



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01/04/2020 To 31/03/2021

Charity name: Badingham Village Hall

Charity registration number: 304703

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide a vital centre to benefit the community of all ages, it being the only public meeting and group activity space in a village with no public transport or social facilities found in larger communities.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	It is used for a variety of classes, indoor sports, catered community events, private functions and meetings.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had due regard to all guidance issued by the Charity Commission, local and central government.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The charity successfully maintains and provides a suitable space (the village hall) for the benefit of the Parish of Badingham and the wider local area. Due to the Covid-19 pandemic in 2021 the hall was closed for much of that time. When able to the hall underwent an extensive refurbishment program.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity is in a good position as at 31/03/2021 to continue with its renovation project which is due to finish late 2021 early 2022.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Letting income should be set at a level to cover all overheads plus a reserve fund and set aside funds for maintenance to prevent damage and/or repairs / renovations.
Amount of reserves held	Para 1.22	Zero
Reasons for holding zero reserves	Para 1.22	The reserve fund is currently zero because of the lack of income due to the Covid-19 pandemic, and all available funds are being used for the renovation project. When the hall re-opens it is hoped the reserves fund can be re-built.
Details of fund materially in deficit	Para 1.24	The charity has no deficit at the year end 31/03/2021.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The renovation project has consumed considerable funds and costs will need to be watched carefully to ensure good value for money. We are grateful to the Parish Council for supporting us during this time. We fully anticipate that in 2022 the hall will return to normal operating.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust deed
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	A Trust Deed set out in a Conveyance made on the 6th November 1951 between The Saint Edmundsbury and Ipswich Diocesan Board of Finance and The Parish Council of Badingham.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	The Charity is managed and administered by a Committee of Management, to act as the Charity Trustees within the meaning of Section 46 of the Charities Act 1960. The Committee of Management is to comprise: Representative (Appointed) Members Elected Members Co-opted Members

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Badingham Village Hall
Other name the charity uses	
Registered charity number	304703
Charity's principal address	Low Street, Badingham, Woodbridge, Suffolk, IP13 8JS

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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	Duncan Horrocks			
2	Deborah Horrocks			
3				
4				
5				
6				
7				
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10				
11				
12				
13				
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17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Badingham Parish Council		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Duncan Horrocks	
Position (eg Secretary, Chair, etc)	Chair	
Date	11-03-2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Badingham Village Hall

304703

Receipts and payments accounts

CC16a

For the period
from

01/04/2020

To

31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Playschool	2,342	-	-	2,342	-
Kurling	28	-	-	28	-
Other hall hire	67	-	-	67	-
Bank interest	5	-	-	5	-
Funding	24,750	-	-	24,750	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	27,191	-	-	27,191	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	27,191	-	-	27,191	-
A3 Payments					
Gas	2,354	-	-	2,354	-
Electricity	628	-	-	628	-
Water	461	-	-	461	-
Cleaning	744	-	-	744	-
Insurance	743	-	-	743	-
Other	511	-	-	511	-
Renovation project	11,827	-	-	11,827	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	17,268	-	-	17,268	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	17,268	-	-	17,268	-
Net of receipts/(payments)	9,923	-	-	9,923	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	16,160	-	-	16,160	-
Cash funds this year end	26,083	-	-	26,083	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	16,887	-	-
	Deposit account	9,188	-	-
	Petty cash	8	-	-
	Total cash funds	26,083	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		D Horrocks	26/02/2022	

Independent Examiner's Report to the Trustees of Badingham Village Hall Charity – year ended 31 March 2021

Registered Charity No: 304703

Receipts in Year: £27,190.77

Payments in Year: £17,267.78

Reserves as at 31 March 2021: £26,082.96

1. Respective responsibilities of Trustees and Independent Examiner

The Charity's Trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011. The Trustees require an independent examination.

As the Independent Examiner it is my responsibility to:

- a) examine the accounts under section 145 of the Charities Act 2011.
- b) follow all the applicable Directions given by the Charity Commission under section 145 (5)(b) of the Act and state whether particular matters have come to my attention.

2. Report for the year ended 31 March 2021

The Charity Commission's website confirms that the charitable aim and function of the Village Hall is to *'provide a vital centre to benefit the community of all ages; that it is the only public meeting and group activity space in a village with no public transport or social facilities found in larger communities. It is used for children's activities, a variety of classes, indoor sports, catered community events, private functions and meetings'*. The Charity was registered with the Commission on 26 February 1965. Further details regarding 'what the Charity does, who the Charity helps and how the Charity works' have been registered with the Charity Commission.

The transactions in the year of account were examined on a sample basis. An Excel Spreadsheet is maintained recording the Receipts and Payments in the year of account and a Summary document has been constructed.

