



Registered Charity No 305527

**TRUSTEES' ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
30TH SEPTEMBER 2021**

Holt Village Hall
The Street, Holt, Trowbridge, Wilts, BA14 6RW

This document is the annual report for the accounting year ending 30th September 2021 by the chair of the of management committee of Holt Village Hall under the Charity Commission scheme 305527 dated 28th July 1995 as amended by an order dated 26th January 2005 and as amended on 2nd December 2019. This report covers activities since the last AGM report for the year ended 30th September 2021 and is to be presented to the Annual General Meeting of the trust to be held at Holt Village Hall on Monday 6th December 2021.

List of trustees

The Volunteer Management Committee is responsible for the day-to-day running of the Village Hall, for its continued maintenance, and for planning for its improvement and future use. Those who have served as trustees are:

Mrs S Bolden
Mrs S Ennis
Mr A Fox
Mrs J Haggett
Mr G Hill
Mrs J Hopkins
Mr T Hopkins

Mrs D Hughes
Mr P Lucas (deceased 18th Oct 2021)
Mrs J Mason
Mr T Mason
Mr D McDonald
Mr R Page

The objectives of Holt Village Hall are:

- to provide a meeting place for local community groups
- to maintain clean, safe & functional premises
- to ensure that the facilities provided comply with the necessary regulations (e.g. fire, health & safety, licensing act etc.)
- to improve facilities where possible
- to receive hiring fees from Hall users and to fund-raise when necessary to ensure income stays on a par with expenditure.

Strategies for Achieving Objectives

The strategies employed to achieve these objectives during the year reported were:

- to maintain a hall management committee of elected members.
- to assign key management roles i.e. chairperson, secretary, treasurer, bookings secretary, health & safety, to individuals
- to hold regular (monthly) management committee meetings with minutes (including agreed actions on individuals) being issued prior to the next meeting
- to review the financial position of the hall at the monthly meetings
- to source local (volunteer) help where necessary, in the interests of minimising costs
- to hold an Annual General Meeting (advertised in the Village Magazine) open to all villagers

With the reduction in numbers of trustees available to attend meetings in the year, our subcommittee structure (Admin, Finance and Planning, Maintenance, Decor & Aesthetics and events) has been temporarily suspended.

Public Benefit

The trustees have met nine times during the year and have kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The object of the charity remains valid, and we are confident that our activities fully reinforce the object.

Achievements and Performance

a) To stabilise the committee:

All members from 2020 have remained with the committee albeit several could not participate as fully as they would have wished due to COVID-19 related isolation. The committee failed to recruit a new treasurer following Jo Hopkins advising that she wished to step down from that role which she had held for over 30 years. Subsequent to the end of year, Sue Ennis has agreed to take on that role in addition to Chairperson until a suitable candidate comes forward. Also subsequent to the end of year, Phil Lucas, a longstanding committee member has passed away after a short illness.

b) To focus on on-going improvements to the hall supported by fund raising and events programme:

With the disruption and uncertainty surrounding COVID-19 pandemic, all major upgrades, improvements and fund raising events were put on hold and in essence the hall went into a care and maintenance mode and no budget was set. However, despite this we were able to raise some funds by holding the Annual Plant Sale thanks to the efforts of Jo Hopkins and in September the Flower & Produce show.

We also took the opportunity to extend the membership of our 100 club and which increased from 100 to 243 members.

Income and Expenditure on Activities of Public Benefit

Income from lettings was £6,656 compared with £14,512 in 2020 and £20,800 for 2019. The difference was obviously due to the impact of COVID-19 restrictions; however this was more than offset by £18,532 Covid support grants from Wiltshire Council (£10,000 in 2020).

Our standing annual costs (excluding repairs and maintenance) of £13,571 compared with £16,542 last year, however we were in receipt of £2,331 furlough payment (last year £1,428) which reduced the running cost.

As in 2020 we are again grateful for the COVID-19 support package which has more than covered the deficient in standing cost. We are using some of the surplus resulting from these grants to promote return to regular bookings going forward.

Car park

The committee continues to allow Holt Minibus to park in the car park in return for a donation to hall funds. We also came to an arrangement with a neighbouring business for limited parking in recognition of the free servicing of the Village Minibus.

