

Odcombe Village Hall
Old Road, Higher Odcombe, Yeovil, BA22 8XP
Charity No. 304602

Secretary to the trustees:
Vacant Position

Email:odcombevillagehall@gmail.com

Trustees Annual Report for the period
1st January 2022
to
31st December 2022

Names of the charity trustees who manage the charity:

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1.	Denise Dunford	Chairman		
2.	Helen Crook	Secretary	To 10 th May 2022	
3.	Eleanor Damon	Treasurer		
4.	Patricia Shean	Booking Secretary		
5.	Paul Stonelake		To 8 th March 2022	
6.	Fiona Cumming			Odcombe Parish Council
7.	Malcolm Glover			
8.	Margaret Clotworthy			
9.	Judy Welfare		To 11 th April 2022	
10.	Hannah Ludlow		To 10 th May 2022	Odcombe Baby & Toddler Group
11.	Rebecca Reeves			
12.	Rachel Davies		From 10 th May 2022	
13.	Emma Watson		From 10 th May 2022	

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Bankers: NatWest, 2 Hendford, Yeovil, BA20 1TN

Independent Financial Examiner: Helen Lamshead, Acorn Accounting for Business Ltd., Room C2, 17 The Park, Yeovil, BA20 1DN – appointed 2018

Governance:

Odcombe Village Hall was established by a Conveyance and Trust Deed (1989). The hall's official opening held on 25th September 1971.

The hall has been extended and now comprises the foyer, main hall, committee room, kitchen, toilets (with full accessibility), a small room adapted for use as a post office and changing rooms/shower facilities for football teams and referees. There are also several storage cupboards. The car park and recreation area outside the hall, apart from the patio, do not form part of the trustees' responsibilities. These are managed by Odcombe Parish Council.

The hall has Hallmarks 1, 2 & 3 awarded by the Community Council for Somerset in recognition of the quality of its management, administration and compliance with legislation relating to community buildings.

Appointment of Trustees:

The Trust Deed governs the appointment of trustees and the management of the charity. It allows for up to 10 elected members, 26 representative members and not more than 43 co-opted members to form the management committee. At the Annual General Meeting (AGM) Elected Members will be elected and Representative Members will be appointed by organisations that use the hall. At a constituted meeting of the committee co-opted members can be agreed.

All members of the committee shall retire at the AGM but may be re-elected or re-appointed. The general committee members, Secretary and Treasurer roles are elected at the AGM. The committee at their first meeting following the AGM to elect one of their number as Chairman and Vice-Chairman.

The management committee under normal circumstances meets monthly throughout the year. A welcome pack has been adopted to help with the induction of new trustees.

At the last AGM (May 2022) it was reported that Paul Stonelake after serving the committee well for 10 years had retired in March 2022 and Judy Welfare after 5 years retired in April 2022. Both missed, as they played very active roles on the committee and sub groups. At the AGM (May 2022) Helen Crook stood down as Secretary after 5 years, a role which has not yet been filled.

Following the AGM we were able to co-opt two younger members onto the committee.

The committee desperately need more people with the time and skills to help in running the hall. Please don't be afraid to approach us if you feel you could help.

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Objectives of the Charity:

The Trust Deed requires the charity to provide a village hall for the use of the inhabitants of the Parish of Odcombe without distinction of political, religious, or other opinion including use for meetings, lectures and classes and for other forms of recreation and leisure-time activities.

Summary of main activities in relation to the objectives:

This year we have a plethora of regular groups; Short Mat Bowls, Debbie Knight's Latin Groove, Pilates and Soul Stretch classes; Sequence Dance; Parish Council meetings; SH Fitness; Ship of Fools practice; Mini Glovers; Craft Stitchers; Purple Patchers; Spanish; Football and our Movie and Café Groups. We have a few mornings to fill but evenings could be filled twice over!

Unfortunately, no one as yet has come forward wanting to run a Toddler Group but we are holding on to the equipment for the time being, should it be needed.