The following observations are made:

- a) The Accounts for the year ending 31 March 2021 have yet to be approved by the Trustees.
- b) The Independent Examiner confirmed that the End-of-Year Accounts were balanced and supported by complete bank statements in respect of the Charity's Barclays Bank Accounts. The Accounts are headed 'Income and Expenditure' but have been constructed on a Receipts and Payments Accounting basis. The Excel Spreadsheet presented to the Independent Examiner required updating and some additional information; some deposits were listed with question marks within the Receipts and the transaction dates required to be added for completeness. There was a discrepancy in the comparative

figures (for the year ending 31 March 2020) which was brought to the attention of the Trustees. Explanations were provided by the Trustees regarding the issues raised by the Examiner.

- c) Payments from the Charity's Barclay's Community Account consisted of cheques and direct debit transactions. **As the independent review was being undertaken remotely/electronically, the Cheque Book was not examined. Cheques 100968 and 100976 were not cleared through the bank and the Trustees should confirm that they have been cancelled and are not outstanding.**
- d) The transactions within the Business Premium (Deposit) Account were amounts of bank interest received and a transfer of £6,000 to the Current Account on 6 April 2020.
- e) The Trustees confirmed that the Badingham Parish Council is the Custodian Trustee of the Village Hall and that the Deed of Covenant which transferred the Hall to the Parish created a distinct Management Committee to operate the Hall. The Charity accordingly receives all the income due and incurs the costs of the Hall.
- f) **The Charity does not currently maintain an Asset Register listing any buildings, equipment and machinery under the ownership of the Charity. The Independent Examiner recommends that the Charity should construct a separate Asset Register which describes each asset held and (where possible) lists details of the date of purchase, the purchase cost, location, insurance value, and (when applicable) the date of disposal and reason for disposal. The Charity has insured the Village Hall for £441,418 and the Contents for £8,121 and the construction of an Asset Register will assist in enhancing control over the assets held by the Charity.**
- g) The current insurance policy was presented to the Independent Examiner. The cover with Zurich Insurance is part of a long-term agreement expiring January 2026. The Trustees provided the Independent Examiner with details of the cover for the period 8 January 2022 to 7 January 2023 at the cost of £766.29. The Trustees confirmed that insurance cover was in place during the whole of the 2020/21 year of account (a payment of £743.28 was made to CAS Insurance on 1 February 2021). The insurance cover for Public Liability is for £10 million. There is no Employer's Liability cover. The cover for incidents of Crime (provided by Zurich Insurance as equivalent to fidelity guarantee cover) is for £25,000.
- h) As a result of the Covid-19 pandemic and the restrictions applied nationally, Sales from Facility Hirings fell during the year of account from £11,343 (in 2019/20) to £2,483 (in 2020/21). The shortfall in income was compensated by £20,708 received in 2020/21 from East Suffolk Council under a Government scheme to support local communities during the pandemic. The Trustees confirmed that funding donations were also received from Badingham Community Council (£2,000), Enterprise Badingham (£1,000) and Adnams (£1,000).
- i) Similarly, the pandemic impacted heavily upon some areas of the Charity's routine operations, with a significant decrease in Premises Expenses (gas, electricity water, cleaning and repairs and maintenance) in the year from £6,800 (in 2019/20) to £4,186 (in 2020/21). Work amounting to £11,827.02 was undertaken on the renovation project in the year of account. The paid invoices to Duncan & Son (Southwold) Ltd relating to the renovation project was inspected by the Independent Examiner as part of this review.
- j) The overall result of the Charity's operations in 2020/21 resulted in an increase in the Surplus from £3,390 (in 2019/20) to £9,923 (in 2020/21).
- k) The Reserves balance at the year-end 31 March 2021 amounted to £26,082.96 (reflecting the £9,923 surplus in the year of account). As at 31 March 2021 it is considered that there were sufficient reserves

and contingency sums being maintained to meet, within reason, any unforeseen items of expense that may occur.

- l) The Trustees confirmed to the Independent Examiner that they are not aware of any Debtors (outstanding debts) and Creditors (amounts owed) as at 31 March 2021 or any potential financial, administrative and legal liabilities which the Charity faces which could impact upon future finances or income streams of the Charity.
- m) The Charity is not registered with the Information Commissioner's Office (ICO) as a Fee Payer/Data Controller for Local Charity purposes. Organisations which are established for 'not-for-profit' making purposes can be exempt from registration; the exemption may apply to small clubs, voluntary organisations and some charities.
- n) The Charities Act 2011 requires all registered charities to prepare a Trustees' Annual Report (TAR) and Accounts and to submit them to the Charity Commission if their income was greater than £25,000. **The Commission's website entry for Badingham Village Hall confirms that the reporting for 2020/21 is now overdue, the Accounts and the TAR for the year ended 31 March 2021 were required to be submitted by 31 January 2022.**

3. Basis of Independent Examiner's report

My examination was carried out in accordance with the applicable Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

4. Independent Examiner's statement

I have completed my examination.

- a) I confirm that no material matters have come to my attention 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 2011 or the accounts did not accord with the accounting records or comply with the applicable requirements concerning the form and content of accounts.
- b) 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 (other than those matters already listed at item 2 above) in order to enable a proper understanding of the accounts to be reached.



Trevor Brown
Chartered Institute of Public Finance and Accountancy

26 February 2022