Our 2-year arrangement with the National Trust was up for review in February 2021. In view of the uncertainty surrounding Covid it was agreed that the current arrangement should continue unchanged for a further year. In addition, the NT staff at The Courts has continued to maintain the hedge around the car park at their own cost. This improved the appearance and visibility of the car park and we are ever grateful for their continued support.

Cleaning

Our only employee (part time), as hall cleaner, Michelle Rafferty was appointed during October 2018 and is continuing to maintain a high level of cleaning. Michelle monitors and cleans the hall at strategic times and reports any issues.

Following Michelle being furloughed last year her pay continued to be supported utilising the government job support scheme with Holt Village Hall making up the shortfall in income. Since June 2021 Michelle has returned to full pay to the Village Hall account.

Licensing

We continue to operate a premises licence which allows for the sale of alcohol during normal licensing hours. This system works to our satisfaction.

Risk, Health & Safety

Health and Safety remains a standing agenda item and there were no reported incidents during the year.

COVID-19

Following the initial lockdown, the hall remained closed for everything other than essential maintenance and safety checks.

Holt Village Hall re-opened in September 2020, but there was restricted use up to the second lockdown. Limited lettings recommenced from May 2021 onwards with another step in June 2021 and a gradual increase to a more normal situation by the start of the autumn term.

Holt Village Hall has been tremendously grateful to Community First (#) and ACRE (*) for their COVID-19 advice and guidance which Holt Village Hall has worked to.

NOTE

Community First is a registered charity based in Devizes supporting rural communities across Wiltshire and Swindon through advisory services for village halls and local councils.

*ACRE (Action with Communities in Rural England) is the national body for 38 charitable local development agencies – the voice of rural communities

Fundraising Activities and Public Benefit

The committee were only able to organise 4 fundraising events during the year: a plant sale, a flower and vegetable show, a community breakfast and a community lunch

Our fundraising total profit was £2,293 from these events including £1,714 from the 100 club compared with a total of £2,886 in 2020.

As planned last year, we successfully expanded our "100 Club" and membership that now stands at 243.

We offer continued thanks to all trustees and friends of the village hall for their help in making these events successful.

Village Hall web site

Doug Mc Donald has continued to maintain <https://www.holtvillagehall.com/> to suit changing needs and expectations and Mike Jordan updates the contents incorporating his own artistic embellishments. Mike also adds to Holt Village Holt Facebook presence.

Hirers

We were fortunate to secure a booking in March from 'Forge' (a UK based independent drama company) in accordance with special COVID-19 rules relating to Film Productions to take over the whole hall for costumes and make up of 'extras' working on filming 'Becoming Elizabeth'. This was a new experience for the hall.

During the various Covid lockdowns, several of the exercise-based classes moved online which found favour with some of their clients, particularly those living outside the village. In an endeavour to stimulate a return to the hall discounts were offered to regular bookers to help with restarting and as of the year end things were getting back to a more normal level, bookings for parties have started to return in the new financial year

Unfortunately, the Luncheon Club, which had been meeting weekly in the hall for over 40 years ceased as they could no longer find sufficient volunteers to keep it running. A trial community lunch under the auspicious of the village hall has started in September on a monthly basis with help from volunteers. This is growing but will be reviewed in 6 months time.

The Youth Club has not restarted due to lack of staff, but is hoping to reopen in the near future.

Holt Village Hall was very pleased to reach agreement with Bridge WI to change their monthly meetings from Wednesday to Thursday evenings. Thursday evenings now host three different organisations over the month which has freed up Wednesdays for others who required a weekly slot.

As of 1st November 2021 the Hall has secured the following regular bookings:

WEEKLY

- Art Group
- Children's Ballet (term-time)
- Emmaus School (term-time)
- Martial arts
- Mindfulness Classes
- Pilates - five classes a week
- Yoga
- Zumba

MONTHLY

- Community Lunch
- Holt Dramatic Society (ad-Hoc bookings)
- Flower club Meeting and Separate practice sessions
- Monthly County Councillor Surgery
- National Childbirth Trust ante natal classes.
- Parish Council meetings
- Yoga for pregnancy
- Youth Group
- W.I.

OTHER RECURRING BOOKINGS

Wreath making classes

WI Regional Meetings

Village Hall

Auctions

Plant sale

Flower and produce Show

Annual Skittles event

In terms of public benefit, it is noted that the beneficiaries of the events held in the hall still caters for people of all ages.