We have continued to allow the NHS Speech & Language Dept., use of the small post office room once a month to save local families from having to travel a long distance. The Post Office suddenly closed on 16th October 2022 telling us that it was a temporary closure. We are pressing them for an opening date.

We continue to be popular for children's parties and weekend functions even though we've had to increase the hire charge due to the hike in fuel costs.

This year we welcomed back other regular village events such as Lent Lunch, Harvest Celebration, Church Fete & Village Flower Show etc. and the use of the hall by the Church for a family service.

Achievements and Performance – 2022

Covid hasn't yet left, and other bugs are prevalent this year too, so we have continued to ask our hirers to sanitise, ventilate and keep away from the hall if they are ill.

We continue to have routine maintenance and repairs done as quickly as possible. We are therefore proud to say that our hall is in good condition, both the building and the finances, due to the diligence of the Trustees.

This year we have:

- Clad the outside roof area, keeping it watertight and improving the aesthetics of the building.
- Created a display area for photos of historical football teams
- Had the cleaner's cupboard redecorated
- Purchased a new electric range cooker

On purchasing the cooker, we found that we'd require an additional power supply which is being worked on for 2023.

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We continue to look forward to making improvements for the future and are still looking at how the hall can become sustainable for the future. The subgroup is still open to more volunteers so please come forward if you'd like to help us consider energy consumption, electric car charging, biodiversity and waste.

The Trustees have continued to review policies and procedures. We have kept under constant review the fuel costs and adjusted hire costs whilst keeping in mind the need to keep groups affordable.

We are very thankful to Steve Long for stepping into the breach by volunteering to take on the numerous maintenance checks required on a weekly and monthly basis. Our appreciation too goes to Neil Chatfield our paid handyman for sorting out quickly our small repairs and the local tradesmen who carry out our larger repairs.

Fund-raising and Events

The Trustees continue to run the hall lottery. Our thanks go to everyone who supports this and to Margaret Clotworthy, the trustee with responsibility for organising the running of it. The new lottery year starts in April so please consider supporting your village hall by becoming a member.

Café continues to be popular and we are thankful for our latest recruits to the team, Belinda Day and her sister Jacky Pittard. The subgroup that runs the Café have kept the prices constant since opening seven years ago and will continue to do so in this time of economic crisis so that it continues to be a meeting place for all.

Queen Elizabeth's Jubilee was in June and for this occasion, not being in a position for the committee to organise an event, we gave the hall free of charge to the community so that an event could be celebrated. Feedback suggests that the event was very much enjoyed by members of the community.

August saw the coming together of the Flower Show group and the Church Fete group to plan a joint event. The weather was extremely hot but despite the heat the event made a profit of over £700 which was split between the two organisations. Perhaps more importantly the tradition of having a village flower show and a church fete was kept alive. It was agreed that this would be the way forward so if you would like to know more about helping organise, or helping at, this event please ask.

November saw our very popular Christmas Bingo complete with sausage supper again this year. Our thanks to Tracey Saywell for being our caller and to all who helped at and attended this event. As well as being a popular night it made a profit of over £400.

Movies ran a successful season of films and our thanks go to the members who make up the sub group for ensuring that the community have a cinema on their doorstep!

Our thanks must as always go to the group of Carollers who delight us all by singing the traditional songs around the village each year. The donations from this being shared

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between the Church and the Hall. We were delighted to receive £296.01 from the 2022 collection which will show in the 2023 accounts. Many thanks to you all.

User Groups and Organisations

Our user groups are all back up and running following Covid and continue to work with us to keep the hall as safe as possible for all to use.

Our thanks to the Rotary Club of Yeovil for organising their Community Christmas Draw, we sell tickets, and they give us the ticket price plus 10% to help our funds. Christmas 2021 we profited by £160, and our Christmas 2022 sales will see an amount of £170.50 showing in our 2023 accounts. Thank you to everyone who purchased tickets.

Our continued thanks to Odcombe Parish Council for its grant funding of £1,300.

