.21<br>Endowment<br>fund<br>£ | 30.6.20<br>Total<br>funds<br>£ |
|--|-------|-----------------------------------|--------------------------------|
| <b>FIXED ASSETS</b>                              |       |                                   |                                |
| Tangible assets                                  | 5     | 5,500                             | 5,500                          |
| Investments                                      | 6     | 61,336                            | 53,409                         |
|  |       | <u>66,836</u>                     | <u>58,909</u>                  |
| <b>CURRENT ASSETS</b>                            |       |                                   |                                |
| Cash at bank                                     |       | 86,428                            | 75,430                         |
|  |       | <u>86,428</u>                     | <u>75,430</u>                  |
| <b>NET CURRENT ASSETS</b>                        |       | <u>86,428</u>                     | <u>75,430</u>                  |
| <b>TOTAL ASSETS LESS CURRENT<br/>LIABILITIES</b> |       | <u>153,264</u>                    | <u>134,339</u>                 |
| <b>NET ASSETS</b>                                |       | <u>153,264</u>                    | <u>134,339</u>                 |
| <b>FUNDS</b>                                     | 7     |                                   |                                |
| Endowment funds                                  |       | <u>153,264</u>                    | <u>134,339</u>                 |
| <b>TOTAL FUNDS</b>                               |       | <u>153,264</u>                    | <u>134,339</u>                 |

The financial statements were approved by the Board of Trustees and authorised for issue on 4 March 2022 and were signed on its behalf by:

*R H Dyson*

R H Dyson - Trustee

## 1. ACCOUNTING POLICIES

### Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

### Income

All income is recognised in the Statement of Financial Activities once the charity has received the funds.

### Expenditure

Expenditure is accounted for on a payments basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### Taxation

The charity is exempt from tax on its charitable activities.

### Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

## 2. INVESTMENT INCOME

|                   |                   |                   |
|-------------------|-------------------|-------------------|
|                   | 30.6.21           | 30.6.20           |
|                   | £                 | £                 |
| COIF Income units | 1,671             | 1,638             |
|                   | <u>          </u> | <u>          </u> |

## 3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2021 nor for the year ended 30 June 2020.

### Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2021 nor for the year ended 30 June 2020.

**4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

|   | Endowment<br>fund<br>£ |
|---|------------------------|
| <b>INCOME AND ENDOWMENTS FROM Charitable activities</b> |                        |
| Hall hire   | 27,978                 |
| Investment income                                       | 1,638                  |
| Other income  | 1,467                  |
| <b>Total</b>  | <b>31,083</b>          |
| <b>EXPENDITURE ON Charitable activities</b>             |                        |
| Hall hire   | 31,507                 |
| <b>NET INCOME/(EXPENDITURE)</b>                         | <b>(424)</b>           |
| <b>RECONCILIATION OF FUNDS</b>                          |                        |
| <b>Total funds brought forward</b>                      | <b>134,763</b>         |
| <b>TOTAL FUNDS CARRIED FORWARD</b>                      | <b>134,339</b>         |

**5. TANGIBLE FIXED ASSETS**

The original cost of the hall as referred to in the Trustee's report was £5,500.

The property is currently insured for a rebuild cost of £984,281 in the event of a total loss through fire or other unforeseen circumstances.

The Trustees do not consider the costs of a formal valuation to be justified but estimate the current sale value of the property to be in the region of £550,000 based on similar properties in the High Street.

**6. FIXED ASSET INVESTMENTS**

The charity holds 3,192 COIF Income Units which at the year end were valued at £61,336 (2020 £53,409)

**7. MOVEMENT IN FUNDS**

|                        | At 1.7.20<br>£ | Net<br>movement<br>in funds<br>£ | At<br>30.6.21<br>£ |
|------------------------|----------------|----------------------------------|--------------------|
| <b>Endowment funds</b> |                |                                  |                    |
| J N Fear Endowment     | 134,339        | 18,925                           | 153,264            |
| <b>TOTAL FUNDS</b>     | <b>134,339</b> | <b>18,925</b>                    | <b>153,264</b>     |

7. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

|                        | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|------------------------|----------------------------|----------------------------|---------------------------|
| <b>Endowment funds</b> |                            |                            |                           |
| J N Fear Endowment     | 48,516                     | (29,591)                   | 18,925                    |
| <b>TOTAL FUNDS</b>     | <u>48,516</u>              | <u>(29,591)</u>            | <u>18,925</u>             |

Comparatives for movement in funds

|                        | At 1.7.19<br>£ | Net<br>movement<br>in funds<br>£ | At<br>30.6.20<br>£ |
|------------------------|----------------|----------------------------------|--------------------|
| <b>Endowment funds</b> |                |                                  |                    |
| J N Fear Endowment     | 134,763        | (424)                            | 134,339            |
| <b>TOTAL FUNDS</b>     | <u>134,763</u> | <u>(424)</u>                     | <u>134,339</u>     |

Comparative net movement in funds, included in the above are as follows:

|                        | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|------------------------|----------------------------|----------------------------|---------------------------|
| <b>Endowment funds</b> |                            |                            |                           |
| J N Fear Endowment     | 31,083                     | (31,507)                   | (424)                     |
| <b>TOTAL FUNDS</b>     | <u>31,083</u>              | <u>(31,507)</u>            | <u>(424)</u>              |

A current year 12 months and prior year 12 months combined position is as follows:

|                        | At 1.7.19<br>£ | Net<br>movement<br>in funds<br>£ | At<br>30.6.21<br>£ |
|------------------------|----------------|----------------------------------|--------------------|
| <b>Endowment funds</b> |                |                                  |                    |
| J N Fear Endowment     | 134,763        | 18,501                           | 153,264            |
| <b>TOTAL FUNDS</b>     | <u>134,763</u> | <u>18,501</u>                    | <u>153,264</u>     |

**7. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

|                        | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Movement<br>in funds<br>£ |
|------------------------|----------------------------|----------------------------|---------------------------|
| <b>Endowment funds</b> |                            |                            |                           |
| J N Fear Endowment     | 79,599                     | (61,098)                   | 18,501                    |
| <b>TOTAL FUNDS</b>     | <u>79,599</u>              | <u>(61,098)</u>            | <u>18,501</u>             |

**8. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 30 June 2021.

J N Fear's Institute and Endowment

Detailed Statement of Financial Activities  
for the Year Ended 30 June 2021

|                                 | 30.6.21<br>£ | 30.6.20<br>£ |
|---------------------------------|--------------|--------------|
| <b>INCOME AND ENDOWMENTS</b>    |              |              |
| <b>Donations and legacies</b>   |              |              |
| Grants                          | 28,565       | -            |
| <b>Investment income</b>        |              |              |
| COIF Income units               | 1,671        | 1,638        |
| <b>Charitable activities</b>    |              |              |
| Hire of Hall                    | 9,682        | 27,308       |
| Membership fees                 | 280          | 280          |
| Cupboard fees                   | 390          | 390          |
|                                 | <hr/>        | <hr/>        |
|                                 | 10,352       | 27,978       |
| <b>Other income</b>             |              |              |
| Uplift in value of COIF Units   | 7,928        | 1,467        |
|                                 | <hr/>        | <hr/>        |
| <b>Total incoming resources</b> | 48,516       | 31,083       |
| <br><b>EXPENDITURE</b>          |              |              |
| <b>Charitable activities</b>    |              |              |
| Water rates                     | 529          | 993          |
| Insurance and licences          | 648          | 2,358        |
| Electricity, Gas and Wifi       | 2,961        | 5,371        |
| Postage and stationery          | 84           | 50           |
| Sundries ( incl IT )            | 881          | 1,276        |
| Repairs and maintenance         | 2,335        | 3,944        |
| Improvement works               | 18,290       | 12,201       |
| Cleaning and caretaker          | 3,863        | 5,314        |
|                                 | <hr/>        | <hr/>        |
|                                 | 29,591       | 31,507       |
|                                 | <hr/>        | <hr/>        |
| Total resources expended        | 29,591       | 31,507       |
|                                 | <hr/>        | <hr/>        |
| <b>Net income/(expenditure)</b> | 18,925       | (424)        |
|                                 | <hr/> <hr/>  | <hr/> <hr/>  |

This page does not form part of the statutory financial statements