Financial Review

Finances

Thankfully, during 2021 no significant incidents requiring emergency repairs occurred

Because of the uncertainty surrounding Covid, no major improvements or upgrades were made, however we did :

- Purchase 7 new folding tables £993
- Install remote operators for the Skittle Alley to make ventilation easier £589 (including 3 x replacement sealed units)
- Clean the main Hall curtains before returning them to position £408

The end of year accounts shows a surplus of £19,562 for the year because of the Covid Grants (£18,532) and Furlough payment (£2,331).

The healthy position of the accounts will stand the hall in good stead to withstand a period of great uncertainty due to

- Impact of COVID-19 on income stream from hall lettings
- Impact of COVID-19 on income fundraising events.
- Additional cost which may be incurred in making the Hall more Covid Secure
- Inflationary effects particular in respect of energy cost and labour rates.

MHA Monahans Chartered Accountants have completed an independent examination of our accounts that are prepared on a receipts and payments basis. The trustees have agreed a policy to retain £24,000 in reserve for unforeseen emergencies and to keep that sum separately identified in a fixed term interest bearing account/bond; however, the interest is minimal particularly as Banks consider the Hall to be a small business.

Future Plans and Objectives

Our general aim is to use income from car park revenue, interest and fund raising for major improvements and repairs rather than covering day to day costs.

Due to uncertainties surrounding the impact of the Covid crisis the Trustees feel that for the coming year all major projects must be put on hold and emphasis placed on essential maintenance and keeping the hall compliant with its legal obligations.

It is anticipated that the village hall will need to utilise moneys that it has prudently built up over many years to pay for the running of the hall, at the same time the trustees will endeavour to seek financial grants etc. where possible.

A provisional budget proposed and to be ratified by the new trustees following the AGM.

Action	Budget/Estimate
Refurbishment of upstairs Kitchen	£3,000
5 Year electrical Inspection and updating of consumer units	£6,000
Replace men's toilet floor covering	£1,000
Replacement of 10 fire extinguishers	£500
Work on exterior woodwork to roof	£2,750
Decoration	£2,000
Repair and Maintenance	£5,000
Estimate	£23,250

Structure, Governance and Management

The charity is regulated by a scheme lodged with the charity commission. Following the 2019 AGM an update was submitted and accepted by the Charity Commission to amend scheme 305527 (our charity governing document) dated 28th July 1995 as amended by order dated 26th January 2005 to do away with the distinction between nominated and elected member as Trustees.

Trustees are appointed or reappointed annually at the Annual General Meeting held in December. No trustee receives any remuneration.

Our banking arrangements are regularly reviewed in order to get best value without excessive risk from our substantial cash assets. We note that, as a charity, our options to get good rates of interest are limited, whilst adopting a low-risk investment strategy.

During the year, we have retained all of our trustees enabling a small but effective management committee. Since year-end, Phil Lucas a longstanding trustee has died and the committee are thankful for his input and sends condolences to his family.

Jo Hopkins wishes to relinquish the position of treasurer after more than 30 years she will continue with other activities. The committee are thankful to Jo for all the effort she has put into that role and her continued commitment. Sue Ennis has will take on the role of Treasurer in addition to that of Chairperson, this not an ideal arrangement and it is still our intention to appoint a new trustee to become treasurer.

We remain a member of the WVHA and have access to website facilities via their site and useful advice through their offices, including beneficial insurance rates.

In conclusion

As mentioned throughout this report, COVID-19 has had a tremendous impact on the village hall this year but the financial consequences have been minimised by the receipt of a small business Covid support grant and furlough payments. However, without this support the outlook for 2021/22 is potentially far more challenging and we may encounter some of the following:

- further constraints as a result of Covid.
- additional cost associated with keeping the hall Covid compliant.
- less income from lettings than we have become accustomed to.
- income from traditional fund raising events is likely to be restricted.
- use monies accrued to balance the accounts.

The trustees intend to:

- draw up a budget within 3 months of the AGM based on projected booking income.
- strengthen the management team by recruiting new trustees

Once the trustees have a clear vision of the way forward with respect to COVID-19 it will be the intention to continue to improve the facilities and features of the hall.

Holt village hall is certainly one of the larger village halls in Wiltshire and one of the best. The trustees intend to help keep it that way during the coming year.