The hall often receives small donations for which we are very grateful. This year we felt extremely grateful to a resident who sadly passed away leaving us a legacy of £2,500.

Publicity

This year has again seen an increase in the number of members to our Facebook group, now standing at over 500. We have a duty to ensure that posts are relevant to our charity as well as useful to our community so only post information related to the hall; advertising user groups; local businesses associated with the hall via our newsletter and occasionally road works that may impact on the use of the hall.

All our own events are also advertised on village noticeboards for all to see, as we realise that not everyone uses social media. We have also continued to produce and fund the village newsletter, 3 times during the year, to keep all households informed of the hall's news and events as well as news from other village organisations. Our thank go to businesses that advertise in the newsletter which contributes towards its costs.

We continue to be grateful to Colin Hill Newsletter Editor, for giving his time and expertise to produce the newsletter, along with our thanks to the people who willingly help deliver it to your homes.

If you haven't already done so, please join our Facebook page – Odcombe Village Hall and join our growing number of members. Not on Facebook? Then send an email to odcombevillagehall@gmail.com asking to join the email group to be sent advance details of all our events.

Funding Strategy & Reserves Policy

It is the strategy of the trustees to manage the revenue budget on a self-financing basis. The hire charges are set to achieve this and are usually reviewed on an annual basis but due to increased fuel costs have been reviewed more often this year. From the 1st June 2022 we had to put up the charges for all our users groups and occasional hirers. We

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believe we are still affordable in comparison to other halls whilst covering the increasing costs to run and maintain the hall.

As per our trust document any surplus should be invested. As interest rates have been very low all our funds are held in one account. The trustees have a reserves policy and have agreed that an amount of £10,000 should be kept for unplanned emergencies. Interest accounts will be explored during the coming year as rates improve.

The Trustees would like to thank their appointed accountant, Helen Lambshead for undertaking the certification of our accounts. Please see attached balance sheet and copy of her report.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signature(s)		
Full name(s)		
Position (eg. Secretary, Chairman etc)		
Date		



Section A

Independent Examiner's Report

Report to the trustees/
members of

Odcombe Village Hall Committee

On accounts for the year
ended

31 December 2022

Charity no
(if any)

304602

Set out on pages

3-5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2022.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

A M Lamshead

Date:

27/02/2023

Name:

Helen Lamshead

Relevant professional
qualification(s) or body
(if any):

ICPA

Address:

Room C2, 17 The Park, Yeovil, Somerset. BA20 1DN.

Section B**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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Receipts and Payments Account - 1st January 2022 to 31st December 2022

Balances b/f 01.01.22	£	£
Nat West Current A/C	37,871	
Petty Cash in hand	200	
Movie Float	100	
	<u> </u>	38,171

Receipts	2022		2021	
	£	£	£	£
Hall Lettings	13,750		5,971	
Sale of books	6		-	
Lottery	1,140		840	
Newsletter advertising	128		-	
Café	834		437	
Bar stock	191		74	
Carol Singers	-		362	
Christmas Rotary Draw	160		145	
Donations	3,125		164	
Flowershow	1,145		-	
Quiz Night	-		-	
Bingo	659		623	
Flower show / Scarecrow trail	-		226	
Easter Trail	-		102	
Halloween Trail	-		120	
Christmas Lights Trail	-		23	
Holy Cow milk (Electricity used)	1,010		2,020	
Misc. - Cooker	75		100	
Noticeboard Adverts				
		<u>22,223</u>		<u>11,207</u>

Receipts - Restricted Funding				
Movie Nights	856	<u> </u>	614	<u> </u>
		<u>856</u>		<u>614</u>

Grants				
Parish Council Grant	1,300		1,200	
Football Foundation Grant	-		-	
Government Grants (Covid)	<u>3,917</u>		<u>8,406</u>	
		<u>5,217</u>		<u>9,606</u>