Sue Ennis – Chairperson on behalf of Holt Village Hall Trustees

Date: 6 December 2021

A handwritten signature in black ink, appearing to be 'Sue Ennis', with a long horizontal flourish extending to the right.

Independent examiner's report to the Trustees of Holt Village Hall

I report to the charity trustees on my examination of the accounts of the charity for the year ended 30th September 2021, which are set out in pages 9 to 11.

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 charity's accounts carried out under section 145 of the 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records;

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.



Simon Cooper FCA
MHA Monahans Chartered Accountants
14a Forest Gate
Pewsham
Chippenham
Wiltshire
SN15 3RS

23 December 2021

HOLT VILLAGE HALL

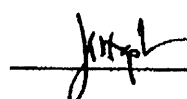
Receipts and Payments Account for the Year ended 30 September 2021


	2021 General Fund £	2021 Restricted Fund £	2021 TOTAL FUNDS £	2020 TOTAL FUNDS £
Receipts				
Regular village lettings	874	-	874	4,159
Other regular lettings	3,807	-	3,807	8,322
Sundry lettings	1,975	-	1,975	2,031
Deposits	145	-	145	-
Donations	5,081	-	5,081	4,637
Small business COVID Support Grant	18,532	-	18,532	10,000
Coronavirus Job Retention Scheme Grant	2,331	-	2,331	1,428
Interest	532	-	532	504
Miscellaneous	131	-	131	60
Fund raising events	4,703	-	4,703	8,366
Total Receipts	<u>38,111</u>	-	<u>38,111</u>	<u>39,507</u>
Payments				
Cleaning	6,604	-	6,604	7,581
Rates, water and insurance	1,562	-	1,562	2,380
Electricity	468	-	468	750
Gas	1,104	-	1,104	1,504
Accountancy and audit	778	-	778	737
Petty cash and stationery	20	-	20	16
Telephone	514	-	514	497
Deposit refunds	-	-	-	446
Repairs and maintenance	2,568	-	2,568	10,335
Equipment	993	-	993	1,685
Miscellaneous	1,304	-	1,304	223
Performing rights	-	-	-	499
Hallmaster	224	-	224	224
Fund raising events expenditure	2,410	-	2,410	4,371
Total payments	<u>18,549</u>	-	<u>18,549</u>	<u>31,248</u>
Net of receipts	<u>19,562</u>	-	<u>19,562</u>	<u>8,259</u>
Cash funds brought forward as at 1 October 2020	<u>79,022</u>	-	<u>79,022</u>	<u>70,763</u>
Cash funds carried forward as at 30 September 2021	<u>98,584</u>	-	<u>98,584</u>	<u>79,022</u>

HOLT VILLAGE HALL
Statement of Assets and Liabilities at 30 September 2021

		2021 General Fund £	2021 Restricted Fund £	2021 TOTAL FUNDS £	2020 TOTAL FUNDS £
Cash funds					
Lloyds TSB Current Account		13,583	-	13,583	4,295
Lloyds Treasurers Savings Account		35,011	-	35,011	25,009
Lloyds Fixed Term 1 Year		24,000	-	24,000	24,000
Lloyds TSB Savings Account		25,990	-	25,990	25,718
Total Cash funds		<u>98,584</u>	-	<u>98,584</u>	<u>79,022</u>
Other Assets					
Fixed assets	1.	830,000	-	830,000	830,000
Total Other Assets		<u>830,000</u>	-	<u>830,000</u>	<u>830,000</u>
Liabilities - accruals	2.	<u>834</u>	-	<u>834</u>	<u>794</u>

These Accounts were approved by the Committee on 6 December 2021 and signed by:

 Treasurer

 Secretary

HOLT VILLAGE HALL

Notes to the financial statements for the year ended 30 September 2021

1. Building Valuation

The premises were valued for insurance purposes in December 2002 by Brian Fitchett Commercial Chartered Surveyors. They valued the re-building costs, i.e. replacement cost for insurance purposes only, at £507,000.

A second valuation was carried out in August 2014 by Quartley Chartered Surveyors. They valued re-building costs, i.e. replacement cost for insurance purposes only, at £830,000, and £580,000 if natural stone is not used for rebuild.

2. Accruals

	2021	2020
	£	£
Accounts and independent examination fee	<u>834</u>	<u>794</u>