Other Receipts				
Alzheimer's Society	18			
Energy Refunds			443	
Booking Deposits	3,205		2,845	
Deposit Refund Cheque - not cashed - written off				
Repayment made from petty cash			<u>109</u>	
		<u>3,223</u>		<u>3,397</u>
		<u>31,519</u>		<u>24,824</u>
		<u>69,690</u>		<u>24,824</u>

Receipts and Payments Account - 1st January 2022 to 31st December 2022

Payments

Repairs, Maintenance & Upkeep

	2022		2021	
	£	£	£	£
Electric	3,499		2,024	
Gas	1,436		1,068	
Water	301		718	
Cleaning contract & materials	4,032		3,379	
Maintenance & Repairs	3,240		1,675	
Premises Expenses (Asset improvements)	-		-	
AGM/Administration costs	96		86	
Insurance - Allied Westminster	1,127		1,060	
Annual Services / Fire Risk Assessment/Services	635		96	
	<u>14,366</u>		<u>10,106</u>	

Events, Fundraisers & Newsletter

Lottery prizes/expenses	515		730	
Newsletter	707		609	
Café	195		84	
Bar stock	179		243	
Rotary	-		145	
Flower Show	452		-	
Flower Show - Church 50% of profit	351		-	
Scarecrow trail	-		106	
Easter Trail	-		63	
Halloween Trail	-		28	
Xmas Lights Trail	9		-	
Gifts	176		6	
Bingo	242		107	
Jubilee	19		-	
	<u>2,845</u>		<u>2,121</u>	

Payments - Restricted Funding

Movie Nights	<u>640</u>		<u>608</u>	
	<u>640</u>		<u>608</u>	
Equipment	<u>3,082</u>		<u>180</u>	
	<u>3,082</u>		<u>180</u>	

Financial

Performing Rights/PPL	132		418	
Licences	90		70	
Accountancy	75		75	
Petty Cash	-		109	
Community Council	100		100	
	<u>397</u>		<u>772</u>	

Returned Deposits	3,340		2,045	
Refund of Bookings	30		15	
	<u>3,370</u>		<u>2,060</u>	

Total Payments	<u><u>24,700</u></u>		<u><u>15,847</u></u>	
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Odcombe Village Hall - Charity No. 304602
Receipts and Payments Account - 1st January 2022 to 31st December 2022

Balances c/f 31.12.22

Nat West Current A/c	44,690	
Cash in hand PC £200 & Movie Float £100	300	
	<u>44,990</u>	
		<u>69,690</u>

Section B Statement of assets and liabilities at the end of the period

	£	2022 £	£	
	Restricted fund	Unrestricted fund	Total	Note
Cash funds				
Nat West Account	1,658	43,032		1
Petty cash		200		
Movie Float		100		
Total cash funds	<u>1,658</u>	<u>43,332</u>	44,990	

Assets retained for the Charity's own use

Freehold Property	932,916		2
Fixtures & fittings		16,973	3
Bar Stock		149	4
	<u>932,916</u>	<u>17,122</u>	

Liabilities

Independent Examination Fee	75	
	<u>75</u>	

Notes

- 1 - Unrestricted funds includes £10,000 held as Reserve, Restricted funds include Movies £1623.13 and Alzheimers £35
2 - Based on Insurer's Property Rebuild Cost Evaluation 12.08.21
3 - Amount currently insured
4 - Stock held at year end

Trustee Remuneration

None of the trustees received remuneration during the year (2021: nil).
None of the trustees reclaimed personal expenses during the year (2021:nil).

Signed by two trustees on behalf of all the trustees

Signature	Print Name	Date of Approval



Section A

Independent Examiner's Report

Report to the trustees/
members of

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On accounts for the year
ended

31 December 2022

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Signed:

A M Lamshead

Date:

27/02/2023

Name:

Helen Lamshead

Relevant professional
qualification(s) or body
(if any):

ICPA

Address:

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None of the trustees reclaimed personal expenses during the year (2021:nil).

Signed by two trustees on behalf of all the trustees

Signature	Print Name	Date of Approval